



# AL-HADI SCHOOL

## ACKNOWLEDGEMENT OF RECEIPT EMPLOYEE HANDBOOK 2019-2020

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I hereby acknowledge that it is my responsibility to access the Al-Hadi School Employee handbook on the server if I have not received a personal printed copy. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in Al-Hadi school policies may supersede, modify, or eliminate the information summarized in this booklet. As Al-Hadi school provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships.

I understand that I have an obligation to inform my supervisor or the Principal of any changes in personal contact information, such as phone number, address, etc. through a letter or via email. I also accept responsibility for contacting my supervisor or Principal if I have questions or concerns or need further explanation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: When you receive a copy of this form. Please sign and date it and return it to the school secretary.

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# AL-HADI SCHOOL

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*In His Name, the Compassionate, the Merciful*

Date

Dear Faculty member,

Assalaamu Alaikum,

On behalf of the Al-Hadi Education Board, welcome to the 2019-2020 academic school year. By electing to work at Al-Hadi, you have chosen an institution whose mission is to provide academic excellence for all students in a safe and healthy environment which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social potential and practicing Islamic values. Our aim is to ensure that every student to become a productive member and an asset to society.

We appreciate your support and commitment in our success. As we enter our 14<sup>th</sup> academic year, this 2019-2020 handbook provides our administrative policies and code of conduct. We request your co-operation and participation in its full implementation and encourage you to provide comments and feedback for continual improvement.

We hope that your experience here will be academically challenging and personally rewarding. Once again, as the governance board of the school, we would like to congratulate you and wish you all the best in the coming year. Let us know if we can provide you any further assistance.

Regards,

Islamic Education Board



# AL-HADI SCHOOL

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*IN HIS NAME, THE COMPASSIONATE ,THE MERCIFUL*

Dear Staff Member:

*As salaamu Alaikum wa Rahmatullah wa Barakatu*

May the Peace, Mercy and Blessings of Allah Be With You.

Our goal at Al-Hadi School is to provide quality Islamic education in a safe, positive learning environment where creativity and innovation are encouraged and supported. The administration is pleased to welcome you to our school and we look forward to working together to achieve this goal.

We value our staff members. We believe that each person contributes directly to the growth and success of this school. As staff members, we believe working as a team in achieving this goal and feel that your association with us is a mutually beneficial one.

This Employee Handbook is intended to acquaint you with Al-Hadi School and provide you with information about its policies, procedures, expectations and schedules. There is an index that you should use for easy reference to miscellaneous forms, policies and procedures that you may need during the school year. If anything is unclear, feel free to discuss the matter with me. You are responsible for reading and understanding this handbook as it clarifies issues that may be of concern.

**As we grow and improve, there may be changes, revisions or up-dates to the current handbook. You will be notified of any revisions through memos, which shall then become addenda to this handbook.**

We hope that you will find the information in this handbook helpful as you begin the new school year. Thank you for joining us. Let us all have a creative and productive school year!

Sami Hijazi

Acting Principal



## ABOUT AL - HADI SCHOOL

We are a community-based non-profit school. We believe in the empowerment of all stake holders in the education of our children. We integrate Islamic values and practices with academic learning.

The school program nurtures the spiritual, physical, social, psychological, and academic development of students. The curriculum promotes learning from natural forms and processes, to help create a sustainable and safe natural environment, integrating Qur'anic studies, Islamic morals, Arabic reading and writing, English reading and writing, Mathematics, Science, Social Studies, Health, Art, Technology and Media, and Physical Education.

We act according to our belief that all human beings are created equal in dignity and with rights. We are all brothers and sisters in humanity and faith, and therefore have universal rights to exist without impeding on the rights of others

The story of Al-Hadi begins in the fall of 1996 in the city of Bell, California. A group of families and community members gathered together to seek solutions to a growing list of concerns regarding the education of their children and their spiritual growth.

Al-Hadi School is a grass root community school, founded by parents and community members who felt the need to provide a quality education in an authentic Islamic environment.

Al-Hadi School is a non-profit school serving the city of Los Angeles and its surroundings, regardless of race, color, national or ethnic origin.

## OUR MISSION

**Al-Hadi School** exists to provide an excellent classical and Islamic education that develops the intellectual, spiritual, physical, and aesthetic potential of the human being in line with the teachings and practices of Islam from the perspective of prophet Mohammad and his Holy household.

## OUR VISION

The vision of **Al-Hadi School** is to guide and help students become practicing Muslims who will treat their elders with respect, their peers with empathy and their younger ones with compassion, and actively influence their society in a positive way.

## OUR CORE VALUES

The core values of **Al-Hadi School**:

1. We follow Prophet Mohammad and his Holy Household in speech and action.
2. We strive toward quality education in Islamic foundation.
3. We develop our character toward Islamic living.
4. we plan, organize, act, and trust in Allah
5. we respect our elderly, have empathy for our peers, and treat our young with compassion.

## OUR STATEMENT OF FAITH

We Believe:

1. That there is no God But Allah Creator of all things, infinitely perfect, omnipotent, omniscient, omnipresent, eternal, and has no parents nor children.
2. In the prophets and that Prophet Mohammad is the Messenger of God and the seal of all prophets, and Imam Ali Ibn Abi Talib is his successor.
3. In the Devine scriptures of the Injeel (the book that was sent to Prophet Jesus), and the Taorat (Torah: the book sent to Mousa(Moses), and the Qur'an as the last divine revealed book (sent to Prophet Mohammad).
4. That God the Almighty and the Creator of the world sent Prophets to guide humanity to worship the ONE and Only GOD, to guide humanity to the right path of justice and peace.
5. That all human beings are created equal in dignity and rights. They are all brothers and sisters in humanity and/or faith, and therefore have universal rights to exist without impeding on the rights of others.
6. In the resurrection when people will be raised by the Will of GOD the Al-Mighty to be judged for their actions and that the heaven is the reward for those who do good deed and the hellfire is the punishment for those who do bad deeds.
7. That as followers of Prophet Mohammad and His Holy Household, we shall abide by their teachings in our interaction with our brothers and sisters in faith and humanity and all GOD's creation.

## OUR GOALS

The desire to know is an inherent part of the human being. Education is therefore the process of developing the human being as whole, integrating spiritual, psychological and social dimensions that benefit the individual, the family, and society. Programs and teachings, at [Al-Hadi](#) seek to:

1. Teach all subjects as part of an integrated whole with Islam as the foundation.
2. Provide a clear model of an Islamic life through its staff and board and families.
3. Encourage every child to develop his/her relationship with God, Prophet Mohammad and his Holy Household, and all the prophets.
4. Create an environment that will enhance independent learning and critical thinking.
5. Encourage every student to develop love of Allah, Prophet Mohammad and his Holy Household, and love for learning.
6. Provide an orderly and safe atmosphere conducive to the attaining of these goals.
7. Provide services to all regardless of race color, national or ethnic origin.

## PHILOSOPHY

We, at Al-Hadi School, believe that:

1. A safe and comfortable environment promotes student learning.
  2. Faith, knowledge and good deeds are the keys to our children's success.
  3. The *Holy Household* school of thought is the basis for our beliefs and practices.
  4. Cultural diversity increase students understanding of different peoples and cultures.
  5. Islamic environment helps students face the challenges they may face in their lives.
  6. Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
  7. Students learn to make appropriate decisions given a balanced supportive and challenging environment.
  8. Staff, parents, and community are role models and share the responsibility for advancing Al-Hadi School mission.
  9. Curriculum and instructional practices should incorporate variety of learning activities to accommodate differences in learning styles.
  10. Students learning the desire to acquire knowledge as well as developing critical thinking and problem solving skills.
  11. The commitment to continuous improvement enables students to become confident life long learners.
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## AL-HADI BOARD OF DIRECTORS

President

Vice-President

Secretary

Director Finance

Director of Facilities

Director of Public Relations

Director of fund raisings

## SCHOOL ADMINISTRATION

*Dr, Ali Sleiman*

Acting-Principal

Vice Principal

*Ms. Alia Ayoub*

School Secretary

## TEACHING STAFF

Please refer to student class schedules, or the school website page at [www.alhadischool.org](http://www.alhadischool.org).

## I N T R O D U C T I O N

The aim of this school is to educate children to become productive members of society. As a member of the staff at AL-Hadi School, you will play an important role in helping to achieve this goal. We aim to provide an Islamic environment where we model Islam as a way of life. You are expected to be a role model for your students, meaning that you will abide by all Islamic laws, InshaAllah. May Allah guide you as you perform your duties of educating, training and guiding your students to the best of your ability. Through this service, we hope to earn Divine blessings in this world as well as in the Hereafter, Insha.....

You are the backbone of our institution. Your role at Al-Hadi is even greater. You need to be not only an excellent instructor or administrator, but also a role model for our children demonstrating human and Islamic values.

**When faced with a situation where controversial issues are being discussed, employees should consult with the administration before advising students. As representatives of the school, all employees must refrain from voicing personal opinions that are of controversial nature.**

Before school actually begins, make sure that you have familiarized yourself with all school policies and procedures, your schedule and especially your job objectives. You are expected to read this handbook, as it is considered an extension of your contract. You should also review the Parent/Student Handbook, which explains all student policy and regulations.

Have fun in the classroom, think positively and be prepared to learn from your experiences. Keep in mind these helpful hints:

- If you are not organized, get organized.
- Do not look for love and sympathy from your students, look for respect. This cannot be stressed enough; any teacher who looks for love and sympathy in the classroom will become vulnerable and lose the authority needed to lead a class.
- Focus on learning.
- Be a strong Islamic influence on your students. Remember that they will probably spend more time with you than their own parents.
- Become an involved member of AL-MUSTAFA ACADEMY. Colleagues can be a great source of support and professional learning.

## S C H O O L   Y E A R   2 0 1 9   -   2 0 2 0

The school calendar shall comply with a minimum requirement set forth by the State of California.

The school shall commence on September 8<sup>th</sup>, 2019 and conclude on June 17<sup>th</sup>, 2020. The school week will be Monday through Friday, with the exception of holidays and vacation days. Fridays are shortened days for students but full school day for staff.

### ***DAILY SCHOOL SCHEDULE***

Monday-Thursday Schedule: 8:00 AM – 2:20pm

Friday Schedule: 8:00 AM- 1:00pm

All students picked up after dismissal time will be charged a day care fee of 10 dollars/half hour.

Charges are half hour increments

**All teaching staff is required to be in school by 7:45 AM sharp**

*For class schedules, please refer to the master schedule*

### ***TEACHER SCHEDULE***

All full-time teachers shall report to school at 7:45 AM and remain on the premises until **2:30pm** PM. Part-time teachers must report to work 15 minutes prior to scheduled class time. Teachers are expected to arrive on time and be prepared for class. Staff members with young children enrolled at AL-Hadi School may need time to settle their children into their rooms, and need to plan accordingly in order to ensure that they are ready for duty at their scheduled time.

All faculty and staff members (hourly or salaried) must clock-in as they arrive and clock-out when they leave the premises, either at the end of the day, or at any time during the day.

There will be weekly scheduled mandatory Team meetings and religious seminars every Friday.

Scheduled planning periods are provided for lesson planning, grading, etc. Similarly, each member of the faculty will have an assigned lunch period. Teachers are free to leave the campus during their assigned lunch period. In order to ensure that teachers are available for substitutions and conferences with the administration, etc. teachers are required to remain on campus during their lesson planning periods. In the event that it becomes necessary for a teacher to step out during a planning period, the teacher must

inform the front office. In any case, for safety reasons, employees are required to clock-out when leaving and clock in upon return. When stepping off campus, employees must ensure that they will return within their lunch time. Please note that even though an employee may be clocking in / out during lunchtime, this will not have an affect on their wages/salary for that day or period.

Employees pay may be docked if they leave before their scheduled hours on days scheduled as early dismissal for students (including Fridays).

School will follow an early dismissal schedule during the entire month of Ramadhan.

## **PAYROLL**

All part-time, full-time and hourly and salaried employees are required to clock-in/out on a daily basis. Employee hours will be based on the time of clock in/out and their individual schedules.

Paychecks will be distributed on the 15<sup>th</sup> and 30<sup>th</sup> of the month. Paychecks will be available for pick-up in the office for three days after the distribution dates indicated above.

## ***PORTRAIT OF AN AL-HADI SCHOOL EMPLOYEE AS AN ISLAMIC ROLE MODEL***

### ***Creator of Student Centered Environment which involves***

- Purposeful Planning
- Incorporating Age Appropriate Content
- Stimulating Curiosity and Critical Thinking
- Maintaining Challenge
- Including Real World Application
- Molding Problem Solvers, Workers and Doers
- Providing a Supportive Environment

### ***Team Player***

- Cooperative
- Problem solver
- Listen to and value others' opinions

***Effective Communicator***

- Effective communication skills
- Skills in listening, speaking, writing, reading, mathematics, and technological presentation.

***Competent Problem Solver which requires the ability to***

- Identify
- Organize
- Analyze
- Interpret
- Evaluate and Predict problems
- Make appropriate decisions towards resolution.

***Life long learner***

- Being Resourceful
- Having high expectations
- Taking pride in own work
- Evaluating and correcting own performance
- Committed to continuous improvement through personal and professional development

***Self- Directed Learner***

- Creating options for learning that lead to productivity
- Taking responsibility to achieve goals
- Monitoring own progress in goal attainment and uses various rubrics to do self-evaluations

***Positive Role Model***

- Good Values And Morals
- Responsible
- Persistent
- Optimistic



- Respectful

***Responsible Citizen***

- Honest
- Self-Disciplined
- Accepts, understands and deals with diversity
- Appreciates cultural differences
- Contributes to community's welfare

# GENERAL ADMINISTRATIVE POLICIES & PROCEDURES

## **EQUAL OPPORTUNITY**

Employment decisions at Al-Hadi School are based on qualifications, abilities and merit. AL-Hadi School does not discriminate in employment opportunities or practices on the basis of race, color, gender, national origin, or age. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to discuss these issues with the Principal / HR Committee.

## **PROBATIONARY PERIOD**

As a new staff member, it will take time to become familiar with the procedures and policies of AL-HADI SCHOOL. Because of this, the first ninety (90) days of employment will be on a probationary basis. This probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. AL-HADI SCHOOL uses this period to evaluate the employee capabilities, work habits, and overall performance. Any significant absence will automatically extend the probationary period by the length of absence. If AL-HADI SCHOOL administration determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period of time.

## **IMMIGRATION LAW COMPLIANCE**

AL-HADI SCHOOL employs only United States citizens and legal residents and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each employee as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## **STAFF ABSENCE/ SUBSTITUTE REQUESTS**

AL-HADI SCHOOL offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. A detailed summary of the Leave and Absence policy is included in the appendix.

A written vacation request should be submitted to the office at least one week in advance of the requested time off. The office reserves the right to approve or deny the request to take days off depending on the school's schedule, activities, and the need for

the employee. Once an absence is approved, the employee will be informed and will be responsible for providing lesson plans for substitutes (if applicable). Substitute teachers will be arranged by the administration. In case approved leave is not availed, employees are responsible for informing the office in writing using the original approved leave request form.

