

TEACHER/STAFF HANDBOOK 2018-2019



MIFTAAHUL ULOOM

FAITH - ACADEMICS - COMMUNITY

MISSION & VISION

Our Mission:

Our mission is to help families educate children to be God-conscious, principled, knowledgeable, well-balanced, cooperative, committed, and caring Muslims fully equipped to face the challenges of the 21st century.

Our Vision:

Miftaahul Uloom Academy will become an internationally recognized leader in progressive Islamic education

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ABOUT THIS HANDBOOK

THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERSEDE ANY PRIOR HANDBOOK. NEITHER THIS HANDBOOK NOR ANY OTHER COMPANY GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT. MIFTAAHUL ULOOM ACADEMY HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME.

NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND SIGNED BY THE PRINCIPAL. EMPLOYMENT WITH MIFTAAHUL ULOOM ACADEMY MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE BY THE EMPLOYEE OR MIFTAAHUL ULOOM ACADEMY.

THIS NOTICE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.

AMENDMENTS AND ADDENDUM MAY BE ADDED PERIODICALLY TO THESE POLICIES AS THE NEED ARISES, AND WILL BE MADE A PERMANENT PART OF THE HANDBOOK FOR THE SCHOOL YEAR.

MISSION & VISION

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Miftaahul Uloom Academy will become an internationally recognized leader in progressive Islamic education

THE SCHOOL A SHORT HISTORY

Welcome to Miftaahul Uloom Academy (MUA), a co-educational PreSchool – 12th grade independent Islamic day school in New Jersey. Located in Union City, New Jersey, MUA offers both an exceptional education and a true sense of community. MUA serves a multi-national community of families. MUA's goal is to provide a happy, healthy Islamic environment where our children can develop their spiritual, intellectual, emotional, and physical abilities to their fullest. We love our children and hope they will grow into well-rounded, God-conscious leaders in this land of opportunity, Insha' Allah.

Miftaahul Uloom (The Key to Knowledge) Academy was established as a non-profit organization in 1994 and gained tax-exempt status in 1996. The school began as a cooperative home-schooling center at a residential building in Guttenberg. At the request of the families and with the support of the community, the school moved to the Islamic Educational Center in Union City in the year 2001, and became an officially recognized private parochial school serving Pre-K through 12th grade. In 2004, Miftaahul Uloom gained recognition as the first Islamic school to host an Abbott contracted pre-school, and the first Islamic school in Northern New Jersey to offer a professional quality Montessori program. In 2007, the school moved to a larger three story building at 501 15th Street in Union City, NJ. Alhamdulillah, the school continues to grow each year.

MUA is sensitive to a child's social, emotional, and intellectual needs and provides developmentally appropriate activities and projects that focus on the process of learning, resulting in children enjoying successful experiences.

We are proud of our past, excited about our future and confident of our continued success, inshaAllah.

POLICIES AND REGULATIONS

EQUAL OPPORTUNITY

Providing "equal employment opportunity" is one of the most important personnel policies at MUA. Our goal is to do all that we realistically can to provide genuine equal employment opportunity, in every sense of the term, to applicants and employees in all phases of our operation.

It is the policy of this school that there shall be no discrimination with respect to employment, or any of the terms and conditions of employment, because of an individual's race, creed, religion, color, national origin, ancestry, age, sex, marital status, familial status, disability, genetic

information, liability for service in the United States armed forces or any other characteristic protected under applicable federal, state or local laws.

MUA will make a reasonable accommodation to known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on our operation. Any employee who believes he or she may require such accommodation, please send an email to info@muanj.org.

MUA is dedicated to ensuring that all personnel decisions are in accordance with these principles of equal employment opportunity. Equal employment opportunity is not only a legal principle, it is a moral commitment as well.

SEXUAL HARASSMENT

It is MUA's policy to prohibit harassment of any employee by another employee, management representative, business invitee or visitor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the school; rather, it is to ensure that at our school, all employees are free from harassment on the basis of sex or gender.

While it is not easy to define precisely what sexual harassment is, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments, pictures or communications. Depending upon the circumstances, harassment can also include unwelcome joking, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Anyone who feels that he or she has witnessed or been subjected to sexual harassment should immediately report the matter to the principal. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. In addition, the school will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy. Violation of this policy will result in disciplinary action, up to and including discharge for the harasser.

OTHER FORMS OF HARASSMENT

It is the school's policy to prohibit harassment of an employee by another employee, management representative, business invitee or visitor including, but not limited to, harassment on the basis of race, color, religion, creed, age, sex, disability, national origin, ancestry,

affectional or sexual orientation, gender identity or expression, marital status (including Civil Unions), familial status, atypical hereditary cellular or blood trait, disability, genetic information, liability for service in the United States armed forces or any other characteristic that is protected by under applicable federal, state, or local laws. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.

Any employee who feels that he or she has witnessed or has been subjected to such harassment should immediately report the matter to their Supervisor, Manager or to any other member of management. For the school to be able to remedy alleged harassment, it is imperative that claims be brought to the attention of management. Failure to report claims of harassment hampers the school's ability to take necessary steps to remedy such situations. Every report of perceived harassment will be fully investigated and corrective action will be taken when appropriate. In addition, the school will not allow any form of retaliation against individuals who report claims of harassment to management or who cooperate in the investigation of such reports in accordance with this policy. Violations of this policy will not be permitted and may result in discipline up to and including discharge.

All reports of harassment will be thoroughly and discreetly investigated by members of management who are not involved in the alleged harassment. In addition, the school will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy.

VIOLENCE IN THE WORKPLACE

Miftaahul Uloom Academy is strongly committed to providing a workplace free of violence for its employees. The school will not tolerate any threats or acts of violence of any kind from any employee. The purpose of this policy is to minimize the risk of personal injury to employees and damage to school property.

It is the school's belief that certain steps be taken early on to identify potential instances of violence in the workplace as well as to develop a procedure for preventing and dealing with workplace violence. The school does not expect, and in fact, specifically discourages you from engaging in any physical confrontation with a violent or potentially violent individual. However, it is essential that all employees recognize and identify potentially dangerous situations. All potentially dangerous situations, including perceived threats by co-workers, as well as actual threats, should be reported immediately to the Principal.

ANTI-BULLYING POLICY

All children and young people have the right to a safe education environment free from harassment and bullying. This policy is implemented in partnership with the school's discipline policy and serves the entire school from grades Toddler through 12th. The school will not tolerate any forms of bullying at school.

Definition

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten or discriminate against another individual or group. It is usually unprovoked, happens again and again as a part of a pattern of behavior and can continue for a long period of time. It always reflects the abuse of power, with one (or more) person (s), a victim and the other, a bully. It is the acquisition of power over others who are deemed powerless.

Bullying includes:

- Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats of violence.
- Verbal : Name calling, derogatory references to family name, sarcasm, innuendos, spreading rumors, persistent teasing.
- Emotional: Excluding, tormenting, ridicule, humiliation.
- Intrusive: Email, video-text, text messaging, or electronic posting designed to upset or abuse.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Unwanted physical contact or abusive comments.

Aims

- Inform students and parents of our expectations in order to ensure a productive partnership, where each and everyone has a role to play in stopping bullying;
- Maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted;
- Promote a secure and happy, caring environment where kindness and helpfulness are expected and respected;
Praise and reward positive behavior which benefits others and the community as a whole;
- Teach students to respect themselves and others, promoting self-esteem;
- Reduce the emotional and mental distress of any bullying enabling all students the right to enjoy their time at school.

Strategies

- Help students through advice and counseling, to make the right choices and not succumb to peer pressure
- Listen to all parties involved in incidents and always take allegations from victims seriously
- Reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved
- Foster by example the values we as a school believe in
- Investigate all incidents as fully as possible
- Use a range of strategies which challenge bullying behavior
- Include within the curriculum, opportunities to discuss and consider bullying and other forms of antisocial behavior
- Identify bullying behavior at the early stages and work toward behavior modification before the problem becomes more serious

Reporting Bullying

As a school we will:

- Encourage victims and witnesses to speak up with anonymity if necessary
- Treat incidents seriously however trivial they may seem at first glance
- Be alert, as an entire staff, for changes in behavior, attitude and well-being, reporting these immediately to the appropriate administrator.
- Responding to Bullying
- As a school, we will endeavor to:
- Take all bullying problems seriously
- Deal with each incident individually and to access the needs of each student separately
- Regard all incidents as potentially serious and investigate them thoroughly
- Ensure that bullies and victims are interviewed separately
- Obtain witness information
- Keep a written record of the incident, investigation and outcomes
- Inform staff as necessary, about incidents
- Ensure that action is taken to prevent further incidents. Such action may include Imposition of sanctions – detention, suspension, expulsion Obtaining a sincere apology Informing parents of both bully and bullied Provide support for both victim and bully

Dismissing Students, Parents and/or Staff

MUA reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, fellow students, or the school in general.

