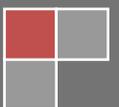


2014-  
2015

# Employment Policies

Salam School Faculty and Staff Handbook



**Welcome to Salam School, where faith and learning come together.**

## **Introduction**

This handbook has been prepared to introduce you to our school. It will acquaint you with policies, rules, pay and benefits, which apply to all employees at Salam School.

The information contained in this handbook applies to all employees of Salam School. It is presented as a matter of information only and its contents should not be interpreted as a contract between the school and any of its employees.

This handbook is only a summary of our policies, however, so please review it with your supervisor if you have any questions. Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents.

## ***Salam School Mission Statement***

**By empowering our students to achieve Islamic and academic excellence, Salam School seeks to develop citizens who embody the spirit of Islam and strive to improve their society through faith, perseverance and service to others.**

## ***Salam School Vision Statement***

**Salam School is an Islamic educational institution adhering to the tenets of the Qur'an and Sunnah, truly believing that Allah is the God, the one and only (Qur'an 112.1). There is no God but HE....the Subsisting and eternal (Qur'an, 2.255). Salam School dedicates itself to quality academic education in an Islamic environment. Salam School welcomes and respects students from all religious, economic and cultural backgrounds.**

## Professional Ethics

### Principles of Good Practice at Salam School for Teachers

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Accepts academic degrees or professional certification only from duly accredited institutions.
7. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
8. Honors all contracts until fulfillment or release.
9. The teacher collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of the Wisconsin State Standards and the mission statement of Salam School.
10. The teacher welcomes administrative supervision in the context of clearly defined and well-communicated criteria of evaluation.

## Principles of Good Practice at Salam School for Educators

1. Educators and all personnel who interact with children, have appropriate training and knowledge regarding the developmental characteristics and needs of the age group.
2. School educators create a safe and secure environment in which students grow in both autonomy and the ability to work and play together.
3. School educators design and implement programs that actively engage students in making connections, solving problems, and thinking independently.
4. School educators teach to individual learning styles and intelligences and assess learning in a variety of ways.
5. School educators support the child's emerging identity by respecting and providing for each student's voice.
6. School educators build relationships with their students in which each child feels understood, nurtured, and challenged.
7. School educators work to create a relationship with parents that facilitates the exchange of information necessary to ensure the child's progress.
8. School educators create opportunities for children to become increasingly responsible for the many communities in which they live.
9. School educators defend the dignity and worth of each member of the community and create an environment that fosters respect, understanding, and acceptance of differences.

## Principles of Good Practice at Salam School for Administrators

1. The supervisor has a thorough knowledge appropriate to her or his supervisory assignment and stays abreast of recent developments in the field. The supervisor also exemplifies in her or his own work with faculty members the qualities that he or she hopes to develop in the faculty.
2. The supervisor develops and administers a comprehensive system of hiring, consistent with the policies of the school, which results in the appointment of the best qualified candidate and a well informed match between school and teacher. Throughout the hiring and supervisory processes the supervisor values racial, cultural, and gender diversity.
3. The supervisor ensures that faculty members new to the school receive orientation and support sufficient for them to work effectively and with confidence that they are carrying out the educational mission, policies and procedures of the school.
4. The supervisor ensures that teachers are informed of both praise and criticism of their work and that useful support and assistance are available to each teacher to improve the quality of teaching.
5. The supervisor makes available to all faculty members on an equitable basis whatever resources the school can provide for professional growth and development, both inside and outside the school. The supervisor encourages and challenges teachers to initiate curricular improvement by providing the necessary time and resources, and by creating structures to foster faculty collaboration on curriculum development.
7. The supervisor leads faculty members in upholding high standards of professional behavior and responds immediately when behavior occurs which is harmful to children or harmful to the school community.
8. The supervisor evaluates and works to improve teaching through classroom visits, discussions with teachers and other methods that are fair and consistent with the practices of the individual school. Evaluation is based on clearly articulated criteria that teachers have helped define, and occurs in a context of respect for the teacher's professional knowledge and decision-making capability. The supervisor also monitors her or his own work by inviting suggestions and critique from teachers.
9. When a faculty member's future in the school is in question, the supervisor devotes sufficient attention and resources to ensure that the situation is

resolved or that the faculty member's departure from the school is handled with attention to due process and to the dignity of the individual.

10. The supervisor ensures that all personnel policies are clearly articulated to faculty members and makes every effort to promote the establishment of salary and benefits commensurate with the professional responsibilities of teaching.

## Professional Expectations and Standards

Salam School exists to promote choice, diversity and excellence in education; the development of talent at all levels of ability; and the widening of opportunity for children from all backgrounds to achieve their potential.

Faculty is expected to:

- be positive, enthusiastic, patient, and flexible.
- be prepared to begin class on time.
- keep current in academic and professional knowledge.
- be available and show willingness to help students.
- ensure that all students get assistance as required.
- evaluate according to established criteria and within a reasonable time Frame.
- return assignments, tests, and projects as promptly as possible.
- assess student's need for remedial help and to direct said students to the appropriate services.
- use diverse teaching methods to make the learning environment dynamic.
- encourage student participation and feedback whenever and wherever possible.
- make available, on-line, a course outline to each student at the beginning of the course, to review the outline with students.

Students and faculty are expected to demonstrate respect for themselves, classmates, preceptors, clients, and clinical colleagues. Respect helps create a caring environment that supports teaching and learning. Respect for one another is seen through such actions as active listening, authentic communication, caring connections in personal and professional encounters, coming prepared to class, participating in group's discussions, sharing resources, critiquing one another's work and celebrating accomplishments.

All members of the Salam School faculty and staff are expected to share the responsibility for maintaining a value based environment, which is conducive to learning, mutual respect, teamwork and open communications.