In case of unplanned absences, the office should be informed at the earliest time possible about the absence, so that substitutes can be arranged. Please call the designated administrator (the number is provided in the welcome back memo) and leave a message, providing details of the duration and cause of an absence. Teachers must email lesson plans to the Principal as soon as possible in addition of a substitute packet to the Principal along with any other instructions for substitutes.

Employees who have personal needs that will require long leaves of absence should submit a written request for leave and discuss leave options, continuation of benefits, and communication during leave, with the Principal, either in person, or over the phone. In case of an emergency, if the employee needs to leave right away, the employee must notify the Principal immediately.

## **DRESS CODE**

As an Islamic school, **AL-HADI SCHOOL** requires its employees to comply with the recognized standard of modesty for Muslims. Men and women must dress professionally. All clothing must be non-transparent. Denim and fabrics resembling denim may not be worn in any form (shirts, jackets, skirts, etc.). We ask that both male and female staff members wear minimal amounts of jewelry and perfume.

Women's shirts and blouses must be opaque, loose, and long sleeved, and reach down to an inch above the knee. Skirts and pants must be ankle length and loose, as not to describe the shape of the body. In keeping with Islamic law, female staff members are required to wear a non-transparent scarf that completely covers the hair and neck. Lipstick, eye shadow and blush are unacceptable forms of make-up and their repeated use will result in disciplinary action. Socks must be opaque (conceal color of the skin) and should cover any part of the feet and legs that is visible underneath pants, skirts etc. Closed toe, medium heeled, formal shoes with solid backs (not just back straps, like sandals) are required, keeping in mind the fact that teachers may be required to move quickly to ensure student safety (for example in the playground). Flip-flops, tennis shoes, mules, sandals and other casual forms of footwear are not permitted.

Male staff members are required to wear button down dress shirts and dress slacks. A jacket and/or a neck tie is optional and recommended. Hair must be properly groomed. The footwear guidelines provided above also apply to men.

PE Coaches are permitted to wear sweat pants, T- shirts and tennis shoes.

Casual dress may be worn while employees are on school premises during non-instructional hours (such as staff development etc.), as long as Islamic guidelines are followed.

## **PERSONNEL FILES**

Personnel files are kept in accordance with the state requirements. Staff members are responsible for submitting all required material prior to their employment. Any delays in completing the file must be approved in writing by the Principal. Failure to do so may lead to discipline including and up to termination of the employee's employment contract:

1. A completed employment application from Al-Mustafa Academy
2. A resume
3. Credentials and letters of evaluation regarding past teaching or substitute experience
4. Copies of all transcripts from any college or university where 20 credit hours or more have been earned.

5. Copy of teaching certificate or (if not yet available) a letter from a college/university verifying that the certifications process is on going.
6. Emergency Medical Information Form
7. Form I-9 for Employment Information Verification
8. Form W-4 for Withholding Tax Information for IRS
9. Documentation of CPR and First Aid training (if employee has received training).
10. Criminal History Background Check (Preschool and Administrative staff)
11. FBI Fingerprinting Check (Preschool and Administrative staff)

Teachers may request a review of their personnel file by submitting a written request indicating their specific concern or interest.

All staff members are responsible for reporting to the Principal, in writing within 10 days, any change of status such as address, telephone numbers, marital status, or number of dependents so that the personnel and payroll files may be updated.

## **EVALUATION AND OBSERVATION**

Observations will take place on an unscheduled basis throughout the school year. Administrators will visit the teacher's classroom for full sessions or brief periods. The purpose of the observations is to keep in touch with teachers, follow-up with their instruction, and to review students' performance. These observations may effect the evaluation of teachers. A record of these observations will be kept in the Principal's files, but not in the personnel file. In addition, Board members may make scheduled or unscheduled visits with the prior approval of the Principal.

Formal observations for the purpose of teacher's evaluations will also be made. The observation will be scheduled approximately two weeks in advance and in writing, indicating the week of planned observation. Teachers will be notified of the evaluation instrument to be used and the specific objectives of the formal observation. A copy of the completed observation will be provided to the teacher for review and signature. If necessary, a meeting will be scheduled to discuss results and plans. Students will also be evaluating teachers, so as to provide feedback to teachers.

## **EMPLOYEE DISCIPLINE**

In the event of inappropriate behavior by a staff member, the following steps will be taken:

- First Level – Verbal Communication. The Principal will bring any inappropriate behavior to the attention of the employee, and discuss strategies to correct the problem and any follow-up that may be needed.
- Second Level – Written Notice: A Conference will be required at this point.
- Third Level – One Week Suspension without pay followed by meeting with the HR Committee

- Fourth Level – Recommendation of Dismissal to the HR committee. On a selective basis, HR committee may recommend a hearing with the School Board or its designee. In this case, it will be scheduled within 7 working days. Until that time, the employee will be suspended without pay.

In order to investigate a complaint or allegation of misconduct against an employee, the employee may be suspended with or without pay for as long as necessary to conduct a proper investigation and hold a disciplinary hearing.

An employee may be terminated immediately if he or she:

1. Commits any act of misconduct or repeats (after a written warning), any other serious breach of contract, such as insubordination, confidentiality requirements etc.
2. Is guilty of any conduct that, in the reasonable opinion of the administration, brings him/her or the school into serious disrepute.
3. Is convicted on any criminal offense punishable by imprisonment.
4. Commits an act of dishonesty.
5. Is, in the reasonable opinion of the administration, incompetent in the performance of his/her duties

## **EMPLOYEE GRIEVANCE PROCEDURE**

In the event that an employee has a grievance to address, the employee should take the following steps:

If the grievance is related to a school staff, a student, or parent, the employee, the following procedure is prescribed:

1. The employee should address the issue with that particular party. This step is left to the discretion of the employee.
2. In the event that the conflict is not resolved, or the employee does not want to address the issue with the other party, the employee shall request a meeting with the principal by filling out the "Customer Service Form" available at the front office.
3. The Customer Service Form will be provided to the principal as soon as possible by the office staff but no later than end of the day.
4. The principal or his/her designee will contact the employee for a meeting as soon as possible, but no later than 48 hours. A meeting will be scheduled no later 5 working days depending on the urgency of the matter.
5. The meeting will be documented in order to alleviate any misunderstanding. In the event that the conflict is not resolved to the satisfaction of either parties. The employee(s) may escalate the grievance to the HR. committee via a written letter.

6. The HR committee will notify the employee for a meeting at its earliest convenience and according to the urgency of the matter for a meeting.

Note: In the event that the conflict is with the principal, the employee should address the matter with HR via a written letter. The letter should describe the issue at hand in detail to give HR the opportunity to investigate the matter before the meeting. The decision made by HR is final.

For more details, please refer to the appendix of this handbook.

## **SCOPE OF DISCIPLINE / GRIEVANCE INVESTIGATIONS**

In a situation where a parent, student or coworker brings to attention a conflict that requires resolution, investigations into such grievances come under the purview of the authority of the Principal or his designee. Investigations will be promptly and thoroughly conducted in any matter where the Principal reasonably suspects or believes that conduct is not in line with expectations. Involved parties will be asked to supply any evidence relevant to the investigation.

Employees do not have the authority to conduct investigations into grievances by students, parents or other employees. This means that employees do not have the authority to conduct investigative interviews with students, coworkers, parents etc. , request for written statements, request facts and supporting material, etc. Attempts to conduct investigations that have not been authorized by the Principal may lead to disciplinary action.

## ***SMOKING, DRUG, AND ALCOHOL USE***

It is Al-Hadi's intent to provide a safe and healthy work environment that is drug, alcohol and smoke-free. The school expects its staff to perform their jobs in a satisfactory manner and prohibits the intake of such substances.

AL-HADI SCHOOL is a smoke free environment. As such, smoking is not permitted on school premises. No employee may use, possess, distribute, sell or offer drugs, alcohol or other dangerous substances on school premises or at school sponsored events. Violation of this rule will be a cause for immediate termination from the school.

## **SCHOOL VISITORS**

Though the school has an open door policy and encourages parents and community members to visit the facility, visitors should always be directed to the office for security reasons. Authorized visitors are required to sign in and pick up visitor badge when they first enter the school building and sign out as they exit the building.

### Visitors and parents invited by employees

Prior authorization from the Principal is required in writing when inviting guest speakers, special visitors, volunteers or parents to the school. When notifying the office, please use the Visitor Request Form (see forms section of Handbook binder) you must include staff's name, the guest's name, date and time of arrival, grade(s) that the guest will be visiting, and the purpose of the visit (this also applies to parents who will be helping as chaperones on fieldtrips). Please make sure to submit the request at least one week in advance to provide sufficient time for approval. Please note that visitors may not be left alone to supervise students. Additionally, visitors may check if responses are correct or incorrect on student work, but a Teacher / Teacher Assistant must assign the grade under these circumstances.

### Former or prospective students & parents visiting for a day

Former and prospective students and their parents will be scheduled by the office to attend or observe classes. Teachers will be informed so that they can prepare materials for additional students.

### Parent Visitors

Parent visitors are welcome to observe classes, and join their children for lunch. They are required to coordinate their visit with the office / teacher, prior to arrival. Upon arrival, they are required to sign-in at the office and pick up a visitor badge.

**Any visitors not wearing a visitor badge should be directed to the office, and not allowed in class.**

## **BUILDING USE & SECURITY**

**For security reasons, the front door should not be opened without express authorization of the office staff.**

**Any visitors not wearing a visitor badge should be directed to the office, and not allowed in class.**

Al-Hadi School building is open for all staff Monday through Friday, 7:15 a.m. to 6:00 p.m. All staff and visitors are required to display proper staff or visitor badges while on premises. If access to the building is required after hours or on the weekends, arrangements must be made with the Principal. Prior approval and arrangement with the Principal is required for use of the premises outside of regular hours.

The school administration tries its best to maintain a safe environment for all. Unfortunately, we are not always able to prevent theft and other unfortunate incidences from occurring. For that reason employees should take care of their personal belongings, school property and resources. The school will not be responsible for any losses that may occur other than what is provided for in the building insurance policy.

Should theft occur, employees are responsible for reporting the incident immediately through a memorandum submitted to the Principal. The memorandum must specify the date of the incident, nature of the problem, a signature from the staff member and any other information that may help identify the source of the problem.

If you observe any visitors without visitor badges, please direct them to the office, or send a message to the office to alert them about the situation. Do not open any doors without authorization from a member of the administration. If you observe any strangers on the premises, inform the office immediately, and take steps to ensure the safety of the students.

All employees are required to park their cars in the parking slots adjacent to the south wall as to relieve congestion in visitor parking areas at the front of the building once gates are closed for security reasons.

All employees must familiarize themselves with the crisis management plan in the appendix.

## **EMERGENCY SCHOOL CLOSING**

During inclement weather, the school closing will be announced on Remind /Whatsapp texting. In case of doubt about a school closing, you may contact the school at 213-924-0367, or check the Al-Hadi website at [www.alhadi-school.org](http://www.alhadi-school.org) before leaving home. School closures may also be communicated to teachers via phone or text messaging, if contact information has been provided. Teachers will be asked to provide contact information during the week of teacher orientation prior to the beginning of the school year.

During school hours, if weather conditions require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up. **Under these circumstances, ALL employees must remain on the premises and on duty until authorization to leave is given by the administration.**

## **BUILDING MAINTENANCE**

The school board and administration stress the importance of safety and cleanliness of the facility. If you experience any problems with regard to the safety or cleanliness of the school building, please report them in writing on the maintenance log in the office as soon as possible. Use the log to report damages, problems, or action that is needed to insure a clean and safe environment. Employees will be responsible for maintaining organized and tidy rooms. Employees are also responsible for turning off all lighting and resetting heating and air-conditioning thermostats in their rooms at the beginning and end of each day. Spot checks will be conducted on classrooms from time to time and results will be reflected in the evaluation of overall performance.

## **KEYS**

Each teacher will be given a key to his/her classroom. **The classroom is to be kept locked at all times when not in use.** If the key is lost it must be immediately reported to the office. Duplication of keys is prohibited. **Students must not have access to keys or the classroom unless supervised by an employee.** Employees who sign a Key Holder's Agreement will be held responsible for all conditions in the agreement. Employees will be held responsible for any lost or damaged school property in their possession.

## **FACULTY LOUNGE**

In order for the staff to operate professionally and efficiently, the teachers' lounge must be kept clean and organized at all times. Each staff member is responsible for cleaning up after her / him self. All equipment and supplies including microwave, refrigerator, paper supplies, coffee and teapots are solely for use of employees and may not be used for students or class parties... **Students are NOT permitted in the faculty lounge. At no time should students be given keys to the lounge.**



Teachers and staff may use the Faculty Lounge during their free periods. Teachers and Staff should refrain from “visiting with” other staff and teachers who are on duty, in their classrooms or in the playground, etc. Teachers may be asked to contribute towards the cost of Lounge supplies such as tea, coffee, creamer, sugar, etc.

## MAILBOXES

All employees are assigned a mailbox to receive their mail and/or correspondence. Most written correspondence, notifications, and directions from the administration will be inserted in individual mailboxes. Employees are expected to check their mailbox at least three times a day; first thing in the morning, during their planning time and before leaving for the day. Mailboxes may contain correspondences of a confidential nature; therefore, all correspondences must be emptied daily. Employees are not permitted to access other employee mailboxes. Furthermore, emptying your mailbox indicates that the mailbox is being checked daily. Students are NOT allowed access to mailboxes; therefore, please do not send students to pick up mail from the mailboxes. If you experience any problems with your mailbox, you must notify the School Secretary immediately.

## VOICE MAIL / EMAIL

Employees will be assigned voicemail extensions and email addresses as efficient means of communication. **Employees are required to check their voicemail and email messages daily and respond as necessary.** Parent/individuals who wish to leave messages for any employee shall be forwarded to the voicemail of that employee. The voicemail and email messages can be accessed from school or off-premises. Please do not share your password. For your convenience, a phone is available in the office. Computers are available in each classroom, as well as in the Computer Lab.

Only in urgent cases, messages will be taken by the administration and placed in your mailbox.

Instruction regarding the set-up and use of the voicemail feature on the new phone system will be provided during the week of orientation.

Similarly, directions for accessing email accounts will be provided at the beginning of the school year.

## CELL PHONE USAGE

Teachers must keep their cell phones with them at all times. As part of the crisis management plan, teachers may be contacted via their cell phones in case of an emergency. While teachers are on duty or have children in their care, the use of cell phone for personal or private conversations is NOT permitted. Cell phones may be used during planning periods, when there are no students in the teacher’s care and for an emergency that requires contacting the front office. Phone conversations should take place in areas that afford privacy and do not cause a disturbance.

## TEACHER RESOURCES

Each teacher will be issued textbooks, teacher editions, and supplementary materials at the beginning of the school year. Teachers are responsible for informing the office of any books, textbooks, or resource material that are needed during the school year. In case of shortages, teachers must submit a requisition form at least two weeks ahead of time or at the beginning of the school year. Technology / Media equipment is also available and must be checked out according to school policy.