MUA also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.

MUA also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

EMPLOYEE PROCEDURES

EMPLOYEE CLASSIFICATIONS

A number of different types of employees are employed by the school. Employee classifications include:

- Exempt Employees - Salaried employees whose work duties exempt them from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state wage and hour laws.
- Regular Part-Time Employees - Employees who successfully complete the introductory period and who are regularly scheduled to work less than thirty-two hours per week.
- Temporary Employees - Employees who are hired for a specific task or project, usually lasting fewer than one hundred and eighty days. Temporary employees are not eligible for school benefits.

EMPLOYMENT PROCEDURE

Hiring

Any person wishing to apply for a position needs to submit a resume, copy of diplomas, and copy of transcripts of all post-secondary education. Any person considered for the position of teacher will be interviewed by the principal and/or designee and will be required to participate in a teaching demonstration in the subject area and/or grade level of intended position. After this demonstration, a final decision will be made.

Once an employment offer has been extended, each new employee must complete a background check, a TB test within the last 6 months, and a flu shot for the coming season prior to starting their work; these items are the responsibility of the employee.

Teacher Qualifications

- Teachers should have at minimum a Bachelor's degree. NJ State Certification is highly recommended.
- Arabic teachers must be speakers of the Arabic language and preferably with teaching experience.
- Assistants should have a high school diploma.
- Previous teaching experience in subject area and/or level is desirable.
- Successful completion of student teaching assignment or mentoring period preferred.

Compensation

Employment is on a 10 month basis and may include orientation/preparation days during August through the third week of June. Staff members who are hourly and salary will be paid bimonthly on the 15th and last day of the month. Payroll deductions include: federal and state taxes, unemployment insurance, social security taxes, and tuition payments (if applicable).

Contingent on the availability of funding, salary increases for most employees are given each year. Employees who have been employed for at least one year are eligible for a salary increase. The amount of each employee's salary increase is based on several factors including, but not limited to his or her performance. Criteria considered in determining the amount of increases include:

1. Development or acquisition of skills relevant to job responsibilities;
2. Excellent attendance and demonstration of being on post at assigned time;
3. Increased productivity through organization or personal effort;
4. Initiative and creativity;
5. Ability to assume responsibility and leadership; and
6. Reliability, consistency, flexibility and judgment.

Pay Scale

Pay scale shall be approved by the MUA Board and executed according to the following guidelines:

- Academic Qualifications (including Degrees and Certification)
- Professional qualifications
- Teaching experience

Tuition Reduction for Staff Members' Children

A 20% discount off the regular tuition will be given to children of staff members.

Orientation

Upon hiring, each staff member will be told their position, salary, and hours. **The last week of August (prior to the beginning of the Academic Year) is orientation/pre-planning week where new employees will complete the required paperwork for the school (W4, I9, Personnel Information Form, and direct deposit) and be introduced to school policies and procedures.** This time period is also when both new and returning employees will prepare for the upcoming school year by setting up their classrooms, getting the syllabi ready, and preparing all the items required successfully start the school year.

Continuing Education Program

It is the goal of the school to have the best-trained and educated faculty and staff possible. To ensure this, the school will try to cover some of the expenses of continuing education and professional development for faculty/staff-members. However, all assistance will be made on a case-by-case basis with decisions being made by the Board with the Principal's recommendation.

Staff members must document attendance of at least one pre-approved professional development activity and/or a transcript from a graduate level course that was completed for the current school year as part of their continuing teacher education credit. This will be a component in order to receive the annual salary increase.

Termination

Any staff member who is not following guidelines or requirements as set forth in this handbook or in any other way that may be harmful to the operation of the school and/or its students will be given a verbal reprimand/warning by the Principal/Administrator with guidance regarding improper behavior, conduct or inadequate performance and with requirements for remediation.

If guidance is not followed, a written warning will be given by the Principal/Administrator to the staff member (in question) with a noted appropriate period of time in which to correct his/her behavior or performance.

If not rectified after the written warning, the staff member can be suspended without pay. If following the suspension, the behavior continues, the staff member maybe terminated.

YOUR SUPERVISOR

Your Supervisor is your most important link to the school. When you start work here, your Supervisor will arrange for your job orientation, introduce you to your fellow employees, show you where things are and help you in your job performance. The Supervisor can answer your questions about your job and teach you how to perform it more efficiently.

Your Supervisor plays an important role in resolving your work related problems and is your link to the Principal. Your Supervisor's role in this process is discussed throughout this handbook. Please give your Supervisor your full cooperation.

TEACHER EVALUATION

The teacher's evaluation is an integral part of the learning cycle and a critical element for the attainment of the educational goals of the organization. The responsibility for the development, implementation, and improvement of procedures for evaluation of teachers rests with the principal. The principal is committed to applying an evaluation process, which is the basis of a teacher's self-analysis and improvement.

The evaluation process is one in which a teacher is observed, provided feedback, and given written evaluation reports designed to improve teaching performance. **There will be two formal assessments during the school year, a formative assessment during the first ½ of the school and a summative, which will take place during the 2nd semester.**

As a result of the formative evaluation, the teacher and evaluator may develop a year-long growth plan stating specific goals to be achieved by the teacher by the end of the school year. This formative evaluation will also provide the teacher with feedback on their strengths and areas of improvement. The summative evaluation will assess growth and the extent to which the input from the formative observation was implemented. For both observations, a pre and post-observation conferences between the evaluator and teacher will be held.

Purpose

- Serves as basis for the improvement of instruction.
- Enhances the implementation of programs of curriculum.
- Serves as a measure of satisfactory performance for individual teachers
- Serves as documentation for unsatisfactory performance.
- Serves a measure of the professional development of teachers.

Data Sources

Evaluation data sources may include:

- Direct Observation
- Discussion/conferences with teacher and participation in committees and staff meetings
- Review of materials and resources used
- Parent, student, and/or peer feedback
- Student learning outcomes as measured in quizzes, quarterly exams, homework, and standardized tests
- Physical appearance of the classroom
- Ability to administer the school's policies, i.e. discipline, uniform, attendance
- Review of lesson plans and curricular scope/sequence
- Review of assessment tools/measures
- Documentation of professional growth experiences
- Documentation of compliance with the adopted policies and procedures governing teacher expectations and performance at MUA.

PROBATIONARY TEACHER

A probationary teacher is a teacher who has not completed three months of continuous employment with the MUA. As an instructional leader the principal will make informal classroom visits in order to be involved in the process of instruction. During these visits teachers should continue with their instruction unless approached by the administrator. Verbal or written feedback maybe provided after the visit.

Termination

Termination of a probationary teacher or a teacher during the school year can occur any time during the first 3 months when the teacher is unable or unwilling to meet one or more of the performance criteria. MUA follows the New Jersey State guidelines regarding employment and termination.

EMPLOYEE RECORDS

Personal Records

Each faculty member, upon commencing employment for the year with the school, shall complete an employment packet accurately and completely. Human Resources keep detailed records concerning your employment with the school.

To keep your records up to date, it is important that you notify the Human Resources Department if you change or need to correct any of the following information:

- Name;
- Social security number;
- Address;
- Telephone number;
- Marital status;
- Number of dependents; or
- Emergency contact information.

Time Records

Federal and state law requires us to keep a complete and accurate record of time worked by our employees. Employees, therefore, must record their time of arrival and departure on Time Trax cards provided by the School, as well as any interruptions for meals (if leaving the building, you must swipe in and out), etc.

No work can be performed prior to signing in or after signing out. Employees who forget or are unable to swipe their time card must notify their Principal so that a proper entry can be made on the records. Time Trax records should reflect all time off, whether paid or unpaid. Time card records must be reviewed and signed by the employee and submitted to his or her Principal every month on the day designated by the Principal.

EMPLOYEE GUIDELINES

CONFIDENTIALITY

As part of your responsibilities at Miftaahul Uloom Academy, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to student data, research and development activities, and staff related data, shall be considered and kept as the private and privileged records of the School, and must not be divulged to any firm, individual or institution except on the direct written authorization of the Principal. Your failure to honor this confidentiality requirement may result in disciplinary action, including possible discharge.

If you leave employment for any reason, we ask that you continue to treat as private and privileged any such sensitive information. You should not release any such sensitive information to any person, firm, or institution without the express written approval of the Principal. The School may pursue legal remedies for unauthorized disclosure of sensitive, confidential information.

EMPLOYEE NO-ACCESS

For safety and security reasons, employees are not permitted access to the interior of the facility or to exterior work areas during off-duty hours. All after hours or non-class time building use needs to be scheduled in advance and approved by an Administrator.