Beyond your classroom, Salam School staff members will be required to join various committees. Committees are known for encouraging cooperation amongst teachers, making decisions that will foster higher standards for education and promote values that will increase morale because you have ownership in school activities. These committees will meet after school or on half days. Principal and assistant principal should be informed of committee meeting times so they may attend.

## **Employment Policies**

### **Employment At-Will**

If an employee is not under contract, he or she is an at-will employee. An employer can dismiss an at-will employee hired for an indefinite term at any time for any non-discriminatory reason. Likewise, the at-will employee is free to terminate their employment at any time. No school administrator, department head, supervisor or employee has any authority to enter into any agreement for employment other than at-will.

### **Equal Opportunity**

Salam School is an equal employer and makes employment decisions on the basis of merit. We want to have the best experienced person for the job. Therefore, school policy according to Title VII of the Civil Rights Act of 1964, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin. We expect employees to show respect and understanding toward all other employees, parents, students and visitors; thus, demonstrating a commitment to Salam School's equal opportunity objectives.

### **Employment of Relatives**

Salam School welcomes the applications of employee relatives and will consider them based on qualifications for openings not under the direct supervision of a relative. If such a situation arises, a member of the board or a unit leader will be requested to provide supervision.

For the purposes of this provision, a "relative" is defined as a spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include "step" relationships such as stepchild and stepparent.

## Employment of Minors

- A minor under the age of 14 may not be employed or permitted to work unless the child is a model, performer or entertainer with a special permit. Special permits are issued only by the Commissioner's Office. Information can be obtained by calling (410) 767-2239. Minors 14 through 17 years of age may only work with a work permit.

### 16 and 17 years of age:

- May spend no more than 12 hours in a combination of school hours and work hours each day.
- Must be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period.
- May not be permitted to work more than 5 consecutive hours without a non-working period of at least 30 minutes.

## Temporary Employment

Part-time workers must typically comply with the same company rules, policies and procedures as full-time employees, including working regular stated hours. Under the federal Equal Pay Act, part-time workers and temporary employees are not subject to strict rules that men and women doing the same job must be paid equally. Also, many companies not wishing to offer benefits required to be offered to employees under the federal Family and Medical Leave Act (FMLA) are exempt from that law when they employ a sufficient number of temporary, contract employees or part-time workers (defined in the act as those who work 25 or fewer hours a week) which reduces the number of full-time employees to under 50. An employee will not change from temporary status to another status unless specifically informed of such a change in writing by the principal.

## Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

**Full Time:** Full time employees are faculty members who teach a full complement of classes and /or duties, and other employees regularly scheduled to work forty hours or

more per week. Full time employees are eligible for most employee benefits described in this handbook.

**Part time:** Part time employees are those who are regularly scheduled to work less than forty hours per week. Part time employees are eligible for some of the employee benefits described in this handbook. Part time employees who are regularly scheduled to work less than thirty hours per week are not eligible for paid legal holidays; they are ineligible for all other employee benefits described in this handbook.

**Salary Paid:** Salary paid employees are full time staff. They receive a payroll check on the fifteenth and thirtieth of each month for twelve months.

**Hourly Paid:** Hourly paid employees can be part or full time. Some teachers, office staff, support staff, etc., are hourly paid employees. Their hours are determined by the administration staff.

## New Hires

### Probationary Period for New Employees

For new employees, the first ninety (90) days of employment at the school will be considered a probationary period. The probationary period for new employees lasts up to ninety (90) days from date of hire to verify skills, capabilities, and suitability to their particular position and the adaptability to the school's mission. During this time, you have your first opportunity to evaluate our school as a place to work, and administration has the opportunity to evaluate you as an employee. As during your regular employment, you and the administration each have the right to terminate employment without advance notice and without cause. At the end of the ninety (90) day, the principal may extend the period for another sixty (60) or (90) days at his/her discretion. Upon completion of the probationary period, the school will review your performance. If the school finds your employment satisfactory and decides to continue your employment, it will advise you of any improvements expected of you. At this time, you will be given the opportunity to comment on your employment and make any suggestions to improve the school's efficiency and operation.

Employees are eligible for the benefits in this handbook after the 90 day probationary period. The probationary period involves evaluation of performance. Upon satisfactory completion of the probationary period (1<sup>st</sup> year of completion), you will become a regular employee. All employees, regardless of classification, status of length or service, are expected to meet and maintain school standards for job performance and behavior.

Every new employee, at the start of employment, will receive a copy of the Employee Handbook, and it will be asked to read it and to sign an acknowledge form.

### **New Employee: Fingerprinting/Criminal Background check**

In accordance with state regulations, all new employees having contact with minor pupils and not possessing a valid Wisconsin state teaching credential, or currently licensed by another state agency that requires a criminal record summary, are required to be fingerprinted. The school reserves the right to change or restrict your job duties or terminate your employment based on the results of the state's fingerprint and criminal check.

### **New Employee: Tuberculosis**

All new employees are required to show that they are free from communicable tuberculosis (TB). Continuing employees must take this test every five years. A letter from your doctor showing that you were tested for TB and found to be free not more than sixty (60) days prior to the first day of employment is acceptable; otherwise the school will ask you to have a Mantoux test. If the Mantoux test is positive, the school will require either a chest X-ray or a letter from your physicians showing you to be free from communicable TB.

### **Job Duties**

During the orientation and probationary period, if needed, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with events that are necessary or important to the school. Your cooperation and assistance in performing such additional work is expected.

The school reserves the right to alter or change your job responsibilities, re-assign or transfer job positions, or assign additional job responsibilities. In addition, employees may be required to work overtime on times other than those normally scheduled whenever necessary.