## TEXTBOOK DISTRIBUTION

Student textbooks are the property of Al-Hadi School. Each teacher, in coordination with the administration, is responsible for textbook distribution and collection for his/her grade. Teachers are required to keep detailed records of textbook distribution and collection throughout the school year.

This includes:

- Writing the first and last name of the student, school year and condition of the book, inside the front cover of each textbook.
- Teachers must complete a Textbook Inventory Form for each set of textbooks. This form should include the textbook title, number and the student's name. The condition of the textbook must be noted on the form. A copy of the form must be provided to the office by the end of the first two days of school. Teachers should keep the original form to record book returns at the end of the year. Teachers are responsible for keeping the office updated on the distribution of books throughout the year. At the end of the school year, teachers are responsible for collecting all textbooks distributed. Textbooks are due at the time students take their final exams. The office should be notified in writing of any lost or damaged books.
- **If a book is lost, a new one cannot be issued unless the student has made payment for the lost book at the office.** The office will authorize the issuance of a replacement book to the student
- The office will collect misplaced books. Students are required to pay a fine at the office, to retrieve misplaced books.
- Students must bring their textbooks to class each day. Students who do not have their books need to be written up using a warning slip followed by a pink slip (on the day of the following class).

## REQUESTING STUDENT RECORDS

Teachers may request to review a student's records for the purpose of assessing a student's needs and for making educational decisions by submitting a written request to the administration. The request should specify date of the request, name of the student, when the record is needed, the purpose of requesting the records, and the teacher's signature. All records must be returned to the office at the end of the school day. Copying or removal of documents is NOT permitted, without approval from the Principal.

## TRANSPORTING STUDENTS

Al-HADI SCHOOL employees who carpool with students are solely responsible for all liabilities generated as a result of accidents, injuries, or law suits. In this case, the school shall deny any claim that may be charged against the school because of the employee's failure to observe the school's student transporting policy. It is the employee's responsibility to obtain and submit to the office, a waiver of liability form for any student that they transport.

Teachers are permitted to use their private vehicles for the purpose of transporting students on school fieldtrips, within the guidelines provided by the office. Waiver of liability covers fieldtrip transportation by teachers.

## **CLASS/OFFICE SUPPLIES**

Office supplies that are available in the office may be requested directly from the office by entering them in the supplies request log located in the mailbox area. The office will accommodate your request upon availability of supplies within 24 hours.

The following regular stock items are available from the office:

Paper clips (large and small), staples, tape, manila folders, regular pens, Post-it notes, white-out, rubber bands, thumb tacks, envelopes, labels, hanging file folders, dividers, copy paper, scratch paper, tissues, paper towels, and dry-erase markers.

Teachers who move from room to room must carry their own dry-erase markers with them. Classroom supplies need to be secured during the weekends and in between classes. Student may not be permitted abuse class supplies.

## **COPY SERVICE GUIDELINES**

We have provided a copy machine in the teachers' lounge. You are responsible for all your copy materials. Students are not allowed to use the copy machine for any reason.

## **PURCHASES AND REIMBURSEMENTS**

Teachers and office personnel may purchase basic educational materials for classrooms with prior authorization from the Principal. A Purchase Requisition form must be submitted to the Principal allowing enough time for the order to be approved, purchased, and delivered (if needed). The request must include the employee's name, date, item description, item number (if applicable), quantity, unit price, recommended supplier, and time needed. Requests to reimburse costs for purchases must be accompanied by original receipts and signed requisition form. Reimbursements will be processed with the following payroll cycle. Purchase Requisition forms are available in the office.

## **INFORMATION FOR EMPLOYEES WITH CHILDREN ENROLLED AT AL-HADI SCHOOL**

AL-Hadi Employees who work 25 or more hours per week are subject to a 25% discount on their AL-Hadi School child's tuition. Daycare / after-school care is also available to employee children free of charge until 6:00pm as long as the employee is actively involved in school related work (i.e., lesson planning, copying, grading, etc.) while on the premises. If an employee needs to step off the premises for school business and would like to utilize the daycare, prior approval of the Principal is required. An employee who is not on the premises and whose child is left in the daycare/after-school care will be automatically billed daycare charges.

**(Monthly Tuitions of \$250.00)**

Employees may opt to have their children in the classroom with them, after school hours. In this case, the following guidelines must be observed:

- Child must be in the same room as the employee
- Child must not have access to confidential information or be present when student performance information is being discussed
- Child must not be creating any disturbance or damaging school property.

Employees should allow sufficient lead time in the morning to first drop-off their children in class/daycare before clocking-in for work. Likewise, at the end of the workday, employees should first clock-out and then picking-up their children from class/daycare.

Employees who are parents of AL-HADI SCHOOL students are required to abide by all the policies in the Parent – Student Handbook.

## **BIRTHDAY PARTIES**

Students' birthdays and events such as Valentine's Day will not be celebrated at the school. This policy applies to staff and faculty, as well. Any flowers or gifts delivered to the school for such events will be returned to the vendor from which they came.

## **LOST AND FOUND ARTICLES**

A lost and found depository is maintained in the school lobby. Any lost books or personal property should be turned in to the office. Students who have lost personal items should be guided to check this area. Lost textbooks are brought to the office (for retrieval by student upon payment of fee), and not placed in the lost and found. Lost and found items will be donated to charity on the first and third Monday of each month. Please encourage parents and students to label items of clothing, lunch boxes, etc. to promote easy identification.

## **SAFETY AND HEALTH**

### **Administration of Medication**

The general policy of Al-Hadi School is that under no circumstances should any school employee attempt to suggest a diagnosis, prescribe medication, or give medication of any kind to a student.

If it is essential that medication be administered during school hours on an ongoing basis, this accommodation can be provided. However, for the protection of all concerned, it is necessary for the office to have specific information and signatures prior to administering medication. Medication must be in its original container. All prescribed medication must have the student's name.

Pre-Kindergarten: Safety is critical in handling preschool medications. Parents are required to bring all medications in a zip-lock bag, which should be handed over to the teacher on duty. The parent must complete a Medication Authorization Slip to accompany the medicine. Once the medication has been administered, it should be documented on the Medication Authorization Log. It is the responsibility of parents to collect the medicine from the teacher at pick-up time. At no time should medicines be placed in a child's lunchbox. Any student who is running a fever of over 100.4 should be treated after contacting the parent.

Grades KG – 8<sup>th</sup>: Students / Parents are required to bring medications to the front office, along with a detailed note from a parent / guardian. Students are not permitted to have any medication in their possession during school hours (including cough drops, eye drops, etc.). Under no condition will medication be shared with fellow students. It is the parent / student's responsibility to pick up medication at the end of the day. The office will administer and document the dispensation of all medications, as needed.

## **Student Accidents / Incidents**

Despite efforts to make the school building safe for students and staff, accidents do occur. Accidents of a minor nature usually include a scrape or a bruise that appears to be superficial. When the staff member discovers the accident, the child should be sent to the office. Students in preschool should be escorted to the office. Students in Pre-K thru 3<sup>rd</sup> grade should be escorted back to their groups. The school secretary then makes the decision about the nature of the wound. If the wound is not considered serious, it may be washed and bandaged. An Incident Report will be generated by the office, after talking to the teacher witness. The parent copy of the report will not contain the names of students who were involved in the incident. This information should be included in the office copy of the report. The office copy of the report is to be placed in the Principal's mailbox.

Whoever attends to the student and completes the incident report should fill in his or her name as the contact person for the parents.

Other accidents may include a deep wound that is bleeding, a lump that is raised or discolored, a student who is in pain or discomfort, or a cut that is extensive and requires stitches. When in doubt about the nature of the wound, it is best to treat it as a serious wound. This should be reported immediately to the office for emergency care. The attending person in the office will then take the following action:

1. Calm the child
2. Make the child as comfortable as possible
3. Attempt to stop the bleeding if possible
4. Disinfect any open wounds
5. Apply ice to reduce swelling and discomfort
6. Cover the wound with a sterile bandage of gauze pad
7. Wash the blood off of the child's hands, face and clothing
8. **IMPORTANT:** In case of serious injury, the office will notify the parents immediately and request the parents to pick up the child and take him/her to the doctor immediately.

If the parent cannot be reached, the office will contact an authorized individual listed on file. Cases of this nature should be directed to the Principal.

A copy of the incident report should be provided to parents at pick-up time. All incidents must be documented, even cases of self-injury.

## **EMERGENCY PROCEDURES/FIRE DRILLS**

The school building is designed in accordance with the State Fire Department's specifications. The school will hold ten fire drills and 2 severe weather drills during the school year. Each classroom has a fire exit door that should be used during emergencies and drills. In case an exit becomes impassable during the drills or an actual fire, the nearest exit should be used. An emergency evacuation route map must be posted near exit doors in each classroom or hall. If these maps are torn or lost you must request new maps from the office. During emergencies or drills the following precautions must be taken:

**Objective:**

Practice evacuating the building in an orderly and quiet manner. Evacuation drills are an exercise in discipline, not speed, though the building should be evacuated within a reasonable time period.

**This building:**

- ❖ Contains a Fire Alarm and Sprinkler System
- ❖ Is 100% Sprinkled (Sprinkler System)
- ❖ Is 100% Smoke Detector covered
- ❖ Is monitored by an off-site Fire Alarm Company
- ❖ Contains Fire Safe walls and doors to contain and prevent the spread of fire

**To activate the fire alarm use the “Pull Station”:**

1. Locate Fire Alarm Pull Station
2. Remove clear plastic cover by pulling up on it. Warning bell will continuously sound.
3. Pull down the white pull handle.
4. Evacuate the building.
5. Call 911 – if there is a real fire/emergency

Everyone must feel comfortable in activating this system with just cause. (e.g.: Smoke – not steam, fire, gas leak, anything which requires general evacuation of the building).

**Fire Extinguisher Locations on 1<sup>st</sup> & 2<sup>nd</sup> Floors:**

- ❖ North Hallway –
- ❖ South Hallway –
- ❖ West Hallway –
- ❖ East Hallway –
- ❖ Science Labs
- ❖ Preschool Classrooms
- ❖ Faculty Lounge
- ❖ Cafeterias/Dining Rooms
- ❖ Auditorium

(check all locations of fire extinguisher and inform all staff about their locations)

**Evacuation Routes:**

Each room should have an evacuation map with primary and secondary escape routes.

**Fire Drill/Evacuation Instructions:**

- ❖ All students, employees, and visitors must evacuate the building upon the sounding of the fire alarm.
- ❖ Evacuate the building in an orderly and quiet manner to the safe area indicated on the evacuation map.
- ❖ All teachers must take their class roster/grade book with them to take roll.
- ❖ Close all classroom doors behind you after exiting so the fire will be contained and not spread.
- ❖ Everyone must walk, not run to the safe area. No talking is allowed. The building must be evacuated within 3 minutes.
- ❖ Students must stand in straight rows facing the building.
- ❖ Teachers must take roll call / head count of students in their custody to assure all students have been accounted for.
- ❖ Inform an administration member if all students are accounted for or if someone is missing. If some student is missing, under no circumstances should another student be allowed to enter the building.
- ❖ Remain absolutely quite – no talking, giggling, etc. Be ready to take instructions as necessary.
- ❖ Remain outside the building in lines with your class until permission is given to return inside the building.
- ❖ Return to class in an orderly and quiet manner.

**Notes:**

When alarm is activated, do not try to diagnose the problem, evacuate the building with the students. It is the school administration's responsibility to investigate the problem. It is the teacher's responsibility to help their students safely evacuate the building and supervise them until further instructions are given. Everyone must evacuate – the clock stops when the last person exits the building.

## **C H I L D   S E X U A L   A B U S E P R E V E N T I O N   P O L I C I E S**

***The following policies and procedures reflect Al-Hadi School's commitment to provide a safe and secure environment for our students.***

**Definition**

Child Sexual Abuse: General legal description includes any contact or interaction between a child and an adult in which the child is being used for the sexual stimulation of the adult or another person.

**Policy Objective**

The purpose of these policies is to assist Al-Hadi School to:

- Safeguard the children and youth of Al-Hadi School from sexual molestation.

- Protect school staff and volunteers from allegations of sexual abuse.

### **Policies**

- All classrooms and play areas are equipped with windows for proper observation and safety of children and youth. The view must not be obstructed. If a room does not have a window, the door must be left open so persons passing by can observe.
- All adults, paid or volunteer, working with youth or children must observe the “two adult” rule. This requires that adults are never alone with children or youth without an adult partner.
- All adults, paid or volunteer, working with youth or children must immediately report any behaviors observed which seem abusive or inappropriate to the school administration.
- Adult survivors of Child Abuse must seek counseling prior to working with children or youth
- Adults who have been convicted of or plead guilty to either child sexual or physical will not be allowed to work with children and youth in any capacity, volunteer or paid.
- All adults must clear criminal history background checks.

### **Procedures**

To safeguard against sexual abuse, the school implements an effective screening program. This includes screening of all paid employees, volunteer workers, and regular community members.

#### **Primary Screening Procedures**

This screening is utilized for paid employees and volunteers, full-time or part-time, according to the guidelines below.

The procedure consists of the following:

- Employment Application
- Screening Form
- Personal Interview
- Reference Check
- Criminal History Background Check (for Preschool and Administrative staff)
- FBI Fingerprinting Check (Preschool and Administrative staff)

#### **Secondary Screening Procedures**

This screening is utilized primarily for occasional volunteers and regular community members only. These are individuals who serve only a few hours each year.



The procedure consists of the following:

- Screening Form
- Agreement to Follow Policies
- Personal Interview
- Reference Check

All documentation and information obtained will be kept confidential.

# **TIPS FOR INTERACTING WITH STUDENTS**

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## *1. Don't touch students to show affection.*

In this day and age a simple “hug” done only to communicate affection or support can be easily (correctly or not) misunderstood. This is particularly a problem if the “touching” involves a male teacher. Additionally, the older the student, especially if the student and the teacher are of different gender, is even more risky. Of course many may believe, under some circumstances, a “hug” is appropriate, particularly to express congratulations or sympathy, particularly if done in open view of others (especially adults). Even still, those teachers are at risk and should not express such support in private.

## *2. Teachers should exercise caution around students.*

Although male teachers are most often accused of sexual misconduct, teachers should always try to maintain a certain physical distance (arm's length) from students. They should also be careful with a flirtatious student. Teachers should not write text messages, emails, or “notes” to any student except for strictly business purposes. Also, teachers who attempt to “befriend” a student, however sincere, are also at risk in as much as the student will often time misinterpret the teacher's intentions.

## *3. Avoid controversial subjects and/or innuendo.*

Avoid discussing personal romantic relationships either involving the student or, of course, yourself. Indeed, avoid even the suggestion of such topics. In dealing with students, never discuss your or their love life, sex life or sexual preference. Do not use sexual innuendo.