NO-TRESPASS RULE

Solicitation, distribution or trespassing by non-employees on school premises is strictly prohibited.

VISITORS AND VENDORS

No visitors or vendors are allowed in the school building without permission from the Administration. This applies to former employees as well as to strangers. Visits by personal friends of employees are discouraged.

Visitors to the school who are present on business must identify themselves to the receptionist and state their business. No visitor is allowed to wander about the premises unescorted. Any employee working after hours or on weekends may not admit visitors to the office.

STAFF CHILDREN

No employee will be allowed to bring their child to work with them if the child is not enrolled at the school.

During School Hours

During school hours, employees' children will be treated as normal students. Therefore employees' children may not leave the classroom or lunchroom to visit their parents. If the student needs something that his/her parent has, the parent should see to it that he/she gives the object(s) (i.e. lunch, etc.) to his/her child(ren) prior to the start of the school day.

After School Hours

Aftercare is only for non-staff members. During after school hours, employees' should have their children with them at all times. If the child has to leave the classroom, the parent should accompany them. When an employee leaves the building after school hours he/she must take their child(ren) with them.

MONITORING OF ELECTRONIC COMMUNICATIONS

Effective communication with each other is vital to Miftaahul Uloom Academy's success. Thus, the school has the obligation to ensure that its resources are used properly and within the guidelines it has established. To meet its obligation, to improve and insure the quality of our service, the school provides telephones, computers, computer files, e-mail access to the Internet and other electronic communications (the "systems") for school use. The systems are provided for school purposes and the information stored on these systems and transmitted through these systems typically should have a school purpose. However, the school recognizes that employees may need to use the School's electronic communications systems on occasion for personal reasons. **Therefore, the School permits limited personal use of its electronic communications systems.** However, an employee's personal use of the electronic communications systems cannot interfere with the employee's work responsibilities and cannot violate any school policy.

The school may access and monitor its electronic communications systems and obtain the communications within the systems, without notice to users of the system. The school's monitoring of its systems will include, but is not limited to, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing communications, logins and other uses of the systems, as well as keystroke capturing and/or other network sniffing technologies. No employee has any expectation of privacy when using the school's electronic communications systems. The reasons for which the school may obtain such access include, but are not limited to, maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; insuring that the School's operations continue appropriately during an employee's absence or unavailability; disclosure of confidential business or proprietary information; and monitoring and ensuring work flow and productivity.

Miftaahul Uloom Academy must be given all applicable passwords or codes. The school may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The School's policy prohibiting all forms of harassment, in its entirety, applies fully to use of school computers and electronic communications systems. No one may use school computers or electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

The school's electronic communications systems also may not be used to solicit for political causes, outside organizations or other personal matters unrelated to school business. Likewise, since our purpose in monitoring the school's systems is not to pry into your personal

information, we will cease monitoring as soon as the communication is determined to be personal unless it is related to a business concern.

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization. Violators of this policy may be disciplined, up to and including discharge.

PERSONAL TELEPHONE CALLS

Because of the need for vigilant supervision of students and the school environment, the use of phones for personal matters is discouraged. However, there occasionally may be times when personal calls must be made or received during school hours. Such calls must be held to a minimum, and must not interfere with an employee's work. Employees should attempt to make necessary personal calls during lunch time.

During an emergency, employees may make or receive personal phone calls. An emergency is regarded as illness or injury to an employee, a member of the employee's family, a change in plans concerning the employee's transportation home from work, extreme weather conditions, or other similar situations.

INSPECTION OF LOCKERS, PERSONS AND PACKAGES

To protect employees and the school from theft, and to enforce school policy, including the possession or use of drugs and alcohol, the school reserves the right to search employees and their personal property (e.g. vehicles, clothing, packages, purses, brief cases, lunch boxes, or other containers brought onto the school premises) when there is reason to believe that such search may indicate that the law or school policy is being violated.

The School also may conduct unannounced random searches of school facilities and property (e.g. desks, file cabinets, lockers, etc.). Searches of school facilities and property can be conducted at any time and do not have to be based upon reason to believe that school policy is being violated. Employees are expected to cooperate in the conducting of all such searches.

SOLICITATION AND DISTRIBUTION OF MATERIAL

Solicitation of an employee by another employee is prohibited while either one is on his or her working time. Solicitation includes, but is not limited to, sale of household goods (such as Avon products), food products or personal items as well as appeals for charitable contributions. The distribution of any material of any kind is prohibited on working time or in working areas at all times.

SUGGESTIONS & GRIEVANCES

In any business organization where people must work together toward a common goal, problems will occur. Problems may arise where an employee feels that he or she has not been treated fairly or believes that a mistake has been made regarding the administration of personnel policies.

Any suggestions/grievances need to be made in writing and given to the Office Manager. The Office Manager will make a copy to keep on file and will give the original either to the Administrator as deemed appropriate. If a suggestion/grievance is of a confidential nature, the person making said suggestion/grievance needs to identify the submitted copy as “confidential” and the utmost level of confidentiality be applied when applicable.

All suggestion/grievance need to be accompanied by suggestions whenever possible. It should not be assumed that verbal comments, complaints, or suggestions would be retained and/or recalled by member(s) of the administrative staff.

Grievance Policy

If there's anything about your job that's bothering you, let's get it out in the open and talk about it. Discuss it frankly with your Supervisor who will try to help you "work it out”.

- Advisory Committee will be assigned as needed to hear grievances of students and teachers. The wisdom of the Qur’an and Sunnah must always be the guide.
- Hasty decisions must never be made concerning student discipline unless and until it is according to written policy that is clearly made known to students, staff, administrators, and parents.
- Disciplinary guidelines must be followed by all members of staff and administration, regardless of their position (volunteer, part-time, full-time, substitute, secretary, and administrator) and is to be adhered to in a just manner.
- Concerns between parties should be addressed as it is important to have a workplace environment that is free from negative feelings between the stakeholders of the school. If there is a grievance, the parties should seek a resolution with the help of faculty and staff on campus. In the event that they are not able to resolve the conflict, the grievance should be issued in writing to an administrator, whether initiated by student or staff, who will then set-up an appointment for the involved parties to be heard. In order to preserve fairness, equal opportunity will be provided without interruption for each party to state their case. No one should feel belittled or exalted. This is what is recommended to us through the teachings of Islam; Prophet Dawud was admonished for not hearing both parties in a dispute. After this time, the issue can be discussed by the administrator and/or advisory committee, and a decision will be issued to the involved parties within a reasonable amount of time as determined by the administration.

- If it has been determined that the rights of a student, fellow staff-member, administrator, or parent have been usurped by a staff-member, a resolution will be reached which can include a written acknowledgement and/or apology. This resolution will be made within a reasonable amount of time as determined by the administration. If subsequent offenses are made, this may lead to additional consequences including suspension without pay and dismissal from the school.

Below are steps that you may take to help resolve your problem. It is your choice to keep on going "to the top" - if necessary.

1. If you feel you have a problem, you should present the situation to your Supervisor. Past experience shows that most problems can be settled by simple examination and discussion of the facts.
2. If you are not satisfied with your Supervisor's response or if you do not feel comfortable discussing the situation with your Supervisor, you may take the problem to your Principal. We ask you to put the problem in writing, describing why you are dissatisfied, the corrective measures you seek and any additional remarks you feel are important. Your Supervisor may be asked to submit a statement containing his or her response. Your Principal will review your problem, investigate the matter, and then meet with your Supervisor. Your Principal will attempt to resolve your question within a few days and you will be notified of the outcome.
3. If you disagree with the response you receive from your Principal, you may request a final review by the Chairman of the Board at mua-board@muanj.org. To do this, we ask you to put the problem in writing, describing why you are dissatisfied, the corrective measures you seek and any additional remarks you feel are important. Your Principal or Supervisor may be asked to submit a statement containing his or her response.
4. The Chairman of the Board will, if appropriate, meet with you to discuss your problem and to try to resolve it with you. The Chairman of the Board will consult with the full board on the matter and their decision for resolution will be final and binding for everyone concerned.

CODE OF CONDUCT

WORK STANDARDS

In all segments of society it is necessary to have certain rules and regulations. Work standards are necessary to make sure everyone has a common understanding of what is expected. This

allows the School to consistently enforce a set of standards that creates a positive work environment.

The work standard rules are not meant to restrict anyone's rights. Rather, they are designed to protect the rights and safety of all. Since the School cannot create a list that addresses all situations, the standards that follow are basically common sense rules. No conduct which is immoral, unsafe, unethical or illegal will be tolerated.