*At 7:30 a.m., all staff members must be present for the morning assembly. Teachers and assistants are to remain in view of their classes and assist students as necessary. Our assembly starts promptly at 7:35.*

*At 1:10 p.m., after listening to the call for prayer, teachers in 2nd through 12th grade will line up their students and walk them to the prayer hall in the respective campus quietly. Remember other classes are in session so please monitor students and model respectful behavior towards these students. All teachers must lead and be with their class during prayer time. After prayer the teacher must line up her/his class before walking back to the classrooms.*

*In the elementary school, a dismissal bell will sound at 3:05 P.M. It will sound at 3:20 in the middle/high school. Teachers must line their class up and walk them to the gym, have them sit on the floor and wait for their family number to be called. There will be absolutely no bouncing of balls, running around, throwing footballs, or playing with toys while in the gym. While in the gym, students should read. Encouraging this practice supports a quieter and more orderly dismissal. Homeroom teachers are responsible for their students at dismissal so that is a permanent duty.*

*NO child will be permitted to leave the premises after school to make purchases at any of the local businesses. Any child observed not following this very important rule will be disciplined by the administration.*

## **Job Description**

At the school we use job descriptions to aid in staffing, wage and salary administration and training. They also help employees and supervisors communicate job responsibilities. However, job descriptions are not fixed school policy; they are only guidelines and can normally be expected to change overtime.

From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If over the months, the new duties and responsibilities remain a significant part of the assignment; the job description may be changed.

## **Hours of Work**

Our normal work week consists of forty hours, worked eight hours per day with half an hour lunch break for five consecutive days. The standard work hours are from 7:30 a.m. to 3:40 ES, 3:45 MS/HS. From time to time, your supervisor or the principal may need to

change your schedule to meet scheduling faculty meetings, open house, committee meetings and parent teacher conferences.

## **Time Keeping Requirements**

Your timesheet is a legal record of the hours you are at work, and your paycheck is based on the time recorded on your time sheet. All employees are required to record time worked on a time sheet. Employees must record their own time at the start and at the end of the week period, and any time they leave the school. Employees are required to report their absence, to the office or principal as far in advance as possible.

Request for personal leave must be made 2 weeks in advance. Request for sick days must be made by 5:00 a.m. the day of or 6:00 p.m. the night before. Employee time records are maintained at the front hallway.

The sign in/out sheets are also used for payroll purposes. If you do not sign in or out regularly, we will be unable to issue your paycheck.

All doctor/dental appointments must be scheduled after school hours in order to maintain an effective institutional schedule.

Any time used for personal reasons between 7:30 – 3:30 (except lunch) may be used from personal days. Tardiness and having over 6 personal/sick days off (for full-time employees will be deducted from paychecks. Remember all personnel must be in the gym by 7:30 a.m. for assembly.

## **Performance Evaluation**

Employees will receive periodic performance reviews. Reviews will consist of formal evaluations at least two times per year, as well as informal observations throughout the year. A self evaluation form will be given to the staff member to help him or her reflect on their own personal growth. This will be handed in at the time of evaluation. The review for staff members will be conducted by the administration and/or the principals. The review for principal will be conducted by the Advisory Committee. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties or recurring performance problems.

The performance evaluation allows your administrator to discuss your overall performance and summarize both formal and informal performance discussions held throughout the review period. It reviews your strengths and also points out ways to improve your performance.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Advisory Committee upon many factors in addition to performance. After the last review in May, employees will be required to sign the evaluation report simply acknowledge that it has been presented to you and discussed with you by your administrator, and that you are aware of its contents.

## **Involuntary Termination and Discipline**

Violation of school policies and rules may warrant disciplinary actions. The school has established a system of discipline that includes verbal warnings, written warnings, suspension and termination. Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. An employee may, of course, resign at any time. The school may also terminate the employment relationship, at any time, without following any particular steps whenever it determines, in its own discretion that such an action should occur. The school's policy of discipline in no way limits or alters the at-will employment relationship.

## **Voluntary Termination**

An employee who voluntarily resigns his/her employment or fails to report to work there (3) consecutively scheduled workdays without notice to, or approval from his/her administrator or the Principal will be considered to have voluntarily terminated his/her employment with the school. All school-owned property (keys, books, radios, tools, etc.) must be returned immediately upon termination of employment.

## **Wage and Salary Policies**

We strive to pay salaries at Salam School that recognizes individual effort and contribution to school success.

Our wage and salary plan classifies each position based on:

- Knowledge and ability requirements
- Variety and scope of responsibilities
- Physical and mental demands

Established wage or salary ranges normally are reviewed once a year and adjusted as necessary. The salary scale is posted on the school website for educators.

## **Pay Period**

For all salaried, contracted staff members, the standard pay period is bimonthly. All staff members are paid on the fifteenth and thirtieth of each month. When a payday falls on a weekend or holiday, paychecks will be distributed on the last working day prior to the holiday.

All salaried staff members are hired for a ten-month period, starting with August 15<sup>th</sup> and ending with June 15<sup>th</sup>. The first paycheck will be issued on August 30<sup>th</sup>. The last paycheck will be issued on August 15<sup>th</sup>. All salaried employees receive twenty-four (24) checks throughout the year. Orientation, faculty meetings, committee meetings, open house, eighth grade graduation, high school graduation and parent-teacher meetings are considered part of salaried work.

## **Payroll Deductions**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare
- Dependent Medical Premium

## **Wage or Salary Increase Policy**

Our salary increases are based on cost of living increase. Typically, the Advisory Committee reviews wage or salary rates once a year.

## **Overtime Policy**

The school does not pay overtime. All work-related meetings or events that take place after regular hours are considered part of regular salary work. If you are asked to work in some capacity beyond the required school responsibilities, you may be paid according to your regular pay only if there is a prior arrangement or agreement with the administration.

## **Employment Benefits and Services**

Salam School strives to provide a competitive package of employee benefit programs for its eligible employees. Our group health insurance program may be continued if you leave the school under circumstances described by federal law. You will receive a detailed explanation of this privilege upon leaving employment at Salam School.