### *Avoid being alone with students*

- A. Often, the most serious charges against teachers involve situations where the teacher was alone with a student. If you are surrounded by other people, you are far less likely to be falsely accused. Avoid being alone with a student before, during and after school.
- B. While it is impossible to totally avoid being alone with a student, most sexual misconduct charges are alleged when a student and a teacher are “alone”, for instance in the classroom, a teacher's office or some other unoccupied portion of the school grounds. Obviously, if a student would like to meet with you after school for a purpose like tutoring, extra work etc. always leave your classroom door open.
- C. Exercise control over any meeting you have with a student. Don't let the student dictate the time and place of your meeting. If a student wishes to meet with you, have the student meet you in a place or at a time when you know other people will be present. Don't meet with a student alone at the end of some dark hall at the end of the school day. Instead, meet with the student outside the principal's office or with another teacher. The other teacher does not have to participate in the conversation. The other

teacher can simply be in the room doing some work of his or her own. It is important to have an adult present to verify that your conduct was appropriate.

*4. Avoid encounters with students outside of school.*

- A. Criminal allegations against teachers often involve activities outside of school. Any encounter outside of school should be guarded so it is not misinterpreted.
- B. In the classroom, students and teachers generally know their roles. Outside the class, the roles can be confused and a student can misinterpret what a teacher is saying or doing.
- C. Don't make plans to "hang out" with students outside of school. There is no reason for a teacher to make plans with a student. Any activity between students and teachers outside of school is subject to being questioned. Don't give students rides.
- D. If you see a student at an extracurricular event, such as a football game, it is fine to be courteous and greet the student. Maintain the same professionalism that you have in school. Do not engage in any activity that you would not engage in at school.
- E. Do not call students at home or on their cell phones. This can be misunderstood. There is generally no reason for you to call a student. If you call a student or parent, you should keep the conversation short and to the point and very business-like. Any conversation other than that is risky and likely to be misinterpreted.
- F. Don't give your number to students, or encourage students to call you at home. Teachers think that they are doing students a favor by giving out their number. By giving out your number you appear to be encouraging an improper relationship with the student.

*5. Maintain a professional relationship with students.*

- A. It is important to maintain professional distance between yourself and the students. Don't be too friendly. Students lose respect for teachers who are too friendly. Once a student loses respect for a teacher, the student is more likely to falsely accuse that teacher.
- B. Remember that students are not your friends, they are your students. Do not treat them as your peers. Do not confide in them as you would an adult. When you confide in them, you cross the line and they lose respect for you. Often when this line has been crossed, it makes it difficult for a teacher to correct a student who regards their teacher as a contemporary.

*6. Think before you act.*

- A. Most assault allegations arise out of some unforeseen altercation between student and teacher. A common example occurs when a teacher tells a student to sit down and the student refuses. The teacher reaches out to take the student to his chair and the student jerks away. Many teachers, particularly elementary teachers, "grab" students when the class is "lining up" in class, on their way to the restroom or cafeteria, etc. A preferable method would be to verbally admonish a student.

- B. It is important in these situations to think before you act. Don't act impulsively; when you act impulsively, you don't use your best judgment. Remain calm. When you act out of anger, it will often result in an assault charge.

9. *Use "good judgment" with physical contact.*

- A. Breaking up fights;
- B. Students in line;
- C. On the playground and/or halls; and
- D. An expression of affection and/or support i.e. "hugs".

10. *Use self-defense only as a last resort.*

The law allows you to defend yourself if you are attacked. If possible, avoid being put in this situation. If you are in a situation where you can reasonably back away and get assistance from another adult, this is preferable to having an altercation with a student. Remember that if you use self-defense, the burden will be on you to prove that your actions were justified.

11. *Be keenly aware of the school policies and procedures regarding discipline.*

AL-HADI SCHOOL prohibits corporal punishment. In applying discipline, always conduct yourself judiciously, even handily and unemotionally.

12. *Maintain order.*

It is important in any classroom setting to maintain order, but be careful that you are not too strict. When a teacher is too strict, students build resentment. It is sometimes that resentment that leads to false allegations. It is not unusual for a teacher to be accused when the teacher has the reputation of being the strictest teacher in school. Just as you should not be too strict, you should not be too lenient. A teacher who is too lenient will not be respected.

13. *Try to treat all the students equally.*

While it is certainly easier said than done, make every effort to treat students equally.

14. *Talk with a lawyer before discussing facts of a case.*

If you are the subject of a criminal investigation, it is important to remember that you have a Fifth Amendment privilege against self-incrimination. This means that you do not have to answer questions by a police officer when the answers may incriminate you. Consult with counsel before making a statement to the police.

15. *Have a professional relationship with administration and colleagues.*

In any criminal investigation the police will routinely turn to the administration for input to ask about the teacher. If the teacher has a good reputation with the administration, that relationship can have a positive impact on the investigation.

Teachers are each other's eyes and ears. You are in a position to look out for each other. If you see or hear one of your fellow teachers doing something foolish—tell them.

15. Document any incident that could be considered out of the ordinary.

Documentation is always a good idea. Regardless whether it is ever needed you cannot substitute your memory at the time, or soon after an occurrence.

## ACADEMICS stopped here

### Instruction

Educating others is a profession, not a job. The school board values employees for their professionalism and as important members of the Al-Mustafa Academy family. All teachers have a responsibility to provide proper supervision of their student in an effort to prevent incidents from occurring. This means that teachers may not leave students without supervision at any time. Much of how our students develop is influenced by their interactions with employees. Employees of AL-MUSTAFA ACADEMY carry a large responsibility on their shoulders. Teachers' instruction at Al-Mustafa Academy should provide students with challenging experiences that develop a clear understanding of Islamic teachings, analytical thought, discipline expectations, creativity, self-respect and respect for others, and fairness. Instruction must take into account individual differences, abilities and learning styles. Instruction must have Islamic themes, goals and objectives. Staff and Teachers are responsible for seeing that their objectives and the school goals are met and will be evaluated as noted in the Evaluation and Observation section.

The latest research in the field of education shows that learning is best supported by the use of differentiation (based on student abilities and levels), the use of instructional themes and subject integration. These elements should be reflected in lesson plans and learning activities.

### Lesson Plans / Syllabi

Efficient and effective instruction requires careful organization and planning. Lesson plans serve two main purposes:

- They guide instruction and reflect planning for instruction
- They reflect professional decisions made by a teacher or group of teachers in translating the curriculum into an outline for instruction.

Teachers are required to maintain documentation of classroom instructions in the following forms:

- ***A quarterly Syllabus, which identifies curriculum objectives that need to be covered each semester. Teachers are required to submit a copy of the syllabus to the office as per the instructional calendar.***
- Daily lesson plans - Lesson plan books / electronic templates will be provided for this purpose. Lesson plans should include subject goals (broad and specific objectives) unit or section, lesson and page numbers. Each lesson should include an interesting introduction that heightens student's interest and resources and/or aids as well as closure and assessment methods that will be used with the lesson. Lesson plans should be legibly written or typed, clear and concise, and neat. A copy must be submitted / emailed to the office on Friday of each week

All teachers must include specific information about students with special needs or requirements. Lesson plans should also specify any accommodations made for students of concern or with special needs. This kind of planning will be spot-checked by the administration from time to time.

## SUBSTITUTES AND SUBSTITUTE PACKETS

When a teacher is absent, the teacher's plans are needed to give the substitute a sense of direction. In accordance with Al-Mustafa Academy's policy, lesson plans must be available in the event of a teachers planned or emergency absence. The substitute folder should contain current information at all times, and it should be in a secure place in or near the teacher's desk. It should contain:

- A copy of teacher's schedule
- A list of student names / attendance sheets
- Seating charts for each of the classes or recommendations regarding student seating
- Meaningful assignment(s) and a class set of any consumable materials that are needed to implement the assignment. Activities that enhance previous lessons should be selected. New lessons should not be assigned. Teachers are required to provide their substitutes with a clear, concise and legible lesson plan
- List of other activities for which teacher are responsible.
- Positive reinforcement and discipline guidelines

The office will arrange for substitutes as needed. At times, teachers may choose to have their own substitutes. Teachers who choose to do so must seek approval in writing. The Principal must authorize any substitute who is not on the official school substitute list.

At times, teachers may have emergencies that will prevent them from coming to school or may require them to leave early. At such times, lesson plans may not be so readily available. To help substitutes in properly managing the teacher's classroom, the school requires full-time as well as part time-teachers to submit a three-day substitute packet for the regularly taught classes. It is the teacher's responsibility to update substitute packets every quarter to keep them inline with the syllabus. The administration will conduct spot checks to ensure that substitute packets are maintained in a timely manner.

## CLASSROOM MANAGEMENT

Teachers are expected to establish a classroom management style that is conducive to learning. Classroom rules must be communicated and applied consistently from the beginning of the school year. Teachers are expected to have a record-keeping system that includes student attendance, a grade book, student work portfolios, testing objectives, classroom calendar, discipline records, and any other important information relative to student progress development in addition to lesson plans, teachers are also expected to have a good management of instructional material, groups, furniture and boards including bulletin boards (these should be changed every quarter).

Teachers must monitor student behavior and use of the classroom and continuously care for their safety and promote a positive learning environment and a student-centered curriculum. Students should not be left unsupervised under any circumstances.

## CLASSROOM PROCEDURES

All teachers have a responsibility to provide proper supervision of their students in an effort to prevent incidents from occurring. This means being in the classroom at all times. Never leave your class unattended. In case of an emergency, send a student to get assistance.

**Encourage all students to use the bathroom and get water before school starts, between classes, and during lunch time.** Allow students to leave the class only during an emergency. Any student leaving the class must be given a hall pass.

Middle and High School students with a block schedule are not allowed to leave their classroom within the block. Food and drinks (including water bottles) are not allowed in the classrooms, under any circumstances.

After class, make sure that everything is clean and set properly for the next day. Classes will be checked for cleanliness and organization periodically. Please keep in mind that classrooms are used outside of AL-MUSTAFA ACADEMY hours. School resources should be secured on Fridays, to avoid abuse or theft since classrooms are used by other schools on Friday evening and on the weekends. The computer should always be logged off any time it is not being used by the teacher.

Students in grades 6 – 12 are not allowed to eat in the classroom at any time. KG through 5<sup>th</sup> grade students may eat snacks in the classroom at specified times.

## GRADING SYSTEM

Final grades are a cumulative representation of what the student has earned throughout the grading period. Evaluations should cover comprehensive strategies and methods to accurately and fairly assess student progress during each grading period. Tests must be consistent with test objectives; test objectives must be consistent with instruction; and instruction must be consistent with lesson plans. Grades should be based upon grade-level achievement and not in comparison of high-achieving students. Assignments should be diverse and include all learning styles and abilities. All students should be evaluated as individuals based upon their individual potentials, using differentiation as needed. Grading should be holistic in nature and reflect all aspects of the students learning and skills.

Class participation, homework, assessment (quizzes, tests, and projects), consistent daily preparation, promptness in completing assignments and the quality of work performed should determine all grades. Under no circumstances shall students be allowed to grade test papers or record grades. Parent or other volunteers may check (mark correct and incorrect answers) student work, but Teachers and Teachers' Assistants will be responsible for the actual grading of the work (reviewing the checked work and providing and recording grades for students) under these circumstances.

Students with excessive absences shall receive an "incomplete" for the grading period when they were absent. Students receiving an "I" have until the end of the grading period to convert the incomplete grade to an earned grade. Follow the faculty "instructional" calendar for dates. Space out your tests, etc. accordingly. You are required to keep these deadlines and enter grades in a timely manner. Failure to do this will be documented in your file and will affect your evaluation. Student grades should be based on provided rubrics. Grade books will be checked by the administration periodically.

Final grades are a cumulative representation of what the student has earned throughout the marking period. No one final grade can be limited to only one test. Evaluations should cover comprehensive strategies and methods to accurately and fairly assess student progress during each marking period. Tests must be consistent with test objectives; test objectives must be consistent with instruction; and instruction must be consistent with lesson plans.

## REPORT CARD CODES / GRADES

### Scale of Academic and Conduct Codes (KG thru 3<sup>rd</sup> Grade)

*M = Mastered / Good*

*P = Proficient / Satisfactory*

*I = Needs Improvement*

*N = Not assessed at this time*

### Scale for Grades 4<sup>th</sup> - 8<sup>th</sup> Academic Grades

*A+ 97-100    B+ 87-89    C+ 77-79    D+ 67-69    F Below 60*

*A 93-96    B 83-86    C 73-76    D 63-66*

*A- 90-92    B- 80-82    C- 70-72    D- 60-62*

### Scale for High School Grades (Grades (9 - 12))

*A+ 97-100    B+ 87-89    C+ 78-79    D+ 73-74    F Below 70*

*A 93-96    B 83-86    C 76-77    D 71-72*

*A- 90-92    B- 80-82    C- 75    D- 70*

### Scale for Conduct Grades (4 - 12)

*E = Excellent*

*N = Needs Improvement*

*S = Satisfactory*

*U = Unsatisfactory*

## EXAMS

***Cumulative (1<sup>st</sup> and 3<sup>rd</sup> quarter), Mid-Year and Final Exams are administered for grades 4<sup>th</sup> through 12<sup>th</sup>. Exams are administered for core subjects, as well and Arabic Language and Islamic Studies. Teachers are to prepare exams and submit them for review by the Principal. Copy request forms, indicating the numbers of copies needed for each exam, should accompany exams submitted for review. Exams should be typed. Review topics should be given to the students well in advance.***

Graded high school exam papers for all exams during the 1<sup>st</sup> and 2<sup>nd</sup> semesters should be submitted to the Vice Principal once grades have been recorded, so that they can be kept on file for review by parents, if needed.

## REPORT CARDS AND PROGRESS REPORTS

At Al-Mustafa we are working towards “productive” instruction where students are engaged in meaningful, well-planned, integrated learning activities where written and oral communication is emphasized in every area of



study, while lectures and worksheets are of minimal importance. In productive instruction, the teacher acts as a facilitator who guides student discoveries. The role of the teacher is to guide students to a purposeful effort to produce their own knowledge.

Albert Einstein once stated that not everything that can be counted, counts; and not everything that counts, can be counted. In authentic assessment, students demonstrate a breadth and depth of knowledge, as opposed to a shallow recitation of facts. Scoring is holistic, assessing multiple skills and levels of performance at each individual student's potential.

The assessment, like the instruction, may take place over a period of days, weeks or even months. It may involve a student working alone or with a group. Writing becomes a critical part of assessment in all subject areas and the assessment itself may cover several subject areas integrated.

The results of the assessment serves as a bench mark or point of reference from which to measure growth not simply passed or failed.

Assessment should be continuous-based on observation and informal measures of performance.

The grades recorded on progress reports and report cards will be a cumulative result of this continuous, multiple holistic assessments that are reflected in each student's portfolio.

**Teachers are required to provide grades for progress reports and report cards based on student performance** by the specified deadline. Progress reports for all grades and report cards for elementary school require comments for students with below average or failing grades (comments for students with satisfactory grades are recommended, but optional). Comment list and codes are provided by the office, but teachers may also use reference books to find samples of professional comments for use in report cards..

#### *Progress Report: Every 4- week period*

Progress reports for grades KG thru 12<sup>th</sup> gr. will have **letter** grades based on the grading scale above. Teachers should record grades on their grade books and submit/enter them by the specified deadline.