All employees are expected to follow these rules. Violations will subject employees to discipline, up to and including termination. The following are examples of some prohibited conduct:

- Theft or attempted theft of any property belonging to the School or a fellow employee;
- Fighting;
- Falsification of School records, including time sheets, employment applications and benefit applications;
- Failure to fully and truthfully disclose all facts related to workers' compensation and insurance claims;
- Insubordination;
- Immoral, indecent or unlawful conduct;
- Deliberate destruction of, or damage to, School property;
- Careless waste of materials or mishandling of supplies or equipment;
- Failure or refusal to comply with the School alcohol and drug policy;
- Carrying or possessing a weapon of any kind on School property;
- Gambling or soliciting gambling on School property;
- Smoking in prohibited areas;
- Sleeping on the job;
- Defacing walls, bulletin boards or other School property;
- Horseplay or other disorderly conduct;
- Littering;
- Violation of safety regulations;
- Unauthorized disclosure, use or theft of the School's confidential information;
- Use of abusive or threatening language;
- Excessive lateness or absenteeism;
- Failure to report an absence;
- Swiping another employee's time card;
- Creating hazardous or unsafe conditions;
- Repeated failure to complete job assignments;
- Repeated failure to produce quality work;
- Other unsatisfactory performance;
- Surreptitiously recording a workplace conversation;

- Violation of any School policy; and
- Any other conduct not in the best interests of the School.

TEAM BUILDING

Respect

- Mutual understanding, accepting and appreciating differences
- Honoring differences without necessarily agreeing
- Acknowledging the innate good in everyone
- Recognizing the value in learning to respect oneself

Honesty

- Being forthright
- Credibility
- Reliability
- Building confidence in each other, trusting
- Fairness

Accountability

- Doing what you say you'll do
- Acting with an awareness of the impact of your actions/words
- Willingness to be accountable for words/actions/duties
- Demonstrating leadership

Caring

- Going beyond oneself
- Being sincere
- Recognizing our common good
- Inter-connectedness with each other's worlds

PROGRESSIVE DISCIPLINE

In most cases, the school believes that by applying progressive discipline, an employee's undesirable behavior can be corrected. Generally, the first step in the progressive discipline process will be counseling by an employee's Principal. This step may be followed by a written warning, suspension with or without pay and finally termination.

In some instances the employee's conduct may show a complete lack of respect for rules requiring the school, at its option, to advance the level of discipline to the step it deems appropriate, up to and including immediate termination.

Finally, in certain situations where, in the opinion of the school, an employee's misconduct is very serious, immediate termination may result. The school reserves the right to skip, advance or repeat any level of discipline it deems appropriate. Further, the School reserves the right to terminate employees at any time without cause or notice and without prior discipline.

SUBSTANCE ABUSE POLICY

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Therefore, employees are forbidden to report to work under the influence of alcohol or drugs. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

The use, possession, sale or transfer of illegal drugs on school property or while engaged in school activities is strictly forbidden. The use, possession, sale or transfer of any prescription drug that has not been properly prescribed to you while on School property or while engaged in School activities is also strictly forbidden.

Employees using medication which may impact their ability to perform their job safely must notify their Principal without disclosing the identity of their medication. The employee will be required to obtain documentation from his or her physician of which provides that the medication will not interfere with the employee's ability to perform his or her job safely or provides any work restrictions. An employee may continue to work if it is determined that the medication will not adversely affect the employee's performance or if it is determined that a reasonable accommodation can be made.

The use, possession, sale or transfer of alcoholic beverages on School property or while engaged in School activities is strictly forbidden. If a Principal has reason to believe that an employee is not fit for work, that employee may be sent home or may be sent for medical examination that may include a drug and/or an alcohol test. A positive test reading for drugs and/or alcohol may result in disciplinary action up to and including immediate termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

PERSONAL APPEARANCE

In the performance of our duties we have frequent personal contact with all stakeholders in our school community including but not limited to students, parents, vendors, consultants, and the

general public who may, to a significant degree, base their judgment of our fairness, sincerity, and competence by our appearance, demeanor, and how we look and conduct ourselves.

We should all benefit from our knowledge of the school and our ability to look and act as an organization that is professionally competent. It is important that we maintain a businesslike demeanor in our dress and in the appearance of our work areas. Everyone likes to work with people who are neat and clean. We ask all school employees to use good judgment in all matters of grooming.

STAFF ATTIRE

All staff members, prospective staff members, adjunct staff members, and volunteers both Muslim and non-Muslim must adhere to their respective dress code whenever on school premises throughout the year.

Female Muslim Staff Members:

- An appropriate headscarf must be worn
- Long sleeves must be worn
- Loose-fitting outfit must be at least ankle-length
- If pants are worn, they must be loose fitting through the entire leg and covered with top that is also loose fitting to the knee (Jeans are NOT allowed)
- Refrain from wearing make-up, perfume, or nail polish

Female Non-Muslim Staff Members:

- Loose fitting modest clothing covering shoulders to ankles

Male Muslim and Non-Muslim Staff Members:

- Loose-fitting modest pants (Jeans and sweat pants are NOT allowed)
- Loose fitting collared shirt - either polo style or dress shirt (T-shirts are NOT allowed)
- Physical Education Faculty may wear athletic attire

EMPLOYEE GUIDELINES

ACCOUNTABILITY

All staff is personally and professionally accountable for the responsibilities outlined in his/her Employment Agreement as well as all applicable expectations as detailed in the staff/faculty handbook.

ATTENDANCE

The success of our school depends upon the cooperation and commitment of each member of our team. Therefore, your attendance and punctuality are extremely important. Your fellow employees must bear the burden of your absence. Your responsibility to our school and your fellow employees requires good attendance and punctuality.

Faculty and staff are expected to be in the school building and attending to their tasks from 7:30am to 3:30pm. Teachers who are supervising students in the assembly need to be in the gymnasium by 7:45 a.m. Every teacher needs to plan his/her time according to their daily schedule including but not limited to planning, lunch/detention duty, communications with parents, and students, copies, etc.

The last weeks of school are as important as the first weeks of the school year. It is advised that staff make no commitments requiring them to be absent during the last four weeks of the school year, as personal days will not be approved during the month of June.

SIGN-IN & SIGN-OUT

Staff members are required to sign-in and sign-out each day using the means available in the office. Staff members must sign-in on their own when they are ready to proceed to assigned area for supervisory duties, no later than 7:30 am. The sign-in cards must remain on campus in their designated area.

Staff members who need to leave the building during the day need to secure permission from an administrator and must sign out when leaving the building during the day and sign back in when they return. Additionally, staff members need to sign out each day before leaving school. Each member may sign out at 3:30 pm, after having made sure that all of his/her students have been picked up or gone home, and lights/heat/windows are all closed. Any student who remains after 3:15pm needs to be escorted by the teacher to the office so that parents can be notified.

LATENESS & ABSENCE POLICY

We recognize that there may be times when your absence or tardiness cannot be avoided. When you know you are going to be late, you should give us as much advance notice as possible so coverage can be arranged.. **In the event of your absence, notify your Principal via text message at least one hour before the start of your contractual arrival time (7:30am).** Unless you have made other arrangements with your Principal, you should text your Principal each day of your absence.

Employees who have accrued 5 days of lateness per quarter will have a personal day deducted. Employees who are late due to inclement weather or extenuating circumstances that are explained to the Principal and/or designee **may** be excused from being subjected to accruing a lateness which will not be counted toward having a personal day deducted. Employees must have swiped in by **7:35 am** and be at their designated area in order to avoid a late accrual. Excessive lateness may also result in verbal and written warnings as well as termination.

Failure to give your Supervisor notice of your absence or tardiness is serious because we will not provide paid leave if you have not provided notice. Failure to notify us may also result in disciplinary action. If you fail to notify your Supervisor of your absence for two consecutive days, you will be considered to have voluntarily terminated your employment with our school.

INCLEMENT WEATHER CLOSINGS

The school's policy is that inclement weather will not result in a closing of the school unless the Union City Board of Education has declared a school closing. In the unusual event where the Union City Board of Education has not declared a school closing, the school will review the situation and determine whether the day will be treated as work day or an "school closed" day.

An employee who finds conditions dangerous for personal travel may stay home and take a personal day. If none are available, the employee will be required to take the absence without pay.

PERSONAL & SICK DAYS

Staff members who begin their employment term in September are allowed seven (7) sick/personal days (4 sick days and 3 personal days) accrued per academic school-year.

Illnesses are to be communicated to an administrator by 6:00am and a mandatory doctor's note will be required upon return. All personal days must be requested of the principal and/or designee in writing **two weeks prior to the day requested**, and is subject to approval.

Employees will not be granted requests for time off from required working hours without substantial prior notice and good cause. Requests for time off must be submitted in writing for consideration by admin. Time off may not exceed the number of personal days in the school calendar year. Approval will not be granted for an absence preceding or following a school closing. Approval will not be granted for an absence during staff development sessions. Approval will not be granted for additional time off, even without pay.