### **Health and Welfare Benefit Plan**

#### **Medical Insurance**

All full time salaried, contracted staff members are eligible for medical insurance. Temporary and part-time staff members working less than thirty-five (35) hours per week are not eligible for the Salam School Medical Insurance. *Benefits begin on the first of the month following the three (3) month probationary period.* The school makes available and pays 100% of the premium for a health insurance program for regular, salaried, contracted, full time employees. If you select dependents' medical coverage, you will be responsible for the additional premium and it will be deducted from your paycheck. For more details and official terms of these plans, contact the Business Manager.

#### **Social Security**

All employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection, and the school matches your deduction dollar for dollar. The plan is designed for your future security and that of your dependents and provides for retirement, disability, death, survivor and Medicare benefits. Detailed information about your Social Security benefits can be obtained from the Social Security Administration.

#### **SIMPLE IRA Saving Plan**

This is a tax deferred retirement program similar to the 401K. Staff and faculty who have successfully completed their first year at Salam School will have the option of setting aside the amount they desire into a savings plan. You can start as little as \$25.00 per pay period. For more information please see the Business Manager.

## Worker's Compensation

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. Salam School pays 100% of the premium for this coverage. The school carries insurance to cover the cost of work incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work related accidents must be reported immediately to your administrator. The following benefits are provided to employees who sustain a work related injury or illness.

- Partial wage replacement for periods of disability
- Medical care, including medicine, hospital, doctor, x-rays, crutches, etc.
- Rehabilitation services, if necessary

Salam School may not be responsible for the payment of worker's compensation insurance benefits for any injury or illness which arises out of an employee's voluntary participation in an off duty recreational, social, or athletic activity which is not part of the employee's work related duties.

Worker's compensation fraud is illegal in Wisconsin. Any person who files or contributes to the filing of a fraudulent worker's compensation claim may be subject to imprisonment in the state prison for up to five (5) years, or a fine up to \$50,000, or both. The following are examples of illegal activities.

- \* Filing a claim for an injury or illness that does not exist.
- \* Pretending that an injury happened at work when it really happened off the job
- \* Making a false statement to support another employee's claim for worker's compensation benefit

## Vacations

All **administrative** staff who works a 12 month period will get a paid vacation. Vacations must be earned, i.e. Employees must work a full academic year to earn the vacation. Vacation days may only be taken during winter break, spring break, or over the summer.

Specific vacation dates must be approved by the principal at least thirty (30) days prior to the anticipated vacation. It is a school policy not to approve time off before or after extended vacation or in the middle of two vacations. Administrative discretion may be applied on case by case basis to requests submitted because of emergencies. Unused

vacation days must not be carried over to the next year and are not financially compensated at the end of the year.

## Holidays

Regular, salaried, contracted, full time employees and part time employees working more than thirty-five (35) hours per week are eligible for paid holidays in each calendar year. To receive holiday pay, you must work the regular scheduled workday before and after the holiday, unless an exception is approved in writing by the principal.

<u>Holidays</u>	<u>Date Usually Observed</u>
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup> (For 12 month employees only)
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday and Friday in Nov.
Christmas Day	December 25 <sup>th</sup>
Eid ul Fitr	Three days (two paid days)
Eid ul Adha	Three days (two paid days)

When a holiday falls on Saturday or Sunday, it is usually observed on the following Monday; however, the school may close on another day. Holiday observance will be announced in the school calendar. Non-contracted employees will be paid for any two recognized religious holidays. (Option to choose Islamic or non-Islamic religious holiday)

It is a school policy not to approve time off before or after extended vacation or in the middle of two vacations. Administrative discretion may be applied on case by case basis to requests submitted because of emergencies.

## Paid Personal Time Off

### Sick/Personal Leave

Sick leave is a form of insurance that is designed to provide a cushion for the inability to work due to illness. It is to be used when actually required to recover from illness or off the job injury. Personal leave may be used in the event of death, illness or other emergency in the immediate family.

All salaried, contracted full time employees earn sick days at a rate of four (4) days per year. Unused earned leave may not be carried over to the next year and is not

financially compensated at the end of the year. Contracted full-time employees are also allowed two (2) personal days per year. Personal days must be requested at least two weeks in advance. Unused personal days may not be carried over to the next year and are not compensated at the end of the year.

Any faculty member that wishes to accompany their own child on a Salam School field trip must request the time off as a personal day at least two weeks in advance. Request may be denied if personal days are not available.

All doctor/dental appointments must be scheduled outside school hours. Any planning time used for personal needs will be counted toward sick/personal leave.

## **Bereavement**

In the event of death in your immediate family, you may have time needed up to three working days, with pay, to handle family affairs and attend the funeral. "Immediate family" is defined as: current spouse, children, parents, grandparents, brothers, sisters, mother-in-law or father-in-law.

## **Elections**

Voting polls are open from 7:00 a.m. to 8:00 p.m. on election day. This should allow staff ample time to vote after work hours.

## **Leaves of Absence without Pay**

Leaves of absence without pay may be granted, by law and/or at the school's discretion, depending upon the unavoidable circumstances requiring prolonged absence. Leaves of absence without pay are of the following types:

## **Family Leave**

Full time, salaried, contracted, eligible employees who have completed at least two years of continuous service may be granted up to four (4) months of unpaid leave within a twenty-four (24) month period. Family leave is permitted for the birth or serious illness of a child, or to care for a parent or spouse, or for a serious health condition of the employee.

The following procedures shall apply when requesting a family leave.