#### ***Report Card: Every quarter***

- KG through 3<sup>rd</sup> Grade, report cards use **letter** grades for report cards.
- Report card grades for grades 4 – 12 are **numerical** and are based on the grading scale above (see Averaging Report Card Grades section below also)..

The office will provide grade templates to teachers who must complete grading based on the templates and submit /enter grades by the specified date. Once grades have been entered, final reports will be printed, reviewed, and signed.

Progress reports and progress reports will be picked-up by parents at the office.

## **GUIDELINES FOR AVERAGING REPORT CARD GRADES**

## KG – Grade 3

Kindergarten through 3<sup>rd</sup> Grade: Grades for Kindergarten through 3<sup>rd</sup> are not averaged.

## Grades 4<sup>th</sup> & 5<sup>th</sup>

The **Yearly average** is the average of the 4 quarters.

Yearly average =  $(0.25 \times \text{Calculated } 1^{\text{st}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 2^{\text{nd}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 3^{\text{rd}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 4^{\text{th}} \text{ Quarter Grade})$

The Yearly average determines if a student passes or fails the subject

**The Calculated Quarterly Average** is the weighted average of the Quarter grade and the exam grade.

**Calculated Quarterly Average** =  $(0.9 \times \text{Quarter grade}) + (0.1 \times \text{Quarter Exam Grade})$

**Quarter Grades:** These grades are based on homework, classwork, projects, quizzes and tests,

**Quarter Exam Grades:** Exams are held at the end of each quarter.

## Middle School:

**The Yearly Average** is the average of the four quarters.

Yearly Average =  $(0.25 \times \text{Calculated } 1^{\text{st}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 2^{\text{nd}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 3^{\text{rd}} \text{ Quarter Grade}) + (0.25 \times \text{Calculated } 4^{\text{th}} \text{ Quarter Grade})$

The Yearly average determines if a student passes or fails the subject

**Calculated Quarterly Averages** are the weighted average of the Quarter grades and the exam at the end of the quarter.

**Calculated Quarterly Average** =  $(0.8 \times \text{Quarter grade}) + (0.2 \times \text{Quarter Exam Grade})$

**Quarter Grades:** These grades are based on homework, classwork, projects, quizzes and tests.

**Quarter Exam Grades:** Exams are held at the end of each quarter.

## High School:

- Credit for courses is provided at the end of each semester (Fall and Spring).
- High School students must pass each semester in order to get semester credit.
- The Semester Average is a weighted average of the Semester Exam and the two quarterly averages/grades in that semester.

**Semester Average** =  $(0.4 \times 1^{\text{st}} \text{ or } 3^{\text{rd}} \text{ Calculated Quarterly Average}) + (0.4 \times 2^{\text{nd}} \text{ or } 4^{\text{th}} \text{ Quarterly Grade}) + (0.2 \times \text{Semester Exam})$

**Calculated Quarterly Average:** The 1<sup>st</sup> and 3<sup>rd</sup> Quarter Average is a weighted average of the Quarter grade and exam at the end of the quarter period.

**Calculated Quarterly Average** = (0.8 X Quarter grade) + (0.2 X Exam Grade)

**Quarterly Grades:** The 2<sup>nd</sup> and 4<sup>th</sup> Quarter grades are based on homework, class work, projects, quizzes and tests.

**Semester Exams:** There are two semester exams at the end of the each of the Fall and Spring semesters.

## **STUDENTS OF CONCERN / REFERRALS**

Students of concern must be identified within **four weeks of the beginning of each grading period**. The Principal / designee must be informed at that time and a conference with the teacher, parents and student must be scheduled.

In case a teacher suspects that a student of concern may need special service, the following steps should be followed:

1. Request to see the student's file to see if the child has been referred for special services in the past
2. Forward and existing referral from the previous year if needed or generate a new referral
3. Forward the referral to the Principal.

## **MODIFIED CURRICULUM**

Modified Curriculum referrals should follow the guidelines below:

1. Compile comprehensive documentation of student performance (including tests, class work, homework, projects etc.)
2. Complete Referral form with attached documentation
3. Forward referral to Principal / designee for approval
4. Schedule conference with Principal / designee, teacher, parent (student may also be required to be present)
5. Develop Individualized Educational Plan (IEP) for the student

**Assignments, instruction and tests should reflect recommendations of the IEP. Modifications for IEP should be part of weekly lesson plans.**

## AWARDS SYSTEM

Teachers are encouraged to reinforce student achievement and conduct through out the year. Elementary Award Ceremonies will be conducted at the end of the Spring and Fall semesters. Middle and High school students will be recognized at the end of the first semester only. Students are nominated for the following award categories .

**Most Improved Student Award** (for each subject; nominated by teacher)

**Outstanding Citizenship Award** (Excellence in behavior and demonstration of Islamic Values)

**Excellence Awards** (The top 1 – 3 students per group in each subject)

**Perfect Attendance Award** (Zero absence during the entire school year)

**Honor Roll Award: Gold / Silver / Bronze** (determined by office, based on overall average/GPA)

**Science Fair Awards** (Based on results announced by the Science Fair Judging Team)

**Special Award** (Determined by the classroom teacher and subject to approval of Principal)

# PLAGIARISM

## HOW TO AVOID PLAGIARISM

Plagiarism is defined as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many forms besides writing: art, music, computer code, mathematics, and scientific work can also be plagiarized. This document pays special attention to plagiarism in writing, but it is important to understand that unauthorized collaboration in a math or science assignment is also plagiarism.

In all academic work, and especially when writing papers, we are building upon the insights and words of others. A conscientious writer always distinguishes clearly between what has been learned from others and what he or she is personally contributing to the reader's understanding. To avoid plagiarism, it is important to understand how to attribute words and ideas you use to their proper source.

### Guidelines for Proper Attribution

Everyone in the school needs to pay attention to the issue of proper attribution. All of us--faculty and students together--draw from a vast pool of texts, ideas, and findings that humans have accumulated over thousands of years; we could not think to any productive end without it. Even the sudden insights that appear at first glance to arrive out of nowhere come enmeshed in other people's thinking. What we call originality is actually the innovative combining, amending, or extending of material from that pool.

Hence each of us must learn how to declare intellectual debts. Proper attribution acknowledges those debts responsibly, usefully, and respectfully. An attribution is responsible when it comes at a location and in a fashion that leaves readers in no doubt about whom you are thanking for what. It is useful when it enables readers to find your source readily for themselves. You help them along the way, just as that same source helped you along yours. To make sure that our attributions are useful, we double-check them whenever we can. Quite literally, it is a habit that pays. Colleagues in every field appreciate the extra care. Nothing stalls a career faster than sloppy, unreliable work.

Finally, an attribution is respectful when it expresses our appreciation for something done well enough to warrant our borrowing it. We should take pride in the intellectual company we keep. It speaks well of us that we have chosen to use the work of intelligent, interesting people, and we can take genuine pleasure in joining our name with theirs.

### Consequences of Plagiarism

Students may not receive credit for work that contains plagiarism.

## HOMWORK POLICY

Al-Mustafa Academy strives to implement a balanced and productive homework policy that correlates with student achievement and development. Homework must be completed according to the instructions given by the teacher. Any homework that is missed due to an excused absence must be made up according to the student absence policy.

While homework can be a means of enrichment and reinforcement of the learning that is taking place in the classroom, too much may diminish its effectiveness or even become counterproductive. Al-Mustafa bases its homework policy upon the latest educational and psychological research that outlines balanced correlations between the amount of homework and student achievement. Properly implemented homework should reinforce student lessons, and help family members become aware of what their children are learning. Furthermore, parents and teachers can observe and evaluate student progress, while diagnosing weaknesses, strengths, and specific needs. Occasionally, depending upon the individual needs of the child and/or the activities within the classroom, an assignment may be given. Homework is not intended to “keep children busy” at home.

Substantial research demonstrates that reading success generally translates into success at school. Studies have found that enthusiasm for reading declines sharply after age eight, mostly due to excessive homework. While homework has shown little impact on improving achievement in the elementary grades, much validated research shows the one exception is reading. Al-Mustafa Academy structures its Elementary Homework Policy to give as much emphasis to reading as possible. Students K-12 are expected to read 4-5 books per marking period and give a summary of the books. A teacher may send papers home for parents' observations and the parents' signature(s). These papers are to be signed and returned the next day.

To ensure that students receive the maximum benefits of homework, the school has established certain guidelines for the assignment of homework, they are:

- The healthy development of a child is not limited to academic work, and should permit enough time for areas of interest not offered in school. Al-Mustafa Academy recognizes that families- however constituted- are partners in a child's education. Well functioning families have been found to be the strongest single predictor of higher achievement and fewer behavioral problems for students. It is important that children are able to participate in family activities, and parents and guardians determine how to spend quality time with their children. The length of time spent on homework assignments should avoid undue intrusion on the time students may spend in other activities outside of the school day.
- Homework should serve a sound educational purpose. It is not intended as busy work or punishment. A night off is better than homework which serves no worthwhile purpose.
- Homework must be within the capabilities of the students. Homework that cannot be individually completed by students has no value. Assignments, which require adult help, are discouraged.
- Non-assigned self guided study and review, which fosters self-discipline and responsibility, is encouraged in accordance to developmentally appropriate levels, and not restricted for Middle and High school students. Upper grade students should manage their time aside from homework to accommodate research papers, book reports, reading, quiz and tests preparation, etc.
- Students should be motivated to correctly and carefully complete the homework assignment.
- The homework assignment should grow out of a school experience. Only homework that has a creative objective should be given without previous preparation. Even in this case, the form and procedure should be explained.
- Homework should be related to students' interests, should be intended to enlarge the students' knowledge and understanding of the concept, and should be suited to individual's needs and capabilities.

- Students must be completely clear about what they are to do and how they are to accomplish their homework.
- Homework and projects should be given within a reasonable time frame for completion.
- Homework should serve a useful purpose within the classroom and be related to the explained material. It must always be checked and corrected the next day.
- Tasks and activities are assigned to allow students practice skills they have already learned.
- It is the responsibility of the teacher and the parent to explain the specific purpose of every assignment and why it is important to complete it.
- Praise your students' effort in completing homework and encourage them.
- Parents should create an atmosphere conducive to homework. The sofa in front of the TV is not a good place.
- Parents should show their children to take homework seriously, and keep in touch with the child's teacher on a regular basis.

## **HOMWORK POLICY (CONTINUED)**

Elementary grade teachers are responsible for providing students with assignment diary templates to record homework assignments. Teachers are also responsible for initialing templates on a regular basis to ensure that students are recording their homework. Middle and high school teachers require students to copy homework assignments in assignment diaries on a daily basis.

Students will receive homework at the discretion of the teacher (Monday through Thursday only; No homework will be given during holidays); not to exceed the developmentally appropriate timings detailed herein. Students vary significantly in the amount of time they spend on assignments; therefore, these maximum amounts of time represent the teachers' estimate regarding times required by the average student for completion of the assignment. These guidelines do *not* include time for independent reading, and parents are encouraged to read aloud to their elementary students every night.

Grade	Maximum Daily Allotment	Grade	Maximum Daily Allotment
Kindergarten	10 – 20 minutes	6 <sup>th</sup> – 8 <sup>th</sup> Grade	1 hour – 2 hours
1 <sup>st</sup> -3 <sup>rd</sup> Grade	20 – 30 minutes		
4 <sup>th</sup> -5 <sup>th</sup> Grade	35– 45 minutes		

## **STANDARDIZED TESTS**

The school aims to constantly evaluate its programs and students in order to implement improvements, and design programs that best meet the needs of our student body. Standardized test curriculum objectives are integrated in the curriculum. A test schedule will be provided to the teachers ahead of time so that they can better prepare the students for the test.

## **Standardized Tests will be administered for KG – 8<sup>th</sup> Grade**

Testing is scheduled will be announced a month in advance. Preparation activities for the test should be spaced out throughout the year.

## **TECHNOLOGY BASED INSTRUCTION IN THE CLASSROOM**

The use of multimedia and technology is highly encouraged in the classroom. Computers, overhead projectors, DVD players, and CD players are available in most if not all classrooms. LCD projectors and ELMO projectors are also available for use, please sign-out for these at the office. The use of any audio, visual or written resources outside of the curriculum scope shall require prior approval of the Principal. Please remember that all materials and resources should be curriculum based.

Attendance and monitoring procedures

## **DAILY MORNING ASSEMBLY**

The day will begin with recitation Sura Al-Fatiha at 7:55 a.m. during Morning Assembly. **All teachers** and students (1<sup>st</sup> – 12<sup>th</sup>) are expected to join the assembly. Homeroom teachers are required to ensure that their students are lined-up in an orderly and timely manner by 7:55 a.m. sharp. Homeroom teachers are required to check student uniforms and take necessary steps to ensure compliance with school requirements (send students down to the office if uniform cannot be corrected immediately).

## **MONITORING STUDENTS**

Teachers have legal responsibility toward their students while they are in their custody. **There are no circumstances under which a teacher may leave students unattended.** Teachers are expected to greet their students in the morning and take on their supervisory responsibility. Furthermore, teachers will also be responsible for supervising students before assembly (see duty schedule), during lunch, recess, prayer and dismissal times. At times, when parents volunteer to monitor students, especially at recess, at least one employee of the school will need to be present to ensure proper supervision.

Visiting or sitting in other teachers' classrooms during instructional time, for any reason without the approval of the administration is not permitted. Please note that visits to classrooms (for observations, assistance, etc) must be scheduled through the office.

## **INTERNET USAGE BY STUDENTS**

Student shall not be left alone to use a computer under any circumstances. Students should always be supervised. Students are not allowed to chat, change passwords, check email, change settings or visit sites other than indicated by an assignment. Internet assignments shall also be limited as much as possible. Teachers shall not share their password with any student. Teachers are required to exercise



care when entering their passwords so that their passwords will not be compromised. Please remember to log-off before you leave the computer.

A completed homework internet usage form must be sent home with students for assignments requiring internet usage at home.

**CELL PHONES, MP 3 PLAYERS, TAPE RECORDERS, RADIOS,  
*Cameras, Walkmans, Electronic Games, etc.***

The school does not permit students to use electronic devices unless requested by a teacher or as part of a class project.

The following consequences will apply in the case of infractions of the student code of conduct involving an electronic device, including the ones indicated above:

First offense: Device will be confiscated for 1 week. Device must be re-claimed by a parent/guardian at the end of the week after paying \$10 fine.

Second offense: Device confiscated for two weeks plus \$ 25 fine. Device must be re-claimed by a parent/guardian at the end of the 2-week period after paying the fine.

Third offense: Device will be confiscated for remainder of school year and may be reclaimed by a parent/guardian at the end of the school year after paying a \$35 fine.

In addition, appropriate disciplinary actions shall also apply as per school policy.

## **BELL SCHEDULE**

The school bell system will follow the bell schedule. Each teacher has a daily and weekly schedule assigned by the administration that will provide exact times. At the end of each session, students are expected to prepare for the second session and be in their seats, quiet, and ready for the teacher's instruction. Tardy students (those who arrive after the tardy bell has rung) should not be admitted into class and should be sent to the office. Students should not be permitted to leave the classroom until the dismissal bell has rung. Teachers should not hold students back after class **for any reason**. The dismissal bell will ring 2 minutes before the time indicated on the schedule, and the tardy bell will ring 2 minutes after.