Time off will be granted in half day increments (7:30 - 11:30 or 11:30- 3:30) regardless of whether the staff member has class or not, i.e. planning. For example, if a staff member has a 1:00 doctor's appointment, they will indicate on the leave form ½ day p.m.

Staff members who will need to take a personal day will need to fill out a request at least one (1) week prior to their absence. **Lesson plans for the day(s) of absence must be placed in your mailbox prior to your absence.** They must have lesson plans and related content for the substitute including a class roster, seating chart, and any other helpful directions. Please do not expect your substitute to teach, they are here to supervise.

UNAPPROVED DAYS

Staff members are not allowed to take any unexcused absences directly before or directly after a holiday, the first month of school, during any school breaks (winter, spring, etc.), or the last two weeks of school. Any days taken during this time will be considered unapproved and thereby will be unpaid days.

PROCEDURE FOR REQUESTING LEAVE

An employee desiring any leave of absence shall submit a request in writing giving the following information:

1. Period for which leave is desired;
2. Reason for leave; and
3. The dates on which the initial leave is anticipated to begin and to be completed.

The request must be submitted to the employee's Principal who will recommend approval or disapproval of the leave. Up to six weeks will be granted for maternity leave through disability. Final approval for leave can only be granted by the Principal. Unless agreed to in writing by the School, any employee who engages in employment during the term of an approved leave of absence will be deemed to have voluntarily resigned their employment with Miftaahul Uloom Academy.

BEREAVEMENT LEAVE

If you should suffer a death in your immediate family, **you will be permitted to take a period of paid leave, not to exceed three days.** For purposes of this policy, "immediate family" is defined as spouse, child, parent, grandparent, grandchild, civil union partner, or sibling. If the death of an immediate family member requires travel to a distant location, an extra day of paid leave may be granted. **Paid bereavement leave for the death of another relative shall not**

exceed one working day. A paid absence for bereavement must be requested in writing and approved by the employee's Principal.

SUBSTITUTE TEACHER GUIDELINES

- Teachers are to prepare a clear outline of a daily plan when the absence is pre-arranged and must have emergency plans in their mailboxes in the event it is not.
- When compiling substitute plans, it is important to understand that the substitute teachers may not be experts in the subject area or areas they are substituting for. Therefore, activities involving the set-up of a lab for science, the use of smart boards, solving complex mathematical equations, etc. should not be part of the lesson. Professional judgment should be used when coming up with the substitute lesson plans.
- The student roster and daily schedule should also be available for the substitute.
- Substitute folders need to be on file in the office.
- Other teachers are encouraged to make every effort to help the substitute teacher with any special plans and/or schedule changes and/or in any other way that might be helpful.
- If teachers have any feedback about a substitute teacher, they are to report it to an administrator.
- All substitute teachers are encouraged to leave feedback describing student behavior and what they did while substituting.
- Lesson plans should be made available for the purpose of guiding substitute teachers so that the program moves forward while the teacher is absent.
- A list of students with health or special educational needs should be available.

TEACHER DUTIES

HOMEROOM

- **Morning Halaqah:** Pick up students from the gym after the Morning Halaqah and escort them to your classroom for the Homeroom period.
- **Uniform Check:** Check students' personal appearance with regard to uniform and grooming requirements; this does not relieve other teachers of the responsibility of enforcing the uniform policy throughout the day.
- **Cell Phone:** Collect all Cell Phones of your Homeroom students, place them in the Cell Phone Bin and take them to the Vice Principal's office.
- **Attendance:** Record absences and tardiness of homeroom students. The Homeroom teacher will take the initial absence and tardiness tally in homeroom. The names are then sent to the Front Desk Receptionist. The Homeroom teacher will also be responsible for sending to the Front Desk Receptionist written excuses for previous absences, requests for early dismissal and notes for excused absences not turned into the office.

- **Excessive Absences & Tardiness:** Report to the Office Manager any student absent for more than two days or any student with a pattern of late arrival.
- **School Supplies:** Collect school supplies from the students and contact parents to make sure that they turn in these school supplies.
- **Forms & Fees:** Collect all forms from the Homeroom students for school events, fundraisers, and field trips and any fees related to these events.
- **Report Cards:** Distribute the Report Cards to the parents of the Homeroom students during Report Card Night.
- **Responsive Classroom:** Plan and implement Morning Meetings and Activities with the Homeroom students that will encourage students to feel important and to be moral persons. Discuss issues of relevance with the students.

STUDENT ATTENDANCE

The teacher must implement all of Miftaahul Uloom's regulations regarding attendance, tardiness and absences. **Attendance is a legal record.** Accuracy on these records is essential. MUA requires students to attend at least 90% of the school days in order to move on to the next grade level. Teachers are expected to communicate to students the school's expectations regarding attendance and make-up procedures.

Students will have a daily morning assembly for 10 minutes during which students open with Qur'an followed by general announcements and Islamic reminders. All teachers are expected to be in attendance for the assembly and Duhr and Jumuaah prayers unless they have written permission from the Administration that states otherwise. **Teachers need to escort their students to lunch, are expected to supervise their students, and then escort them to the classroom/next location after prayers.**

All students are expected to attend each class every day unless they are excused for an illness, emergency, or have been given administrative permission for a leave of absence. In the cases of excused absences arising from illness, students will be given a number of days to make up their assignments equal to the number of days missed due to illness.

Make-up tests/exams will only be given to students who return to school with a doctor's note that has a diagnosis requiring absence from school. Make up tests/exams may not be given to students with unexcused absence or without an allowable doctor's note. **The make-up test/exam should be different than the one used by the rest of the class.**

ROTATION SCHEDULE

Each faculty member is expected to follow his/her schedule as outlined by the Principal/Administrator. If for any reason, he/she is not able to fulfill his/her duties, he/she may not switch duties with another faculty member without consent from the Principal/Administrator.

Rotation schedules are set for the faculty members in the following areas:

Lunch

Teachers and/or assistants are required to be with their class or assigned group during lunch, unless otherwise instructed in writing by administration. S/he must not allow unruly behavior in the cafeteria, and no one should be allowed to take food or drink out of the cafeteria. Before dismissal from the cafeteria, supervising teachers must ensure that the cafeteria is neat and orderly and the surrounding areas are clean. The teacher is then responsible for escorting his/her students to class/salaat. The designated staff member time for lunch is similar to students allotted time for lunch. Staff members are allotted 30 minutes for lunch. Any staff member leaving the building must sign out electronically and sign-in upon returning. Please limit ordering for delivery on staff days only.

Dismissal

Each teacher or his/her assistant must escort his/her class to dismissal and remain with the class until 3:30. At 3:30, s/he must take any remaining students with him/her and inform the office that the students have not been picked up.

Salaat & Jumu'ah

All faculty members are expected to accompany and supervise their respective classes in the Salaat area. Students in grades 7-12 will pray in congregation in the gymnasium while lower level Montessori (6-9) will be joining the rest of the students for Juma'ah. The staff needs to make sure all students have Wudu prior to entering the Salaat area. Staff members must monitor and direct entrance into the gymnasium, forming of lines in the prayer, and dismissal from the masjid. Khushu' in the prayer area needs to be stressed. All teachers must attend Salaat and Juma'ah prayers unless excused by the administration.

ESCORTING STUDENTS

Students should be escorted during certain times of the school day to ensure that the students are supervised at all times; the crucial times that students should be escorted are:

- From the Cafeteria to the Morning Halaqah
- From the Gymnasium to Homeroom
- From Class to Lunch

- From Lunch to Salah
- After Salah to 8th period
- At 3:30, any remaining students should be taken to the cafeteria

LOCKER TIMES

Student locker times are at fixed times throughout the school day. If a teacher deems it necessary for a student to go to his/her locker outside of the designated times, they may sign that student's pass to do so. Teachers are discouraged from sending students to their lockers.

- During Homeroom 8:00 – 8:20
- Before 3rd Period 9:48 – 9:50
- Before Lunch 12:03 – 12:05 (4th-6th) / 12:48 – 12:50 (7th-10th)
- Before & After Gym gym period varies
- At Dismissal once students are dismissed

Lockers at Dismissal Time:

- 3:00 – 3:15: only the students who leave with the vans or their names are called; ***all other students should remain in their last period class***
- 3:15 – 3:30: the remaining students can go to their lockers once the hallways are cleared

CLASSROOM & WORKSPACE

Each teacher will be responsible for the neatness and cleanliness of his/her classroom and workspace on a daily basis. This good housekeeping not only improves the appearance of our School but is a major factor in preventing accidents, and personal injuries. **If your classroom needs any specific things done that cannot be handled by you, please submit a maintenance request on the appropriate form found in the main office.**

In order for the students to feel that the classrooms are truly theirs, it is recommended that they are involved in the process of getting the classes ready for the next day. It is advised that teachers have all desks aligned in an orderly formation and all items (pencils, papers, books, etc.) are cleared from the floor. No teacher should leave his/her classroom until:

- Boards are erased
- Chairs are stacked
- Desks are cleared and in orderly formation
- Floors are cleared of all items.
- Windows are closed and blinds lowered.
- Fans, heat and lighting is turned off.