1. If the need for leave is foreseeable, the employee must provide reasonable advance notice to the principal. If the leave is needed for a planned medical treatment, the employee must make a reasonable effort to schedule the treatment after school to avoid disruption to school operations.
2. If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certificate from the health care provider which states:
  - \* Date of commencement of the serious health condition
  - \* Probable duration of the condition
  - \* Estimated amount of time the health care provider will provide care
  - \* Confirmation that the serious health condition warrants the participation of a family member
3. The school allows employees taking family leave to use any unused vacation and/or sick/personal time during the period of leave.
4. A request for family leave may be denied where undue hardship to the school's operation would result.
5. The school may deny a family leave request to care for a child where the child's other parent is already taking family leave or is unemployed.

Employees who satisfy all conditions of the school's policy and who return to work immediately following the expiration of an approved family care leave will be reemployed in their former position or a comparable position following the leave of absence unless otherwise required by law under applicable circumstances. The law establishes a number of limitations regarding the rights of employees to such leaves, as well as their rights to benefits during such leaves. The school administers its policy in accordance with all applicable legal standards. Please direct any question regarding the policy to the principal.

## **Maternity Leave**

It is the policy of Salam School to strictly comply with all Federal, State, and Local laws mandating non-discrimination against pregnant employees in matters of employment. Salam School will allow a pregnant employee to continue in her job so as long as she and her doctor agree that she is capable of performing her job duties, as described in the applicable job description. Employees are asked to notify the principal as soon as possible after the fact that their doctor confirms pregnancy. Salam School requests this

notification in order to allow sufficient time to make staffing arrangements during the employee's disability. In addition, employees are to discuss with the principal their pregnancy schedule and delivery date. Within four (4) weeks after delivery and employee must notify the principal and indicate when and if she intends to return to work.

Employees are expected to return to work within eight (8) weeks after childbirth. Employees who are unable to return to work, within eight (8) weeks after childbirth as a result of a disability may request an extension of their disability leave which shall be accompanied by a physician's certification that the employee is unable to return to work.

### **Jury Duty**

Salam School policy is to encourage staff members to serve on jury duty; however, the school does not pay for absences due to jury duty. Staff members are encouraged to ask for postponement until summer vacation. A staff member should inquire about the duration of the jury duty in advance of accepting such service. If the anticipated duration causes a serious conflict at work, the staff member should request to be excused from jury duty. Please contact the principal promptly after receiving notification to appear.

### **Professional Development**

The administration and teachers are required to keep themselves abreast of changing paradigms and research in education. Also, they are expected to maintain their teaching license and demonstrate continuing professional growth and development.

Teachers are permitted to attend two (2) professional development classes per year. The unit leader or department chairperson will decide who will attend. One person per unit will attend then present information to all the staff. Handouts and/or other presentation materials must be given on the day of your sharing.

### **Duties**

Specialists will be assigned units for their duties.

All staff will be on duty every morning and afternoon for dismissal. Homeroom teachers must be with their class. Remember teachers are responsible for the children until 3:20 for elementary students and 3:40 for middle/high school students. Non-homeroom teachers will be placed at other areas of the building.

It is extremely important to be at your assigned place for duty. Students are our responsibility until their parents pick them up.

The teacher's lounge must be kept clean and organized. We will rotate this schedule amongst teachers. The person that is performing this duty will make sure that no papers are laying around, computers are turned off, food is put away or discarded, pencils or pens are placed in the caddy, chairs are pushed in under the tables and any other cleaning practices that need to be done. This duty will be done every day after school.

### **Detailed Lesson Plans/Substitute Folders**

A substitute folder will be handed out on the first day of teacher attendance. This folder must include a variety of generic already taught activities to supplement your lesson plans. All substitute folders must be in the office by the third Friday of school. An administrator will check this folder for completeness and developmentally appropriate activities. Reminders to update your folder will be sent by memo.

It is **mandatory** that all teachers have detailed (step by step) lesson plans with time durations available for a substitute teacher to follow when you are sick. You may e-mail these plans to the school office by 5:00 A.M. **No** faxes will be permitted. There will be no exceptions to this policy because you are the only one that knows and understands the needs of your class.

### **Unit Meetings**

All members of the unit must be present at unit meetings. This is an integral part of collaboration. These meetings will be held in the gym or in the teacher's lounge, so the administration can give direction. Notification must be given to administration so an administrator may attend. Minutes are to be kept and shared with all members of the unit as well as administration.

### **Staff Meetings**

Staff meetings are scheduled for communication, feedback, complaints, planning and in-service purposes. All staff members are required to be in attendance. **No** one is exempt. There will be a two (2) week notice of any meeting scheduled. Students are generally dismissed early on faculty meeting days. Meetings begin at 2:40 and commence at 3:40. There will be one whole faculty meeting and one individual school/

unit meeting per month. Individual unit and/or school meetings will occur after school is dismissed at 3:30.

## **Bulletin Board**

Throughout the building are bulletin boards in hallways, these boards should be used for character building, school-wide themes and values of the month or year. These boards should be changed every month. Bulletin boards will be assigned to each teacher in the hallway.

## **Suggestions**

We encourage you to suggest methods to improve the quality and efficiency of our school. Submit your suggestions in writing or verbally to the administration.

## **School Office**

This is a place of business; therefore, socializing is not part of this environment. All social interactions must happen in the teacher's lounge. If you bring in any treats to share with the staff take them directly to the lounge, an announcement will be made for staff's awareness. Teacher's conversations and body actions represent the school; henceforth, all non-business discussions will take place in the teacher's lounge. Above all professionalism must be kept throughout the building.

## **Complaint Handling Procedures**

Under normal conditions if you have a job related problem, questions, or complaint, you should discuss it with the administration. The simplest, quickest and most satisfactory solution will often be reached at this level.

If the discussion with the administration does not answer your question or resolve the matter to your satisfaction, you may then present your complaint in writing, to the principal. It will be forwarded to the Chairperson of the Advisory Committee who will render a final decision on the matter after appropriate investigation.