## **STUDENT ATTENDANCE**

Each homeroom teacher in the Elementary section must keep a daily record of student attendance. Additionally, the teacher will be required to report attendance via the computer or in writing to the office. Written forms will be returned to teachers' mailboxes at the end of the day.

All subject teachers in **Middle school** will take attendance at the beginning of every period. Additionally, the teacher will be required to report attendance via the computer or in writing to the office.

Students may not be admitted to class after the bell. They are required to come to the office and collect a tardy pass after signing the tardy log. Each 4 tardies will add up to one unexcused absence. After being absent, students must bring a written note from home, which is signed by the parent or guardian stating the date and reason for the absence. This should be handed in the office where it will be determined whether the absence is excused or not.

Teachers may be required to provide attendance record information for each student to the office at the end of every nine-week period.

After being absent, students must bring a signed note from home/ doctor stating the date and reason for the absence. This should be submitted to the homeroom teacher (for elementary students, or to the office for Middle and High School students) . Teachers are responsible for turning in absence notes to the office in a timely manner, where it will be determined whether absences are excused or not. The office will mark the absence as E (for excused) or UE (unexcused).

It is the responsibility of students and parents to obtain all missed homework/class work from teachers.

**Students must be given three (3) school days to complete make-up work for each day of school that is missed.**

### **TARDY POLICY**

Students must not be admitted to class after the tardy bell. They are required to come to the office and collect a tardy pass after signing the tardy log. There should be no exceptions to this policy. Each 4 unexcused tardies will add up to one unexcused absence. Each 4 unexcused absences will result in a reduction of grade points for each quarter..

### **STUDENT SUPPLIES**

Elementary: All students are required to bring school supplies as requested by the school (see school supplies list). Teachers are required to ensure that all students bring in supplies. If any supplies are missing, parents must be notified and any missing supplies provided. Supplies may be collected and stored by the homeroom teacher and used for the individual or by a group of students. These supplies should be shared with other elective teachers who teach your students.

Middle & high school: Subject teachers will inform students about supplies that they need to bring to class, during the first week of class. .

### **DAILY STUDENT DISMISSAL PROCEDURE**

All Elementary homeroom teachers are required to supervise and monitor their students at dismissal time, until 3:45 pm. Since teachers are on duty throughout dismissal, they must remain vigilant and focused on the students. Teachers are responsible for maintaining orderly behavior of students and helping them focus on pick-up announcements. Due to the critical nature of these duties, teachers may not use this time to talk among themselves.

Middle and High school homeroom teachers will be required to maintain order at dismissal time as per assigned duties. At dismissal time, all students must be escorted to their assigned dismissal areas. Names of students will be announced as parents arrive to collect them. Students should not be dismissed unless their name has been announced. Students are allowed to visit the bookstore and eat during dismissal time. Supervising teachers are responsible for ensuring that students clean up after themselves.

Students are not allowed to visit the office to make phone calls, use the bathroom, etc during dismissal time. Students must wait until after school care is called and take permission from the after school teacher to visit the office, go to the bathroom etc.

Students who are authorized to walk home or drive home may be released at 3:30 pm. At 3:45 pm, students should be escorted to the after school care classrooms where they will be monitored by AL-MUSTAFA ACADEMY staff until they are picked up.

#### **EARLY STUDENT PICK-UP / DISMISSAL POLICY**

The office must authorize student dismissal during school hours. Parents who come into the classrooms to pick up their children earlier than dismissal time should be directed to the office (no exceptions please). The office will request dismissal of a student either in person or in writing using an early dismissal form. To leave campus early, students must have a note from their parent/guardian. Students must bring all such notes to the office at the beginning of the school day, to obtain an early dismissal slip. Students without notes should not be allowed to leave the classroom.

Parents must sign out students in the office before leaving the campus. Students who return the same day must report immediately to the office, sign in, and receive a permit to class. *Students who leave campus without permission will be considered truant.*

#### **AFTER-SCHOOL CARE**

At the end of dismissal time, teachers must ensure that all children who are left in their care are transferred to the after-school care program at 3:45 PM. The staff responsible for after-school care will make a note of which students are transferred to his/her care. Their time of departure will be noted and parents will be charged accordingly. The atmosphere in the after school care should be an extension of school where learning is on going, including homework.

#### **SPECIAL ASSEMBLY PROCEDURES AND PROGRAMS**

From time to time special assemblies will be needed to orient students on various issues. These issues may be related to academics, discipline, religion, or awards. Teachers will be given advance notice of plans for assemblies. At the assembly, teachers are required to escort and monitor their students to ensure a quiet, safe, and orderly gathering. Teachers are required to give their undivided attention to students throughout the assembly. Assemblies may be held in the cafeteria or prayer hall.

## **AWARDS ASSEMBLY AND GRADUATION CEREMONY**

Students' achievements are recognized twice a year, in January and on the last day of school. Graduating classes are recognized at the end of the year. All awards will be classified in accordance to the honor roll and award specifications stated earlier. The award assembly is usually held in the Auditorium. All staff members are required to prepare and attend on this day.

## **DISCIPLINE POLICY**

For detailed information on the discipline policy of Al-Hadi School, please refer to the Student Code of Conduct.

## **PARKING ON CAMPUS**

All employees are requested to park in the parking slots adjacent the south wall, so that the parking area at the front of the building can be used by parents and visitors.

## **STUDENT ACTIVITIES AND POLICIES**

### **SCIENCE FAIR**

It is the school's aim to provide our children with opportunities to explore and direct their natural curiosity through a process of scientific investigation. Learning the scientific method is a process that helps develop analytical and problem solving skills. Teachers will provide students with a precise guide to project making, encouragement, and support. Individual and group projects are highly encouraged. Parents are encouraged to work with their children to ensure proper guidance, involvement and a good outcome. The science fair grade will be counted as part of the quarterly grade.

The Science Fair will be scheduled around the last week of November. The top 3 students in grades 7<sup>th</sup> – 10<sup>th</sup> will compete in the Houston Science and Engineering Fair.

### **HOLY QURAN COMPETITION**

The purpose of the Quran Competition is to encourage students (KG -12<sup>th</sup>) to memorize and recite the short surAl-Mustafa Academy from the Holy Quran. Students are provided a list of surAl-Mustafa Academy by their

teachers and are tested by them to ensure that they are able to recite their assigned surAl-Mustafa Academy in order to qualify for the final round of the competition at their level of mastery. At the competition finals, students are evaluated by a panel of judges and winners are declared for each level.

### **CAREER DEVELOPMENT CENTER**

The purpose of the Career Development Center is for students to explore career options, college admissions and to prepare for successful job searches.

### **AFTER-SCHOOL TUTORING PROGRAM**

The purpose of the After-School Tutoring Program is to empower students in grade 4 and up to succeed academically and to provide leadership opportunities for our high achieving students.

### **YEAR BOOK CLUB**

The purpose of the Yearbook Club is to produce a quality yearbook that best represents Al-Mustafa Academy.

### **STUDENT NEWSLETTER TEAM**

The purpose of the Student Newsletter Team is to increase student reading and writing comprehension through the active participation in creating a monthly newsletter for Al-Mustafa Academy.

### **STUDENT COUNCIL**

To promote opportunities for student cooperation in the management of student affairs:

- Act as an intermediate representative between the student body and the administration
- Promote the general welfare of the students through advising the administration in matters concerning student concerns
- Provide leadership
- Be self-supporting
- Conduct yearly class officer and student council elections.
- To serve as a liaison for class activities

Students who demonstrate good conduct and Islamic behavior and have a GPA of 3.00 or above are eligible to participate in Student Council Elections

## FIELD TRIPS

Field trips can greatly enhance the education of our students. The school encourages teachers to take students on field trips that provide them with challenging, exciting and educational experiences. Students should be given opportunities to learn how to conduct themselves in public, as an audience, and as part of a group. Whenever a group of students leaves the building, the following procedure applies:

1. Teachers must submit a detailed (must include information on side trips to eat or shop, as well as route to be taken), completed Field Trip Request form for the entire year, complete with potential location by the end of September, which will be reviewed by the Principal. All classes are encouraged to take at least 3-4 trips throughout the year. Teachers must submit a detailed, completed Field Trip Request form to the Principal at least two weeks prior to the field trip date and after full information about the field trip has been obtained.
2. The trip should be appropriate to the grade's curriculum, level of maturity of the students and within a reasonable distance from the school.
3. The Principal will return the request form within one week's time with the appropriate response regarding the field trip. After approval has been obtained from the Principal, teachers must complete and send home Field Trip Permission slip at least one week before the trip is scheduled.
4. All required money and permission slips must be collected prior to the field trip. **NO** student is permitted to go on a field trip without the return of a signed permission slip by the child's legal guardian. Permission slips must be kept on file with the teacher until the end of the year. Any remaining money should be deposited at the office to be used for your classroom resources.
5. Ensure proper teacher-student ratio. One adult for every ten students in the upper grades, and one adult for every five students in the lower grades should accompany each class going on a field trip.
6. School policies must be adhered to while on fieldtrips (this includes dress code, discipline, Islamic values).

## RELIGIOUS HOLIDAYS AND ACTIVITIES

As an Islamic school, our calendar differs from public, and other private schools. The following observances are commemorated or celebrated as noted on the school calendar:

1. **Eid Al Fitr:** Celebration of the end of the month of Ramadhan.
2. **Eid Al Adha:** Celebration of the Prophet Abraham's willingness to sacrifice his son Ismail on the command of Allah (swt) on mount Arafat.
3. **Eid Ghadeer:** Celebration of the announcement of the successor ship (Wilayah) of Imam Ali (as)
4. **Ashura:** This is not a celebration, but rather a commemoration and time of mourning for the martyrdom of Imam Hussein and his family members in the city of Karbala, Iraq.
5. **Birthday of the Prophet (saw)**
6. **Demise of the Prophet (saw)**
7. **Birthday of Imam Ali (as)**
8. **Martyrdom of Imam Ali (as)**
9. **Birthday of Hazarat Zahra (sa)**
10. **Demise of Hazarat Zahra (sa)**
11. **15th Shabaan:** Birth of Imam Mehdi (as)
12. **The Night of Qadr in the month of Ramadhan**

Other activities:

- **Daily Salaat:** Muslims are required to perform five prayers each day. Second grade and up perform the noon and afternoon Salaat in the prayer hall.
- **The month of Ramadhan** is the ninth month of the Islamic lunar calendar year, and a celebration of the revelation of the Qur'an to the Prophet Muhammad (saw). Ramadhan is a month of fasting days from dawn until dusk. During Ramadhan the school day is shortened.
- **Other commemorative events:** A yearly charity fund will be initiated during the month of Ramadhan to instill in our children the value of giving and caring for the needy. Students and teachers work together to raise funds and help children who are suffering from hunger, bad health, and other effects of poverty. These funds are given to the Islamic Education Center (IEC).

# PARENTAL CONTACT

## Communication with Parents

Proper communication with parents is essential to the success of our school. All staff members are responsible for keeping the channels of communication open with parents. Frequent communication with parents throughout the school year is necessary and serves many good purposes. When parents are kept well informed about their child's ongoing performance, they become more involved in the education of their children. Also, notifications provide the teachers with opportunities to gain parental cooperation and support. Parents should be asked to reinforce good attitudes toward school at home, to talk with their children about school and to continuously encourage them.

When addressing your concerns to parents, always be specific about the homework that has not been completed, the class work that is neglected, and test scores that are poor, absences etc. When possible, provide parents with positive notes or remarks about their children. Teachers should keep record of all their contacts with parents. A copy of this log should be provided to the office on the last Friday of every month, even if no parents have been contacted.

During the school year, several means of communication will be used to continue an open exchange of information between parents and teachers, they include:

**Telephone or Conferencing:** Mandatory when there are areas of concern

**Parent-Teacher Conferences:** Mandatory attendance as schedule in the school calendar

**Home Visits:** As needed

**Progress Reports and Report Cards:** Mandatory at the end of each 4 and 9-week period

**Student Assignment Books/logs:** Mandatory on a weekly or monthly basis as appropriate

**Tests/Assignments Signed by parents and returned to school:** Mandatory if student is failing (C- or below)

**Weekly packages and reports for Elementary students:** Mandatory

**Written Messages:** Mandatory when parents cannot be reached or when a signature is required

**Schoolnotes.com:** Daily homework, projects, and testing information must be posted on a regular basis.

## Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for November and April of every school year. These are the only scheduled conferences for the school year. However, a parent is always welcome to call the school to schedule an individual conference with his/her child's teacher. Please note that parents are also welcome to contact the office and speak with the Principal. Memos reminding parents to sign-up for the Parent-Teacher Conferences will be sent home two weeks prior to the conference date. Sign-up sheets will be posted in a central area where parents can select timings of their convenience. Mandatory conferences will be held for students whose performance is below average.

# STUDENT CODE OF CONDUCT



## STUDENT EXPECTATIONS

Students are expected to come to school prepared to follow the school and classroom rules at all times. Students who choose to break the rules will be subject to disciplinary action.

Students will:

1. Be in their classes when the bell rings
2. Bring necessary materials to class each day
3. Follow directions
4. Listen while the teacher is talking
5. Distract and disturb no one
6. Care for one another's and for the school's property

**The following are summarized expectations of the school.**

**They are called the 5 Ps.**

<b>Prompt :</b>	Be in your seat and ready to start class on time.
<b>Prepared :</b>	Bring textbook, paper, pencils/pens and folder to class each period.
<b>Polite:</b>	Raise your hand and wait to be called on before speaking.
<b>Procedural:</b>	Follow directions the first time they are given.
<b>Positive:</b>	Respect self, school, fellow students, and everyone's property.

### ***Tardiness and Absenteeism***

Students are expected to be at school and in class on time. Students with repeated or unexcused tardiness may be subject to disciplinary action. Students are also expected to make-up any missed school or homework. Students with excused tardiness or absence for two days will be given an opportunity to make-up missed work upon their return to school. Excused absences from school for more than two days require special permission from the Principal, except in the case of illness. In either case, students are expected to make-up their school

work before returning to school. Record of assignments may be requested and obtained from school by calling or visiting the administrative office during office hours.

### ***Academic Responsibilities***

Students are expected to complete all class works, homework, and all projects assigned by the teacher. Student failure to live up to the academic expectations of the school will result in progressive consequences, depending on the severity and the frequency of the infractions.

### ***Building***

Every child is expected to support the rules of conduct, which contribute to the safety of others and the efficient movement of children throughout the building. Being outside of the classroom without a pass, loitering, running, ball throwing and other activities that may be potentially dangerous are prohibited.

### ***Playground***

Every child is expected to follow safety rules for the playground. All pieces of equipment are designed for enjoyment and physical development, but if misused, can cause bodily harm to oneself and others. It is vital that activities such as throwing pebbles, or other objects, and playing games in undesignated areas be restricted to prevent injury.

### ***Personal Property***

All students are expected to respect the property of their schoolmates. Students are encouraged to bring supplies from home in order to complete their schoolwork. Teachers must encourage careful handling and respect for items belonging to others.