SAFETY

All employees are expected to be safety-conscious and to assist the school in finding conditions in the building that might cause an accident or create a fire hazard. Employees should report any unsafe conditions to the principal. Employees should familiarize themselves with the locations of fire extinguishers, fire exits, first aid kits, and emergency equipment.

MEMOS/ANNOUNCEMENTS

Memos/announcements are sent via e-mail. Please read them in their entirety as staff members are responsible for their contents. The principal must approve all office memos. Additionally, please check your mailboxes on a daily basis.

The School maintains staff bulletin boards in suitable places for the posting of all School notices and items of general importance. Bulletin boards are a valuable source of information and should be reviewed frequently, so that you can stay up-to-date on important School and work-related developments. You are responsible for reading the notices on the bulletin boards and will be held responsible for the observance of all rules and regulations posted. The bulletin board is also the place where notices required by federal and state regulations will be posted. These bulletin boards are for School use and employees are not permitted to post notices on them.

TEACHER MEETINGS

Meetings will be scheduled prior to the beginning of the school year, and will be listed on the Academic Calendar. **Staff meetings will be held on the first Wednesday of every month from 12:30 pm to 3:30 pm.**

Criteria

1. Staff meetings need to be conducted according to presented agenda items. This time is to be used for sharing information or decision making and listing action items with due dates.
2. Airing of personal issues whether it is individual or group is not an appropriate use of staff meeting time.
3. The meetings need to involve discussion of current issues that are relevant to the progress of the program, academic or otherwise.
4. Group discussion and input are very effective tools in addressing issues and concerns and resolving them.
5. Information that can be presented as a memo will be made available in writing to all staff members.
6. The agenda items can be submitted to the office for administrative review no later than 12:00 noon on the school day before the meeting.

7. The Principal and/or designee will prioritize items for discussion and act as the meeting facilitator.
8. All staff need to keep track of the times and dates of these meetings and come prepared.
9. All staff members are expected to attend the meetings as an essential part of their assignment at MUA.

Ground Rules for Staff Meetings

1. Staff meetings are mandatory
2. All meetings shall begin and end on time, Insha'Allah.
3. In order to promote efficiency, all members shall prepare for meetings by reading background materials and by other means, as appropriate.
4. Side conversations need not occur during staff meetings, except as appropriate for small-group discussion of agenda items – this is not a time to grade papers, check e-mails, utilize the cell phone or be occupied with anything else.
5. The level of trust needs be such that statements and differences expressed within the meetings will not be carried beyond the walls of the meeting room.
6. All staff members shall serve as representatives of their respective programs.
7. Decisions must be based upon the MUA's Philosophy/Mission Statement, a synthesis of educational research literature, recommendations of professional organizations, and an analysis of the existing circumstances at the school.
8. When differences of opinion exist about a particular issue, every effort shall be made to reach a decision by consensus. When consensus cannot be reached in what is deemed by the administrator to be a reasonable amount of time, the principal/administrator will make the decision.
9. All staff members shall support the final product of the decisions.
10. Any items not discussed by the end of the meeting shall be carried over to the next meeting.
11. Meeting documentation is the responsibility each staff member.

END-OF-YEAR CHECKLIST

Please note that the last check will not be released until all year-end commitments are met.

Check out with the Administrator

- Report Cards: You must enter 4th quarter, final exam and make sure you populate the final overall grade for the year and enter your comments.
- Textbook Inventory (including Teacher Editions): Submit a spreadsheet with grade level and book title, and the # of books. Also, provide a list the student, grade, and name of book that was not returned.
- Syllabus: Provide a copy for each grade level you instructed this academic year.

- Examination papers: Submit the final examinations of all students that you teach.
- Student Lockers: Request students to clean their lockers and provide list of students who didn't clean locker.
- Keys: Turn in all keys for any door, cabinet, files, etc.

Classroom Inspection

- Remove all exhibits, posters, notices, etc.
- Teachers' desks (drawers cleaned out, nothing is to be left on top of desk.)

INSTRUCTION & CURRICULUM

TEACHER EXPECTATIONS

The following is a partial list of teacher expectations. It is not meant to be all inclusive, but rather to give guidelines in some areas. In general, staff members are expected to be professional educators with a focus on meeting student needs. Individual initiative and independent decision making within the context of the school adopted policies and professional standards is encouraged.

- All teachers are responsible for teaching in his/her subject area(s). Subjects taught are reflective of teacher's qualifications/certification, unless the teacher's employment agreement states otherwise.
- All discussions and questions regarding Islam should focus on basic issues related to the academic context and the curriculum. Differences of opinions and doubtful matters should be avoided and if they arise should be referred to the administration for further clarification from the Islamic scholars.
- All references to romance, love, boy/girl relationships and/or sexual subjects need not be discussed. In the event they are to be discussed as they relate to a subject area, they must be relayed according to the teachings of the Qur'an and Sunnah.
- Faculty must treat all sensitive student and school matters with the highest level of confidentiality.

TEACHER ORIENTATION

- Teachers will be expected to pre-plan and attend in-service training and workshops during the days prior to and including the first few months of a new academic year.
- All teachers will be expected to view or participate in all in-service training programs.
- All teachers are to review the faculty/staff handbooks and follow up with an administrator with questions or concerns.

- All first year teachers will be placed on probation for the first quarter of the school year.
- All teachers will have classroom visits conducted by the Administration and will be provided with a written/verbal evaluation as needed.
- At the beginning of the school year, teachers are to write and send a letter of introduction to the parent of each student on their roster. This letter needs to include such things as educational background, teaching experience, student expectations, goals for the year, and any special activities or considerations.

AVAILABLE SERVICES

The school has copy machines and computers with internet access for faculty members to use with the intent of school use only.

Staff members need to plan their work in advance and use the machine during unassigned periods. **Under no circumstances are students to be allowed or assigned to make copies unless authorized by an administrator.** If a misfeed or problem occurs while using the copy machine, notify the Office Manager immediately. Please do not leave the copy machine inoperable without notifying the Office Manager or an administrator.

Please make sure that e-mail is not used as a forum for the expression of personal opinions. **Personal concerns or opinions should only be sent to the concerned party and not the list-serve of the faculty and staff.** Judicious and well-managed use of e-mail, even for permitted purposes, is critical to maintaining recipients' perception of the validity and effectiveness of electronic communications.

Supplies

Each faculty member shall be provided with basic supplies required to fulfill his/her teaching duties. Additional items may be required for specific classes. **Any member of the faculty requiring such items or any other items during the school year will need to fill out an Item Request Form and leave it with the office manager.** Requests must be approved by the Principal and/or designee. Items must be requested at least one week before they are needed.

Pre-approved purchases made by teachers need to be made using the school's tax exempt number; a copy of the certificate may be obtained from the office manager. The tax exempt certificate allows staff members to purchase items for the school without paying sales tax. The certificate number needs to be used strictly for items for the school, staff, or students.

Staff Email/Mail Boxes

Each staff member shall have a box located in the office. The box needs to be checked every day at swipe-in and at swipe-out. Important information will be given to staff members through the boxes. Please also check your e-mail on a daily basis as we move toward a paperless office. It is also important to be mindful of replying/forwarding e-mail as it may be intended for individual use only. An accepted practice is to compose a new e-mail in order to avoid confidential or sensitive information from being sent to unintended recipients.

CURRICULUM AND INSTRUCTION

The National Standards and New Jersey State Core Curriculum Standards are to be used to maintain curriculum objectives in all areas. Each instructor has flexibility in meeting these objectives (outcomes). Teachers may add materials to the standard curriculum, but the minimum objective standard needs to be met.

General Guidelines

- Teachers must not leave their classrooms at any time unsupervised.
- Students need to sign-out when they leave the classroom and their whereabouts be monitored.
- Staff members who would like to take students out of their traditionally scheduled classroom, including in the play area or off campus will need to get permission from an administrator or their designee before heading out.
- Personal teacher accounts or student accounts should not be used when watching learning materials in school such as internet accounts, social media accounts, and video accounts. All videos shown must be content related and listed in the lesson plans.
- Teachers need to use their time at school for school purposes and school related issues only. Periods of time that are not assigned with classes are preparation periods and are to be used for school related activities. Collaboration and communication regarding school matters is encouraged amongst teachers, however, being mindful of time and gossip/hearsay is encouraged.