## **Employee Arbitration**

We believe that in any organization differences about the way the school interprets and applies policies are bound to occur. We also believe that discussing and settling differences promptly and fairly will make the organization more productive and a better

place to work for all employees. Therefore, any regular employee may use the arbitration procedure after exhausting the complaint procedure.

## **Mail**

The school receives and sends large quantities of mail daily. Any mail requiring postage from the office should be school business only. Personal mail can be sent with our bundle but you must place your own postage on each envelope.

## **Mailboxes**

Any important literature or notices will be placed in your mailbox. Please check your box when you arrive, during the day, and before you leave. Important notices may show up at any time. Keep your mailboxes clean.

## **Media Relations**

Because much of the information we work with is confidential or sensitive, all contracts with the media must be referred to the administration. The principal and administration, prior to publication or presentation must approve all papers, articles, speeches, or presentations regarding the school. All/any letters directed from students or parents must be approved by the principal before they are distributed.

## **Guests**

The principal must approve all guests visiting our building for educational purposes. When approved the guests must check in at the office.

## **Internal/Email Policy**

This policy applies to **all** employees when they are using computers or internet connections supplied by Salam School.

**1. Acceptable Use:** Salam School provides computers, email, and internet connection (facilities) to further educational interests and objectives. You should use those facilities only for Salam School business or support of student learning, research, and communication amongst staff members and parents. Using Salam School's facilities for other purposes such as playing games, chatting online, or doing your homework is considered wasteful and unacceptable during work hours when you are expected to

fulfill your work related responsibilities to students. Salam School has the right to monitor all communications and downloads that pass through its facilities, at its sole discretion.

**2. Improper Activities:** You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of Salam School facilities, including offensive jokes, pictures and cartoons. You may not use Salam School's facilities for personal, homework research or commercial advertisements, solicitations or promotions. Student's educational needs to come first use the facilities to supplement your lesson plans.

**3. Intellectual Property of Others:** You may not download or use material from the internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. **You may not install or use any software over the Internet without written permission from the principal.**

### **Cell Phone Policy:**

Cell phones must be turned off while an employee is teaching or supervising students and during meetings. At **NO** time should any employee use a cell phone in a class, receive or make calls, text or picture message. Explain to your party that they must call the school office between the hours of 7:30 and 3:30 and leave a message. If there is an emergency someone will release you from your class.

### **Teacher Aides:**

Aides will not be pulled from the classroom they are assigned unless approved by administration and lead teacher. In the elementary school, the TA will be the substitute when the teacher is absent. Teaching assistants will be asked to substitute for absent teachers in all three schools if there is a need.

### **Student Dismissal:**

Teachers will walk the whole class to the dismissal area and stay with them until 3:20 p.m. (elementary unit) and 3:40 (middle and high school). Official dismissal time for faculty is 3:40 p.m. for elementary school and 3:45 p.m. for middle and high school. An adult will be assigned after that time to supervise children who are not picked up on time.

If a child is not being picked up by a parent or sibling a written slip or oral notification of who is to pick up a child after school is mandatory, for the safety of our students.

Salam school follows all court directed orders on custody issues. If one parent is not permitted to pick up the child the homeroom teacher will be notified. That's another reason why the homeroom teachers must be on duty with their students at the end of the day.

### **Bake Sales/Nachos:**

Food may be sold in the activity room after school at the middle and high school. Classes will be called to that area. Students will go out one door and enter through the other gym door. It is the teacher's responsibility to remind her/his students to clean up after themselves.

Two to three non-homeroom teachers will be posted around the serving area to maintain order and flow.

### **Curriculum:**

Salam School has an integrated curriculum which will incorporate school-wide themes to enhance students learning. This curriculum **must include all** specialists and departments of learning. e.g. (Arabic, Islamic studies, math, science, social studies, health) Everyone will work together to decide on themes that will strength our curriculum, build vocabulary, pull resources to supplement our lesson plans and create assessments that will foster hands-on learning.

For the first four weeks of school **all** staff will be focusing on rules, routines, procedures, classroom consequences, and character education. If the staff sets a foundation of school and teacher expectations, then we can decrease behavior problems because the students know and will understand what are acceptable behaviors and consequences for infringement.

Teachers, remember, you are observed every day by the young eyes that look upon you. Be an excellent role model for the students you teach. They are watching you all day long.

Model the acceptable behavior you want the student to exhibit. Let them practice in a variety of ways during the first four weeks of school so it can be internalized. Behaviors will begin to change in the first eighteen days after you have modeled and let students practice the skills that were lost over summer.

Themes will be evaluated every August 15 to see if the staff needs to add more vocabulary, upgrade the skills taught in this unit or create stronger objectives for our

curriculum. At this time we may even take out a theme and add a new one. Then discuss how to develop it.

### **Multicultural Education:**

Allah says in the Qur'an "Verily we have made you into tribes and nations so that you may know each other" In order to teach the students the beauty of the different countries and cultures we will be integrating multicultural education within our teaching. When issues are discussed regarding different religions or beliefs the Islamic Studies department will explain the Islamic perspective on this religion.

### **Music:**

Music is used in the classroom for educational purposes. The content of the music will be suitable for that purpose.

## **Employment Safety and Health**

We strive to provide safe working conditions for our employees. We observe the safety laws of the governments within whose jurisdictions we operate. No one will knowingly be required to work in an unsafe environment reasonable and necessary to keep the school a safe place to work.

### **Emergencies:**

#### **IN CASE OF AN EMERGENCY, DIAL 911**

The facility where you work has an emergency procedure to follow in the event of fire or disaster. Every classroom should have a map that shows the escape route in case of a fire. The route must be highlighted with a permanent marker. Place this evacuation map where a substitute teacher will be able to see it. Fire extinguishers and first-aid kits are located throughout the facility.

### **Accidents or Injury:**

No matter how insignificant an on the job injury or accident may seem, notify the administration immediately.