### ***Vandalism/Graffiti/Burglary/Theft***

Every child is taught and expected to respect the property and objects belonging to the school and others. Willful destruction or a general lack of care will not be tolerated. Appropriate restitution will be determined on a case-by-case basis by school personnel.

### ***Fighting***

Fighting is not tolerated and will be followed by immediate disciplinary action.

### ***Weapons***

Weapons, or any objects that are potentially dangerous, SHALL NOT be brought to school. Certain school activities may require the use of sharp objects for carving, model making, and related activities. If these are required, they will be provided by the school and used only under the strict supervision of a teacher. Any student who brings one of these items to school will have the item taken away, and disciplinary action may result.

### ***Matches/Fires***

The danger of fire is a constant concern to the school. Students who bring matches, lighters and other objects used for starting fires will have them taken away. A student who is lighting matches or a lighter will be removed from the room immediately and sent to the office. Lighting matches, smoking, **or** starting a fire on school premises will warrant an automatic suspension. Pulling fire alarms may result in an automatic suspension and a visit to the Houston Fire Marshall.

### ***Biting***

Students, who choose to resolve their problems by biting, will be sent home immediately should breaking of the skin occur. Incidence of this type will be reported to the office immediately. First aid will be provided to the bitten child and a telephone call to the parent will be made.

### ***Medications***

Students are expected to respect the value of medications in treating illness. Children are not allowed to bring medications to school unless physician and the school personnel are alerted to the child's needs. At no time is a child to keep medication on his/her person or to share medication with others.

### ***Cell Phones, MP3 players, Tape Recorders, Radios, Cameras, Walkmans, Electronic Games, etc.***

The school does not permit students the use electronic devices unless requested by a teacher or as part of a class project.

The following consequences will apply in the case of infractions of the student code of conduct involving all electronic devices, including the ones indicated above:

First offense: Phone will be confiscated for 1 week. Phone must be re-claimed by a parent/guardian at the end of the week after paying \$10 fine.

Second offense: Phone confiscated for two weeks plus \$ 25 fine. Phone must be re-claimed by a parent/guardian at the end of the 2-week period after paying the fine.

Third offense: Phone will be confiscated for remainder of school year and may be reclaimed by a parent/guardian at the end of the school year after paying a \$35 fine.

In addition, appropriate disciplinary actions shall also apply as per school policy.

### ***Prayer Time***

All students are expected to wear appropriate Islamic clothing during prayer time. All students at Al-Mustafa Academy have the benefit of attending and performing daily prayers.

All students will be escorted and supervised in wudu and prayer areas. The students are expected to go to the wudu area, make wudu and go to the prayer room in a quiet and orderly fashion. The students who cannot pray due to valid Islamic reasons must inform the teacher beforehand, but are still expected to be in the prayer hall during the salat time.

While in the prayer room, students are expected to remain silent, and refrain from disturbing others throughout the prayer. Prayer must be taken seriously and done properly. When prayer is over students are to stay seated until after a staff member dismisses them. Once dismissed from prayer, students must line up quietly in a straight line and return to class immediately

### ***Lockers***

Students in grade 6-8 will be assigned a locker. Students are not allowed to share lockers. The Administration will maintain a record of each student's number and combination of the lock. Lockers are to be kept neat and tidy. No photos or graffiti are allowed. Lockers are subject to unannounced search at any time.

## CLASSROOM BEHAVIOR

Students should follow the general school rules; however, each teacher may specify certain rules and procedures that are suited to the specific needs of her/his class. Students and staff should use reason and utmost restraint to resolve differences.

Any action that disturbs and interrupts the learning process is not permitted by any student. When a difference of opinion between student and teacher comes about, the student should wait until the teacher is available to discuss the problem.

The teacher has the authority to maintain order in the classroom and anywhere in the school. The appropriate behavior is encouraged and rewarded by public recognition and special awards. When the student refuses to accept the authority of the teacher, the student should be immediately referred to an administrator for appropriate action. When the student is sent out of the classroom, it is the student's responsibility to immediately report to the office.

The following steps are to be followed in case a student misbehaves in the classroom:

1. Bring in appropriate behavior to the attention of the student – move the student around,
2. Communicate verbally with the student to let him / her know why the behavior is inappropriate and what is expected under the student code of conduct.
3. Issue a writing warning using a white warning slip
4. Issue a pink slip.

## CORPORAL PUNISHMENT

An employee, volunteer, or contractor hired by Al-Mustafa is prohibited from inflicting corporal punishment or threatening to inflict corporal punishment upon any student.

It's the right, duty, and responsibility of all teachers and administrative staff to discipline students according to the disciplinary procedure stated in the Student Code of Conduct section, and making rules, giving commands and using disciplinary measures.

State law prohibits the use of physical force for discipline, but grants immunity from civil liability when use of force is necessary in certain situations. The State defines "Corporal Punishment" as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for the student's misconduct.

Administrative and teaching staff, within the scope of their employment, may use reasonable force and restraint to:

- Remove a student who continues to disturb the class and school environment and refuses to report to the office.

- If a student is creating a disturbance in a riot like manner.
- If the student(s)' action may lead to physical injury to self and others.
- Take away a weapon or other dangerous objects upon and within the control of the student, for the protection of other persons and property, and in self-defense.

## CONSEQUENCES

Every behavior, whether negative or positive, has one or more consequences. Children will be recognized and encouraged on a regular basis when they display positive behaviors. If consequences for negative behaviors are to be effective, we should be consistent in rewarding positive behaviors as well. Many verses of the Qur'an refer to this issue. These two particular verses bring our attention to the importance of balancing the positive and negative consequences to human actions:

***"He who does good equal to an atom's weight shall receive it back.***

***And he who does bad equal to an atom's weight shall receive it back."***

## PROGRESSIVE STAGES OF CONSEQUENCE

It would be nice if positive recognition was all that was required to encourage appropriate behavior in children. In actuality, negative consequences are an important part of behavior modification.

The system includes both positive recognition and appropriate consequences. The system is fair and equitable, where each student will feel that he or she is treated the same as any other.

Al-Mustafa Academy uses several stages of consequence. Each one is more significant than the one that comes before it. As a student moves from stage to stage, the disciplinary action taken by the school becomes more severe.

The following are the stages of consequence adapted by the school:

1. Verbal or written warning
2. Counseling
3. Lunch Detention
4. In School Suspension
5. Out of School Suspension

6. Probation

7. Expulsion

\* Community service may be assigned at the discretion of the administration.

The student will be placed on probation depending on the severity, the frequency of the infraction, and the genuine intention and desire of the student to improve his/her behavior.

The duration of the probation is determined by the severity and frequency of the behavior.

**Consequences may be left up to the discretion of the Principal based upon the severity and frequency of the inappropriate behavior.**

TIME HEALS ALL WOUNDS

The mechanism for moving back to lower stages is time. If a student meets behavioral expectations and shows that there is a general change in behavior, he or she should move to lower stages of consequence.

When determining the appropriate stage of discipline, the System considers the record of behavior for the last fourteen days; however, the cumulative discipline record will be used to evaluate student ranking, awards, and privileges.

## INFRACTIONS AND CONSEQUENCES

The following infractions have been assigned consequences that the student should be aware of. School will provide counseling to the students as appropriate {both academic and as needed religious (thru resident Alim))} as means of positive intervention prior to any consequences. A period of observation following the counseling may be allowed prior to consequences being implemented.

### **Burglary**

- (1) Parent conference and suspension.
- (2) Possible Expulsion

### **Theft**

- (1) Parent conference and suspension
- (2) Possible Expulsion

**Dress (Incomplete or no uniform)** (PINK SLIP will be issued and student will not be permitted back into class until the violation has been corrected.

\*Refer to "Progressive Stages of Consequences"

**Failure to Complete Homework**

\*Refer to “Progressive Stages of Consequences”

**False Fire Alarm**

- (1) Parent conference, in-school suspension; and pay the bill that is charged by the fire department
- (2) Parent conference, out of school suspension
- (3) Expulsion; and pay the bill that is charged by the fire department.

**Graffiti**

- (1) Clean and pay for damages, detention
- (2) Clean, pay for damages, suspension
- (3) Clean, pay for damages, Parent conference and suspension

**Fighting or Assault**

- (1) Student kept in office until picked up by parents.
- (2) In-school suspension until picked up by parents.
- (3) 3-10 days OSS
- (4) Possible Expulsion

**No Hall Pass**

\*Refer to “Progressive Stages of Consequences”

**Improper Islamic behavior (Physical contact, teasing, passing notes, etc)**

\*Discretion of the Administration with guidance from the resident Alim.

**Leaving school building without permission / Loitering after school hours**

- (1) Infraction, parent conference and suspension
- (2) Possible Expulsion

**Littering or eating in the classroom or corridors**

\*Refer to “Progressive Stages of Consequences”

**Disrespectful behavior with faculty and/or staff members**



- (1) In school suspension, parent conference.
- (2) Parent conference and out of school suspension
- (3) Possible Expulsion

**Obscene language (gestures, derogatory remarks, etc.)**

- (1) In school suspension.
- (2) Parent conference and suspension
- (3) Possible Expulsion

**Tardiness to class or prayer**

\*Refer to “Progressive Stages of Consequences”

**Vandalism**

Pay all damages

- (1) Parent conference and in school suspension
- (2) Parent conference and out of school suspension
- (3) Possible Expulsion

**Possession/Use of tobacco, alcohol or illegal substance**

Possible Expulsion

**P A R E N T   G R I E V A N C E   P R O C E D U R E**

In the event that a parent has a grievance, the parent should take the following steps:

1. If the grievance is related to a school staff, the parent should address the issue with that particular staff.
2. In the event that the parent is not satisfied with the explanation or the solution presented by the staff, the parent shall request a meeting with the Business Operations Manager by completing the “Customer Service Form” available at the front office.
3. The Customer Service Form will be provided to the Business Operations Manager as soon as possible by the office staff but no later than end of the day.
4. The Business Operations Manager will contact the parent as soon as possible, but no later than 48 hours. The Business Operations Manager will document the grievance in the monthly grievance log. The Business Operations Manager will discuss the matter with the parent and will take the necessary steps to appropriately address the matter. In the event that the grievance is addressed to the satisfaction of the

parent, the Business Operations Manager will record the resolution on the customer service form and the grievance log. The Business Operations Manager will put forth best efforts to obtain the satisfactory resolution of the matter from the parent in writing by asking the parent to document resolution in the customer service form.

5. If the matter is not resolved in a manner of the satisfaction of the parent, the Business Operations Manager will set up a meeting for the parent with the Principal.
6. Meeting will be scheduled based on the Principal's availability and the urgency of the matter which is to be determined by the administration. The meeting will be scheduled within 10 working days.
7. In the event that the parent is not satisfied with the Principal's decision on the matter, the parent may escalate his/her grievance to the IEB.
8. The parent shall present the related issue in writing to the IEB chairperson or member within 10 working days.
9. The IEB will place the grievance on the agenda within 14 working days or at the next meeting if the next meeting is scheduled later than the 14 days window.
10. After reviewing the written complaint and the customer service form and log, the IEB will make a decision and communicate in writing the decision to the parties concerned within 7 working days of the meeting. The IEB may ask the parent to appear and present the complaint before the entire IEB, if deemed necessary.
11. The decision made by the IEB is final, and all parties concerned shall abide by the final recommendation/decision of the IEB.

## **S U S P E N S I O N   A N D   E X P U L S I O N   P R O C E D U R E S**

### **A N D   T H E   A P P E A L   P R O C E S S**

#### **1. Authority**

The Principal has the authority to impose the in-school suspension and recommend an out-of-school suspension, probation or expulsion when there is reasonable cause to believe that there has been misconduct. The Islamic Education Board (IEB) must be involved in case of out of school suspension or expulsion prior to administering of such actions.

#### **2. Procedure**

The student must be informed of the specific charges that serve as the basis for the disciplinary action.

The student has the right to present any information supporting his or her defense to the administrator who will decide, with appropriate input from the Principal, whether disciplinary action is warranted.

- a) The Principal will immediately (upon determination that out of school suspension and/or expulsion is warranted) contact the IEB secretary to inform the board of the situation.

- b) Depending on the gravity of the situation, the Principal may impose a temporary suspension. The temporary suspension is not to exceed five (5) school days. The administrator and Principal will present the circumstances to the IEB within 2 days of the decision for such disciplinary action.
- c) Before recommending an out of school suspension or expulsion the administrator shall consider the actual misconduct, the extent of the student's individual involvement, and the student's record; both academic and behavioral.
- d) The student's parent(s) or guardian(s) shall be notified as soon as possible if the student is retained after school, is temporarily suspended from school, or recommended for out of school suspension or expulsion.

## **SUSPENSION AND EXPULSION PROCEDURES AND THE APPEAL PROCESS (cont.)**

### **3. Appeal**

The initial appeal is to the Principal. Subsequent appeal is to the Islamic Education Board (IEB).

- a. Request for an appeal shall be made within three (3) days of the date the disciplinary action was taken. This appeal must be made in writing stating the adjustments being requested and the reasons thereof. This appeal shall be directed to the Principal who will review the appeal and inform the student's parents about his decision. A copy of the appeal and the response to the appeal will be sent to the Islamic Education Board (IEB).

In the event that the decision of the Principal is not satisfactory to the student's parent(s), the parent(s) may appeal the decision to the Islamic Education Board (IEB) for review. The IEB will inform the student and his/her parent(s), in writing, of the decision to uphold, modify, or reverse the expulsion. The disciplinary action remains in effect during the appeal process.

- b. The IEB must conduct a review hearing within five (5) working days of receipt of the appeal.

### **4. Conditions of Re-admission**

- a. A student who is expelled shall not be readmitted to the school except by action of the Islamic Education Board (IEB) with input from the Principal. During the investigation, the school may, but it is not required to, allow the student to make up any lost days of school. The student or, on behalf of the student, the student's parent(s) or guardian(s) may seek readmission by applying to the school admission office, the next school year. The IEB, with input from the Principal, may at their discretion, choose to readmit the student if he or she can satisfactorily demonstrate that he or she has made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of Al-Mustafa Academy. The IEB and the Principal may qualify readmission upon specified conditions that it determines are appropriate. The decision of the IEB and the Principal on a question of readmission is final.
- b. A student who is found to have been convicted, in a court of law, of a criminal, inappropriate sexual conduct, arson, or to have been in possession of a dangerous weapon or drugs in and out of school, as defined in the Student Code of Conduct, shall be denied admission.

## **AREAS OF VIOLATIONS**

1. Substance possession and/or use of tobacco products, alcohol, narcotics, and other drugs, is not permitted in school or in any school sponsored activities outside of the school.
2. Students shall refrain from possessing, handling, or transporting any object that can be considered a weapon.