Class Syllabus

A class expectation outline and a syllabus (one per subject and/or grade level) need to be distributed to each student for the entire academic year or by the end of the each quarter for the following quarter. The syllabus, one per subject and/or grade level, includes a detailed outline of:

- Weekly plans for subject and chapter coverage
- Due dates of homework, if applicable
- Dates of planned quizzes and tests

- Dates of quarterly exams
- Due dates and descriptions of major projects
- Grade distribution for the following areas
- Make-up procedures for excused absences
- Behavioral expectations and standards

Class Times

All classes are to begin and end on time according to the official school timetable. Deviations from the official timetable must be approved by the Principal.

Building Usage During Business Hours

When using the school facility other than the assigned classroom, teachers need to make advanced reservations to avoid conflicts in scheduling, i.e. gymnasium, computer lab, and/or cafeteria.

Lesson Plans

- Instructional activities need to be planned in advance with clear outcomes focused on the objectives. Lesson plans should include the standards, objectives, the lesson, outcomes, and assessments. They should not just be limited to a topic and/or page numbers of chapter readings or questions assigned.
- The lessons and activities need to be grade level appropriate and the content, including any supplemental material used needs to be previewed by the teacher first before it is shared with the students, i.e. movies that may be historically correct yet may contain objectionable material.
- Lesson plans need to be available as a personal guide. When a teacher is being observed/evaluated, it is the expected practice that lesson plans are provided prior to the observation.
- Teachers are to prepare lesson plans on a weekly or monthly basis. The lesson plans must be word processed using the provided template. A legible, presentable, and well maintained official copy of the lesson plan is to **submitted electronically on Google Drive by 8pm Sunday evening for the coming week**. Teachers will have feedback on these plans if the need arises. Teachers seeking help with their preparation must seek the assistance of veteran teachers at the school or the Administration.
- **Lesson formats need to be differentiated reflective of student learning styles and needs. They need to be activity- and project-based rather than lecture style.**
- **Teachers are encouraged to integrate Islam into all subjects where it is possible as well as clearly understood and defined.** Teachers can consult with the Administration

department for assistance, when needed. Please refrain from stating opinions on subjects where there are differences of opinion.

- Relevance and purpose of each lesson needs to be clear to the teacher and the students. Materials, methodology, and format are to support desired outcomes and motivate students to learn.

Lesson Plan Alteration

On occasion when it becomes essential to make adjustments to the planned lesson, it becomes the teacher's responsibility to write a note and/or update the lesson plan submitted explaining the circumstances. The purpose of the lesson plan is not to make the teacher's job tedious, rather to help ensure the realization of the planned objectives and curriculum outcomes. **In addition, the students must be informed of, in writing, of any change in assignments, tests, or due dates.**

Classroom Materials

All material used in the classroom needs to be directly related to specific objectives, outcome, and course content. Additionally, all materials used are subject to all rules and regulations.

Computers

The computer lab is available for student use with the intent of school use only. Teachers must have on file the student computer use form signed by both the student and the parent before allowing them to use the computers. All student computer use should be supervised by a teacher.

GRADING

Grading Scale

Teachers need to adopt very clear criteria for student evaluation. The criteria are to be clearly defined and outlined in lesson plans, class expectations and quarterly syllabus. Each teacher will use TeacherEase to submit record grades for homework, class work, tests, etc. Report Card grades will be calculated based on these grades. The following grading guidelines are to be followed for Report Card grading:

- Class Participation 5%
- Classwork 15%
- Homework 15%
- Quizzes 15%
- Projects 20%
- Tests 30%

Students are permitted to grade routine class exercises, which are subject to the teacher's review.
Grading major tests and exams is strictly the duty of the teacher.

Homework

Homework consists of school related projects or assignments which are completed outside the regular school day. Both the time and the nature of the homework will vary according to factors such as age, grade, special needs of the individual student, and the units of study being emphasized in the classroom.

Homework serves several important purposes for the student, including:

- To practice what they have learned at school.
- To get ready for the next day's work.
- To use resources such as libraries, electronic journals, and the internet.
- To develop a sense of responsibility.
- To practice effective study habits.
- To reinforce and apply school learning.
- To allow students and parents to spend quality time together, developing a love and appreciation of learning together.
- To help children learn good habits and attitudes. Homework can teach children to work by themselves and encourages discipline and responsibility.

Students need to spend a given amount of time almost on a daily basis working on homework related activities. Reading can be a daily portion of their "homework" time, either shared with another person or independently. Other homework may include items that have been "assigned" by the teacher, or "free choice" activities, such as studying spelling words, practicing handwriting, or memorizing Qur'anic verses. Studying time is considered independent of homework and is highly encouraged for student success.

The following guidelines are used in determining the quantity of homework a student is assigned four or five days a week.

Grade	Homework Time
PK-1st	15-30 minutes
2nd-6th	30-45 minutes
7th and up	60 minutes and up

Projects, Quizzes and Tests

Teachers are expected to have at least 2 tests and 1 project each marking period. Teachers are advised to ensure that students are not given more than two tests per day. Spelling Tests and Qur'an Recitation are excluded from this limitation. Please make sure that the projects are assigned at the start of the quarter in order to ensure quality and provide enough time to complete them.

Midterms and Finals Exams

Middle and High School students from 7th – 12th grades will be given mid-term and final exams. Mid-Term exams will be cumulative from the September. Final Exams will consist of 80% of materials covered after the Mid-Term Exams and 20% of materials from before the Mid-Term Exams. **Both the Mid-Term and Final Exams will each count for 10% of the final Report card grade and are not used to calculate any of the 4 Marking Period grades.**

Test Analysis

Teachers need to analyze all tests/exams given to pin-point areas of difficulty instead of areas of mastery. This analysis may be turned into the Administration. **If 70% or more of the students miss the same question on a test/exam,** the question should be eliminated from all students' scores. **If 50% or more of the students fail a test/exam, the test/exam should not be counted,** and the information on the test/exam should be re-taught before retesting.

Grade Changes

No grade will be altered or changed without consultation with the teacher and approval by the Administration. It is expected that grades will be supported by defined and consistent criteria supported by sufficient documentation. Typically, changes will only be made to correct mathematical errors or inconsistent grading.

INTERIM REPORTS

Elementary grades

Interim Reports will be issued 2 times per year approximately 45 days and 135 days into the school year. These reports will indicate students' academic performance, effort, and discipline. Conferences need to be arranged with parents for students receiving grades of weak or below average in any area(s).

Secondary grades

Students in grades 7-12 will receive progress reports near the mid-point of the quarter. These reports will indicate students' academic performance, effort, and discipline.

Report Cards

Report Cards will be issued to each student at the end of each quarter for middle and high school along with comments using proper guidelines. For elementary grades, they are issued in the middle and at the end of the year. **Students who are not passing a course (below 70%) should have the failure form completed by the teacher with a copy kept on file and a copy sent home which will require a parent signature.** This should be done in advance, before the report cards are issued, in order to allow time for parents and the student to improve their grades.

Academic Awards

Awards' Assemblies will be held to recognize outstanding academic and/or Islamic achievement. Teachers will enter conduct grades for each student for both progress reports and report cards. **Students who receive a conduct grade of unsatisfactory in one class or needs improvement in two classes will not receive honor roll for the marking period.** In order for a teacher to assign a conduct grade of needs improvement or unsatisfactory for the report card, the student must receive a needs improvement or an unsatisfactory conduct grade on the progress report and documentation must be provided that the parent was contacted regarding the student's conduct.

FIELD TRIPS

Field trips constitute our extended classroom approach to learning. Emphasis is placed on visiting museums, factories, plants, and various labs to acquire a hands-on knowledge of the subject matter. **It is recommended to have one (1) field trip per marking period/grade.**

Teachers planning field trips should ensure that they are an educational extension of a particular topic and aligned with school curriculum and NJ Learning Standards; follow-up work should be done at school in order to get the full benefit of field trips.

Requests for field trips must be made to the Administration at least three (3) weeks in advance with the necessary documentation listed above and the items outlined below.

Procedure

1. Field Trip Approval form must be filled out and approved by the Administration.
2. Permission slips must be made, distributed, and returned.

3. Substitute teachers must be found, when necessary
4. Transportation must be arranged (current insurance and an experienced, safe driver).
5. Cafeteria and other teachers teaching same students must be informed by the Main Office.
6. Chaperones must be arranged by teacher:
 - Montessori 3-6 & Abbott: 1 per every 5 students
 - Elementary: 1 per every 10 students
 - Secondary: 1 per every 10 students

STUDENT BEHAVIOR

GENERAL GUIDELINES

1. The teacher is expected to completely acquaint students with the school's behavior expectation, school rules, and discipline policy.
2. Teachers need to use careful, consistent and fair judgment in all disciplinary matters.
3. Students who continually disregard the school code will receive the agreed upon consequences and may be referred for counseling.
4. Severe disregard for school property, theft, excessive use of profanity, immoral acts such as sexual promiscuity, distribution or use of pornography or profane literature, gang affiliation, possession or use of weapons and the use and promotion of drugs may be grounds for immediate expulsion.