### **Life-Threatening Illnesses:**

We are committed to providing equal opportunity to all employees, including those who have a life-threatening illness. We are also committed to providing a safe work environment that meets or exceeds state and federal regulations. Consequently, employees who have a life-threatening illness will be treated like other employees as long as they meet performance standards and there is no evidence that indicates that their condition is a threat to themselves or others. We also believe all information regarding an employee with a life-threatening illness must remain private and confidential.

### **Return to Work:**

If you are on a medical disability leave of absence, you must return to work when your physician's determines that you are able to resume normal duties. We require your physician's release before reinstatement to the active payroll. If you wish to extend your leave beyond this point, you must apply for a personal leave of absence.

### **Standards of Conduct and Corrective Action**

Groups of people who are working together for any purpose requires certain guidelines pertaining to their conduct and relationships; therefore, our employees must be aware of their responsibilities to the school and co-workers. We strive to take a constructive approach to disciplinary matters to ensure that actions that would interfere with operations or an employee's job are not continued. Violations of our standards will result in one of the following forms of corrective action:

- Oral Warning**
- Written Warning**
- Deduction of Pay**
- Suspension without Pay**
- Discharge**

In arriving at a decision for proper action, the following will be considered:

**The seriousness of the infraction**  
**The past record of the employee**  
**The amount of times the action happened**  
**The circumstances surrounding the matter**

It is not possible to provide employees with a complete list of every possible type of prohibited conduct. However, in order to give some guidelines concerning unacceptable behavior, the following are examples of types of conduct considered impermissible. Employees who engage in misconduct or whose performance is unsatisfactory may be subject to disciplinary actions up to and including termination. Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action:

- **Falsifying an employment application, timecard, personnel or other school documents.**
- **Unauthorized possession of school or employee property, carrying weapons, or violating criminal laws on school premises.**
- **Using Cell Phones during school hours**
- **Using Micro-Soft Word and internet to do homework for classes that you are attending while you are to be teaching students or planning for your next class. Homework is to be done at HOME, not during work time.**
- **Fighting, throwing things, or playing practical jokes on others is disorderly conduct which may endanger the well-being of any employee or student on school premises.**
- **E-mail that is not within the school building or amongst colleagues is not considered school business.**
- **Taking longer breaks than the thirty (30) minutes you are allowed.**
- **Non-business interactions in the school office.**

- **Engaging in any illegal or criminal conduct whether or not related to job performance.**
- **Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.**
- **Causing physical or emotional harm to students.**
- **Insubordination or refusal to comply with instructions or failure to perform reasonable duties, which are assigned by units or administration.**
- **Unauthorized release of confidential information about the school, its employees or students.**
- **Damaging or destroying school property due to careless or willful acts.**
- **Abuse of paid sick or personal time off.**
- **Sleeping or malingering on the job.**
- **Failure to observe working schedule including: duty time, planning/break time, starting time and excessive absenteeism.**
- **Unreported absence of three consecutive scheduled working days.**
- **Not being present at morning assembly or afternoon dismissal.**
- **Excessive use of the school's telephone for personal calls except for emergencies.**
- **No detailed (step by step) lesson plans when absent.**

## **Confidentiality:**

Each employee is responsible for safeguarding confidential information obtained in connection with his/her employment. Confidential information includes but is not limited to, records on student applications, financial aid, gifts, fundraising, finance, accounting, payroll, and personnel. Some employees may have access to confidential information in the course of their work. These employees have a responsibility to in no way reveal or divulge such information. Access to confidential information should be on a "need to know basis" and must be authorized by the administration responsible for the information. Any breach of this policy will not be tolerated and may result in immediate termination. In addition, the school may take legal action.

The school's policy on the release of student's records to parents and guardians to their assignees is as follows:

1. All requests to review pupil records are to be submitted to the school office of Salam School.
2. Such requests shall be in writing, signed by the requesting parent, stating the pupil's full name, address, and date and place of birth. Such requests shall also indicate parental status: natural, adoptive or guardian, and right of custody.
3. Except as otherwise may be require by law, only natural or adoptive parents, or legal guardians (or if divorced or separated, only the parent having legal custody) may review such records. The requesting parent must also be present and consent in writing to such review.
4. Except as otherwise may be required by law, pupil record will be made available for review in the school office, during regular school hours, or at any other time as may be mutually agreed upon.
5. Except as otherwise required by law, Salam School will not release records directly to a third party without the prior written consent of both parties or legal guardian.

Pupil record means any item of information directly related to an identifiable pupil- other than directly information-which is maintained by a school or required to be maintained by an employee in the performance of his duties whether recorded by hand writing, print, tapes, film, microfilm or other means.

## **Confidential Information**

“ Confidential Information” means information disclosed to the Employee, or known, developed or learned by the Employee as consequence of or through the Employee’s employment by the employer concerning employer’s services, product, pupil, contributors, management, organization, accounting, financial information, records, marketing information and data, and all other special information, concepts and ideas in or reasonably related to the Employer’s service and products that have not previously been publicly released by a duly authorized representative of the Employer, and including confidential information of third parties received by the Employer under an express or implied binder of secrecy.

## **Attendance Standards**

Punctuality and regular attendance are essential to the proper operation of any business. These also help you to establish a good working reputation and add to your opportunity for advancement.

As an employee of the school, you are expected to be punctual and regular in attendance. Any tardiness or absence reduces the effectiveness of the students’ learning experience.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for the entire work schedule, except for meal periods and authorized absences. Unauthorized late arrivals, early departures or other absences from scheduled work hours are disruptive and would not be tolerated. Planning time may not be used to leave school premises for personal needs.