3. Students shall refrain from possessing or using matches, lighters, fireworks, explosives, commit arson, be involved in a bomb threat or false alarm.
4. Students shall refrain from displaying behavior, which disrupt the daily normal functioning of the school.
5. Students shall use positive means to resolve conflict, and shall refrain from fighting, or verbal abuse.
6. Students shall refrain from intentionally causing injury or attempt to cause injury to anyone.
7. Students shall refrain from any form of gambling in the school building, on the school ground, at any school function, on and off -school campus sites.
8. Students shall not wear nor possess clothing, jewelry, symbols, or anything that may deem offensive and inappropriate, and/or may be disruptive to the functioning of the school.
9. Students shall refrain from engaging or participating in any activity that would interfere with the functioning of the school, such as unlawful student assemblage, acts of violence, vandalism, disruption, or building seizure.
10. Students shall not bring nor possess any books, magazines, or any kind of literature that does not pertain to academic learning (such as obscene, and entertainment magazines and periodicals).\*
11. Students shall eat, drink, in designated area only.
12. Students shall not use any kind of electronic games, beepers, cellular phones, or any electronic paging devices while at school or on school premises without approval of the teaching or administration staff..
13. Students must have a pass when they travel to and from the classrooms.
14. Student shall keep the classroom, locker, or any other school grounds clean.
15. Students shall use the school phone with permission from an administrative staff.
16. Students after being dropped off by their parent(s), shall stay in the school building or grounds until being picked up by their parents .
17. Inappropriate material confiscated by the administration.
18. Transactions for personal profit are strictly prohibited.

The policy set forth states is not limited to, what disciplinary action will take place. Action taken will be based upon the severity of the incident.

This is a general guideline to guide us in helping students behave in a responsible manner. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her own action and not to punish the student.

We hope that with the help of Allah, good communication and cooperation between home and school will negate the necessity to activate any of the outlined steps.

*Parents and students are required to read this*

*Student Code of Conduct section and become familiar with it.*

*Teachers will also review this book with the students during the first week of school.*

## MISCELLANEOUS

- A. This document supersedes and replaces any and all documents or portions thereof, with which it may be in conflict.
- B. In the event that a portion of this document is determined to be contrary to law, the particular provision will be considered null and void, but the remainder shall continue in full force and effect.
- C. This document is designed to inform students of Al-Mustafa Academy, and their parent(s) or guardian(s), about the student citizenship code, appeal procedure, and aspects of student behavior. Local school or classroom rules are published by the classroom teacher, administrative staff and distributed as newsletters or memos and are to be read in conjunction with the Code of Student Conduct. To the extent such school rules are inconsistent with this Code of Student Conduct, the Student Code of Conduct shall take precedence.
- D. Al-Mustafa reserves the right to change, modify or update any section of this document (student parent handbook) at any time. All changes will be communicated to the parents in a timely manner, and will go in effect at least 14 days after the notification of change.

The Student Code of Conduct is a section of the Parent Student handbook and shall be given to each family and to each student upon enrollment at Al-Mustafa Academy. Parents shall be informed annually of the existence of this Code of Student Conduct. However, such notice shall not be a precondition to the imposition of discipline in accordance with this policy or state or federal law.

## PARENT-TEACHER ORGANIZATION (PTO) COMMITTEE

The objectives of this organization are to:

- a. Active cooperation between teacher's and parents
- b. Support a smooth operation of the school by participation in diverse educational functions such as sports events, field trips, special school projects, school fund-raising activities, and various other activities related to the education of the children.

All parents and teachers at Al-Mustafa Academy are regular members of the PTO. Dues may be required for this membership. The amount of contribution is to be determined by the PTO Council of the Al-Mustafa Academy PTO.

The PTO will be organized and run by a PTO Council, consisting of seven (7) members elected from the regular members and at least two teachers who will represent the staff. The officers of the PTO council will be:

President (1)

Vice President (1)

Secretary (1)

Treasurer (1)

Officers (3)

Teachers' representative (2)

The Secretary of the Islamic Education Board (IEB) selects a committee to coordinate and supervise the elections, of which he is the chairperson.

Elections will be held towards the end of the school year for the following year. The election committee may select an alternate election date if needed.

The Election Committee shall collect the nominations for PTO Council one week prior to the election date. Candidates shall be nominated for each position. Nominations may be accepted from the floor before the election. Any regular PTO member can nominate any other regular member.

Each member can vote for seven (7) members. The nominees obtaining the most votes will be declared elected members of the PTO Council. The two teacher's representatives shall be nominated and elected by the staff of Al-Mustafa Academy.

The President or his/her designee will represent the PTO while attending meetings with the Principal of the Al-Mustafa Academy.

Elected members must assume their positions at a transition meeting between the newly elected and the prior year PTO members within a week of the declaration of the election results.

All elected members are required to adhere to the objectives and to the bylaws of the Al-Mustafa Academy PTO. Any violation is to be resolved by the PTO Council. In the event that the issue(s) are not resolved at the Council level the President of the PTO shall bring the issue(s) to the attention of the Principal. If needed the issue(s) may be brought to the attention of IEB via the proper channels for resolution.

In case of a vacancy on the PTO Council, the nominee with the next highest votes for that position will be appointed the Election Committee.

## **AL-MUSTAFA ACADEMY PTO MEETINGS**

All meetings are open to the regular members and guests of the PTO Council.

Any PTO member can bring a guest to the meetings. Guests cannot participate in the proceedings of the meetings unless they are invited to do so by the presiding member of the PTO Council.

There shall be at least one meeting called each school month. Date, time and place of meeting must be well publicized by the PTO Council.

## **C O N C L U S I O N**

Thank you for reading this handbook. Please keep it handy throughout the school year, as it will prove useful on a regular basis. If you have any questions or concerns, feel free to consult the Principal. May you receive Allah's blessings and best wishes for a successful school year.

# **A P P E N D I X**

Leave of Absence Policies

Grievance Procedure

Harassment Policies

Sexual Harassment Policies

Crisis Management Plan



## **Leaves and Absences**

Al-Mustafa Academy offers employees paid and unpaid leaves of absence in times of personal need. This section describes the basic types of leaves available and restrictions on leaves of absences. Employees who have personal needs that will require long leaves of absence should call the Principal for counseling about leave options, continuation of benefits, and communicating with the school.

Employees who reasonably expect to be away from work must submit leave requests forms to the Principal. Questions about eligibility for leave should be directed to the Principal.

### ***Personal Leave***

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

There are two types of personal leave: non-discretionary and discretionary.

#### **Non-discretionary**

Leave that is taken for personal or family illness, emergency, or death in the family is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

#### **Discretionary**

Leave that is taken at the employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request one week in advance of the anticipated absence to the Principal. Discretionary personal leave will be granted on a first-come, first served basis and will be subject to the following limitations:

Discretionary leave shall not be allowed in the following circumstances:

The day before or after a school holiday, end of the semester or end of the year exams, and test days, professional or staff development days, and the last teacher workday of the school year. Discretionary leave may be granted due to extenuating circumstances with prior approval of the Principal.

#### Non-duty vacation/ holiday days

Twelve- month employees will have a varying number of non-duty days (sometimes called vacation days) each year. The number of days will vary according to the AL-MUSTAFA ACADEMY calendar. Non-duty days may not be substituted for holidays such as July 4<sup>th</sup>, spring break: and winter as break. The Principal must approve extension of holidays through use of non-duty days.

Non-duty days are to be used by the end of the contract year in which they are earned. If a serious or emergency situation exists and extension or carry-over of non-duty days may be approved by the Principal. Employees may request to use non-duty days at their discretion. All twelve-month employees must obtain prior approval from their immediate supervisor before using a non-duty day. Any conflict with departmental workload or scheduling will be considered sufficient cause for denying a request for non-work days. Request for non-duty days are submitted on the “application for leave and travel” form.

#### ***Sick Leave***

If an employee uses and is paid for more sick leave than he or she has earned, the cost of unearned leave will be deducted from the employees next paycheck.

Sick leave may be used for the following reasons only:

#### Employee illness

- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family

#### ***Temporary Disability Leave***

The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability leave or be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the employee must return to work or be subject to termination procedures.

Female employees will only be paid up to six weeks for maternity leave within the contract year. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Islamic Education Board. The employee may protest the action and present additional evidence of fitness to work.

When employee is ready to return to work, the Principal or appointed designee should be notified at least 30 days in advance. The return-to work notice must be accompanied by physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated as they were previously assigned, if possible. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year in a comparable position in the school.

### ***Family and Medical Leave***

Employees, who work in school when there are at least 50 employees within a 75- mile radius, have been employed by the school for at least 1,250 hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year.

The birth, adoption, or foster placement of a child,

to care for a spouse, parent, or child with a serious health condition

An employee's serious health condition

A husband and wife who are both employed by the school are subject to limits in the amount of leave that they can take to care for parent with a serious health condition or for the birth, adoption, or foster placement of a child.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule.

Intermittent leave may be taken under the following circumstances:

To allow an employee to care for a seriously ill, when an employee is seriously ill and unable to work, when an employee becomes a parent or has a foster child placed in his or her home.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must notify their supervisor or the Principal as soon as possible.

Employees may be required to provide the following:

Medical certification from a qualified healthcare provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.

Second or third medical opinions and periodic re-certification of the need for leave. Periodic reports during the leave regarding the employee's status and

intent to return to work.

Medical certification from a qualified healthcare provider at the conclusion of leave of employee's ability to return to work.

Employees requiring family and medical leave should contact the Principal for details on eligibility, requirements, and limitations.

### ***Assault Leave***

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from the accrued personal leave or counted against the employee's family and medical leave entitlement and must be coordinated with workers compensation benefits. Following an investigating of the claim, the school may change the assault leave status and charge the leave against the employee's accrued personal leave.

### ***Bereavement Leave***

Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Principal.

### ***Jury Duty***

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and be allowed to retain any compensation they receive.

### ***Other Court Appearances***

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

### ***Military Leave***

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or Reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year.

#### **Reemployment after state military leave**

Employees who leave the school to enter into active duty with the Texas National Guard or Texas State Guard may return to employment if they are honorably discharged or released within five years.. Employees who wish to return to the school will be reemployed in the position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the Principal within 90 days of discharge or separation.

#### **Reemployment after federal military leave**

Employees who leave the school to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the school will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Principal.

### ***Employee recognition and appreciation***

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the school's employee special events and activities. Recognition and appreciation activities also include school service awards.

## ***Complaints and Grievances***

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievances process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievances procedures are exhausted, employees can bring grievances to the board of directors. For ease of reference, Al-Mustafa's policy concerning the process of bringing complaints and grievances is reprinted as follows:

### **Purposes**

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of grievances. The board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level.

### **Other review process**

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in the preceding general policies. An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the school does not otherwise provide for a hearing on the matter.

### **Notice to employees**

The Principal of Al-Mustafa Academy and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

### Definition

Employees may present grievances concerning their wages, hours of work, or conditions of work. A grievance must specify the individual harm alleged.

### Consolidation

When the Principal determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution via one proceeding, he or she may consolidate the grievances.

### Freedom from retaliation

Neither the board nor the administration shall unlawfully retaliate against any employee for bringing complaint under this policy.

### “Whistleblower” grievances

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than five working days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence.

### General provisions

Grievances shall be heard in informal administrative conferences. All grievances arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial grievances concerning events about which the employee has previously grieved. Costs of any grievance shall be paid by the party incurring them.



In resolving grievances, time is of essence. All time limits shall be strictly complied with unless extended by mutual consent. All references are to working days.

The appropriate administrator at each level shall respond to the employee within ten days of a grievance conference. Written grievances shall receive a written response. The employee has seven days after receiving a response to appeal to the next level. The grievance shall be considered concluded if the employee does not appeal to the next level. The grievance shall be considered concluded if the employee does not appeal within that limit. Announcing a decision in the employee's presence constitutes communication of the decision.

#### Level one

An employee who has a grievance shall meet with the Principal or immediate supervisor within ten days of the time the employee first knew or should have known of the event or series of events causing the grievance. At this meeting, the employee shall submit the grievance in writing on a form provided by the school.

#### Level two

If the outcome of the conference at level one is not to the employee's satisfaction, the employee may meet with the IEB director or a designee within ten days after receiving the response to discuss the grievance. The employee shall give written notice of appeal of the level one decision on a form provided by the school. If any relief has been granted at level one, the employee must state on the form why such relief is inadequate.

#### Level three

If the outcome of the conference at level two is not to the employee's satisfaction, the employee may meet with the Islamic Education Board (IEB) within ten days after receiving the level two response. The employee shall again give written notice of appeal on a form provided by the school and indicate why any relief afforded at level two is inadequate. The grievance shall be placed on the agenda of a future board

meeting using the notice of appeal form provided by the school. The head master shall inform the employee of the date, time, and place of the meeting. The board of director may set reasonable time limits on complaint presentations. The board shall listen to the complaint, but is not required to respond or take any action on the matter. If the board chooses to take action, it shall make the communication of its decision at any time up to and including the next regular board meeting. The lack of official action by the board upholds the administrative decision at level two. The grievance may be presented to the board or at its election, to a designated hearing officer who shall in turn make a written recommendation for disposition to the board. Hearing officers may be school employees who were not involved in the subject matter of the grievance or the grievance process, or they may be persons not employed by the school. If the board designates a hearing officer to hear the grievance, it shall review the hearing officer's written recommendation at its first regular meeting following receipt of same. The employee and the administration shall be provided a copy of the recommendation before such meeting to

respond to the recommendation either orally or in writing, at the board's election. The board shall then make the communication its decision at any time up to and including the next regularly scheduled board meeting. The board may decide to accept, reject, or modify the recommendation of the hearing officer. Generally no witness shall be presented and no cross-examination of witness shall occur, unless due process so requires. In each case the grievant shall be permitted to make a presentation to the board or its designated hearing officer the time allotted and shall be able to offer such written evidence as the board or its designated hearing officer may deem relevant. The administration shall in turn be entitled to respond to the grievance with its own presentation and written evidence.

#### Closed meeting

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, the board in closed meeting shall hear it. The employee bringing the complaint shall be allowed to bring individuals of their own choosing, including legal counsel. If the complaint constitutes a complaint or charge against another school employee, it shall be heard in a closed meeting unless and the employee against whom the complaint or charge is brought requests open hearing in writing.

#### ***Harassment policy***

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment of a student or employee shall result in disciplinary action. The term harassment includes a repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the Principal. If the Principal is the subject of the complaint, the employee shall report the complaint directly to the Director of Education. An employee who suspects or knows that a student is being harassed by a school employee or another student shall inform the Principal.

Any allegation of harassment of students or employees shall be investigated and addressed. All employees may appeal the decision of the Principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The school will not retaliate against an employee in good faith reports perceived harassment.

### ***Sexual Harassment Policies***

#### ***Employee to employee***

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

Submission to such conduct is explicitly or implicitly a term or condition of employment

Submission to or rejection of such conduct is used as a basis for employment decisions

The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or otherwise offensive work environment

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform the Principal at 713-787-5000. The school will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

#### ***Employee to student***

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between student and school employees are strictly prohibited. Other prohibited conducts include the following:

\*Engaging in sexually oriented conversations for the purpose of personal sexual gratification

\*Telephoning students at home or elsewhere and engaging in inappropriate social relationships

\*Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school related benefits

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but it's not limited to, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the Principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Principal.