Do's	Don'ts
Listen	Lecture
Be open-minded	Be close-minded
Build on ideas	Co-opt or redirect ideas
See everyone as individuals	Stereotype
Show respect	Show favoritism
Experiment	Stifle creativity
Be energetic	Be passive
Offer a safe space	Be judgmental
Be flexible	Force everyone to participate
Engage everyone	Ignore personality conflicts

Provide support	Control everything
Be patient and persistent	Act uptight
Be consistent and dependable	Whine
Laugh and have fun	Be too serious (unless needed)
Safety	Carelessness

PROCESS

- Each teacher follows school-wide discipline guidelines and enforces them in his/her classroom.
- Classroom management is an important ingredient for effective instruction. Teachers should make it a priority to utilize the best practices when it comes to managing their respective classes.
- When a teacher has exhausted his/her means of discipline, the student can be referred to the Administration with the Discipline Form filled out as completely and as accurately as possible; however, before the discipline referral is completed, the teacher must document the prior incidences that led up to the referral in the discipline log and outline the appropriate measures that have been taken to solve the behavior related issues; i.e. calling home (extremely important and make sure that you list the date, time, who you spoke to, and a summary of what was said).
- Once student referrals arrive in the office, they will be followed-up by the Administration.
- Under no circumstances will corporal punishment or any other form of physical punishment be used at MUA.

REMOVAL OF STUDENTS FROM CLASSROOM

The removal of a student from the classroom setting should only take place as result of severe misbehavior such as:

- Fighting
- Threat or profanity directed at staff
- Possession of a dangerous object or alcohol/drugs
- Theft or vandalism of property

Students who are removed for misbehavior should always be sent to the Main Office with an escort such as a responsible, mature student or other staff member. To request removal, a responsible student or staff member can be sent to the Main Office. Teachers must complete an

Incident Report prior to the end of the school day. **Chewing gum, talking, or not having the required supplies is not a valid reason to remove a child from the classroom.**

All other inappropriate misbehaviors should be handled as part of individual classroom management. **Students should not be placed in the hallway without supervision or sent to the office without following the steps outlined above.** If after several corrective actions have been utilized, a positive outcome is not achieved, a conference with an Administrator should be scheduled.

CORRECTING & PRAISING STUDENTS

Faculty members are encouraged to help the administration in carrying the responsibility of drawing students' attention to their good deeds by encouraging, praising and recognizing them while on the other hand, correcting with humility and confidentiality. Students are the collective responsibility of all adults on campus and it is highly recommended and encouraged that teachers take ownership in collectively enforcing school policies, i.e. uniform/dress code.

INCIDENT & ACCIDENT REPORTING

- **Incident Reports:** An "Incident Report" must be written anytime something out of the ordinary happens (fights between participants, small accidents, unusual behavior from participants, parents, etc).
- **Accident Reports:** An "Accident Report" must be written if any type of physical injury occurs during program time.

PARENT COMMUNICATION

It is important to communicate with parents. **Parents should not be surprised by their child's progress or lack thereof.** Teachers are expected to make contact with parents in order to assist the student, the parent or the teacher in understanding and resolving education or behavioral issues.

Positive as well as issue-oriented communication is strongly encouraged. A simple "hello" might be the only communication some days. It is extremely important that parents see you as a friendly, responsible, mature person who cares about the well-being of their child. Establishing a good rapport with a parent in the beginning could make future communications less difficult, such as talking to parent about their child's improper behavior.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged once per quarter. **All conferences whether in person or by phone need to be documented.** Documentation needs to include the nature of the conference, date, time, and results of actions taken. Listed below are some tips for preparing and planning for a productive conference:

- Contact the parents and make sure they know the time and place of the conference.
- Always invite both parents, except when the student comes from a single-parent home.
- Contact parents early in the year. Start communicating with parents as soon as possible and when an urgent need arises. Make sure they understand your curriculum and expectations using the syllabi. Let the parents know how to contact you.
- Allow enough time in the conference. Schedule plenty of time – at least twenty minutes. If you’re scheduling back-to-back conferences, give yourself a short breather in between.
- Be ready for questions. Prepare in advance to answer specific questions parents have about their child’s ability, skill levels, and achievement.
- Get organized before the conference. Assemble your grade book, test scores student work samples, and attendance records. Have a general, but flexible timeline in mind for the conference.
- Greet parents at the door. You’ll help parents feel welcome and relieve their anxiety if you greet them at the door by name. Check records in advance so you have parents’ and stepparents’ names correct.
- Avoid physical barriers. Don’t sit behind your desk or ask parents to perch on tin chairs. Arrange conference seating so everyone can be comfortable.
- Open on a positive note. Begin the conference with a positive statement about the child’s ability, work, or interests.
- Be specific in your comments and suggested course of action. Identify problems and concerns with examples.
- Ask for parents’ opinions. Let parents know that you want to hear what they have to say. Hear them out, even if the comments are hostile or negative.
- Focus on the student’s strengths. It’s easy for parents to be defensive. It will help if you review the child’s strengths and needs without dwelling on weaknesses or being overly critical.
- Use positive body language. Nonverbal cues such as your smile, a nod, eye contact, and posture let parents know you’re interested.
- Be a resource. Don’t feel you have to be all knowing or always right. Feel free to say, “I don’t know” or “I didn’t know that, thank you for the information”, etc.
- Summarize. Before the conference ends, summarize the discussion and the actions you and the parents have decided to take and provide a copy of the summary report to the

parent with their and the child's signature. Suggest specific steps parents can do at home to help.

- Keep a record of all conference meetings. You may find it helpful later to have a brief record of the comments and plans made during a conference.
- Follow-up. Follow up on any issues that arise from the conference to demonstrate to the parent our commitment to their child's education.

STUDENT NEEDS CONFERENCE

Aside from the three main conference days specified in the school calendar, each teacher is encouraged to make an effort to meet or call parent(s) of every student in his/her class at least once every month. The purpose of the meeting or call is to address special needs and concerns in which the parent can play a major role. We cannot rely solely upon the parent's taking the initiative in contacting teachers. In most cases, parents of students in need of special attention do not follow up on their child's progress, and we need to do all we can to get the parents involved.

- When a student is not making satisfactory progress (less than a 70 average), immediate contact must be made with the parent and should be documented.
- Prior to making the contact, the teacher needs to attempt approaches to individualize instruction for the student. The alternative approaches need to be in a manner considered reasonable for the instructional setting.
- A team can meet to discuss the students' needs and offer suggestions for improvement of the situation. The team can consist of . . .
 - The classroom teachers
 - The parents
 - The student (when appropriate)
 - Others who have significant input, i.e. Supplemental Instruction Teacher
 - Administrator (when needed)
- A designated teacher can facilitate the meeting.
- Another staff member can complete the documentation of the meeting.
- The procedure will be to
 - Welcome the parent and appreciate them for coming to the meeting, highlighting the importance of the parent/school partnership.
 - Start with something positive to say about the student.
 - Compile a list of needs for the student.
 - Discuss possible resources, strategies, and accommodations available at the school to address the student's needs.
 - Establish realistic goals for a 3-6 month period for the student. These need to be limited to one or two of the highest priority needs of the student.

- Review progress on the goal(s) set by the members of the student needs team within two weeks after the outcome date specified in the goal(s).

CLOSING WORDS

Now that you have read your handbook, we hope that most of your questions have been answered. The information contained in this handbook is general in nature so do not hesitate to speak with your Principal or the Human Resources Department if you have any questions. As discussed earlier, the policies, benefits and rules contained in this handbook, may be changed from time to time. Without the skill and dedication of our employees, the School could not be successful. We welcome our new employees and hope that they will contribute their skills and talents to our winning team. To our veteran employees we say thank you for the job you have done. To all of our employees we wish you success and happiness.

**Miftaahul Uloom Academy
Employee Handbook Receipt**

I hereby acknowledge receipt of my personal copy of the Miftaahul Uloom Academy (MUA) Employee Handbook either through electronic format or a hard 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 teacher/staff handbook is subject to change. I understand that policies changed throughout the school year, deemed necessary by the administration or school board of trustees may supersede, modify, or render obsolete the information summarized in this booklet. As MUA provides updated policy information, I accept the responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept the responsibility for contacting my supervisor or the administration if I have questions or concerns or need further explanation.

I understand that any violation of these policies and procedures shall result in formal reprimand and/or immediate termination.

Staff's Name (Print)

Principal's Name (Print)

Staff's Signature

Principal's Signature

Date of Signature

Date of Signature