**Release of Student Information:** Conferences with parents are an essential element of student success. Academic progress can and should be released to parents, but not to any other person(s). Additionally, faculty should not divulge information to parents that can potentially be used in a court of law against either parent. In cases of custody disputes, we provide factual, documented information and not opinions. If parents make inquiry and wish you to provide information, please refer the parent to the on-site administrator. Examples are child attendance, tardiness, uniform, etc.

## **Absence without Notice**

For us to operate our school effectively, we ask that you keep us informed of your status when you are off work because of illness or accident from any cause. If you fail to notify us after three days of consecutive absence, we will presume you have resigned, and you will be removed from the payroll. Likewise, you must call your supervisor daily

while off work due to short-term illness or accident, or will presume you have resigned, and your will be removed from the payroll. If you must leave work for any reason before the end of the day, you must inform your supervisor.

If you are unable to report for work for any reason, if you will arrive late, or must leave early, notify the principal, prior to the time you are scheduled to begin working for that day. If you notify your supervisor after you scheduled time to begin work, you will be considered tardy for that day. In all a cases of tardiness or absence, employees must provide their supervisor with a reasonable and honest explanation and the expected duration of any absence. Excessive absenteeism (excused or not) or tardiness will result in pay reduction or termination of employment.

### **Computer / Hardware Distribution**

School equipment including computer hardware and software are valuable assets. They must be used for school business only. You may not copy school purchased/leased software contrary to the provisions of the contract.

### **Solicitation and Distribution**

Soliciting by one employee of another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature, personally or electronically, and circulating petitions during work time or in work areas at any time is also prohibited. Trespassing, soliciting or distributing literature/ flyer by anyone outside the school is prohibited on school premises unless approved by the principal or the Advisory Committee.

### **Smoking**

For reasons of health, safety, public relations, and other concerns, smoking is prohibited on school premises.

### **Alcohol and Drugs**

The object of the school's alcohol and drug policy is to provide a safe and healthy work place for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The use, possessions, sale, transfer, purchase or being under the influence of intoxicating liquor, illegal drugs or other intoxicants by the employees at any time on

school premises or while on school functions is prohibited. The illegal use of any drug, narcotic or controlled substance is prohibited. Employees must not report for duty or be on school property while under the influence of, or have in their possession while on school property, any intoxicating liquor, marijuana or illegally obtained drug, narcotic or other illegal substance.

Furthermore, the use of prescription drugs and/or over the counter drugs also may affect an employee's job performance and seriously impair the employee's value to the school. Any employee who is using prescription or over the counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the Principal of such use immediately before starting or resuming work.

### **Harassment, Including Sexual Harassment**

Employers interested in human dignity and protection of their employees are particularly concerned about the possibility of employee harassment, whether sexual, racial, ethnic or other type. Harassment in any form-verbal, physical or visual- is strictly against school policy and will result in corrective action. Defining sexual harassment precisely is not easy, but it can include slurs, threats, derogatory comments, unwelcome jokes, exposure to sexually oriented literature or pictures, teasing or sexual advance, and other similar verbal or physical conduct. If you believe you have been the victim of harassment, or know of one who has, report it immediately to the principal.

### **Dress and Personal Appearance**

We take great pride in the way you represent Salam School. So, your personal grooming and attire should always reflect a professional image. Employees are expected to maintain an appropriate appearance that is modest, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to parents or other employees. Appropriate appearance includes:

**Apparel:** Generally, you should wear appropriate, clean, comfortable loose fitting, arms and buttock covered, business attire. A complete list of inappropriate attire would be impossible to write; however the following are some examples of inappropriate dress:

- ❖ Sweatshirts/sweatpants
- ❖ Jogging suits
- ❖ Shorts
- ❖ Overalls
- ❖ Jeans (blue or any other color)
- ❖ Tightly fitting shirts or pants

- ❖ Sleeveless attire
- ❖ Spaghetti straps
- ❖ Shorts top that may reveal midriffs and back
- ❖ Shorts skirts (skirts should be ankle length)
- ❖ Low –cut tops
- ❖ Revealing or provocative clothing

(Closed-toe shoes are preferred; Slippers, thongs and beach type sandals are not permitted.)

**Hair:** Hair should be clean, combed and neatly trimmed or arranged. This is also pertains to sideburns, mustaches and beards. Shaggy, unkempt hair is not permissible. Female Muslim staff is expected to wear hijab.

**Personal Hygiene:** Good personal hygiene habits must be maintained.

## Reporting Child Abuse

The Child Abuse Reporting Law requires certain professionals and lay persons who have a special working relationship or contact with children to report suspected abuse to the proper authorities. All such employees are required to sign an acknowledgement that they have knowledge of this law and will comply with it. The following is an excerpt from the law:

*Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observe a child in his or her professional capacity or within the scope of his/her employment whom she or he knows a reasonable suspects has been the victim of child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident...For the purpose of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training an experience, to suspect child abuse. For the purpose of this article, the pregnancy of a minor does not, in and of itself. Constitute the basis of reasonable suspicion of sexual abuse.*

A "child care custodian" includes a teacher, instructional aide, teacher's assistant, librarian, college or student counselor and administrator who has been trained in the duties imposed by this article. A "health practitioner" includes a licensed nurse, marriage, family and child counselor, psychiatrist, psychologist, emergency medical technician and paramedic.

Failure to report by telephone immediately or as soon as practically possible and in writing within 36 hours is a misdemeanor punishable by six months in a jail or a \$1,000.00 fine, or both. There may also be civil penalties.

All reports should be made through the principal office to a child protective agency including the local police, sheriff, county welfare or juvenile probation office. Information should include the following:

- a. name of the person making the report
- b. name of the child
- c. present location of the child
- d. nature and extent of the injury
- e. any other information, including information that led the reporting person to suspect child abuse, requested by the child protective agency.

Additional material on this law, including reporting forms and educators' responsibilities, is available in the principal's office.

### **Changes in Policy**

Since our school is constantly growing, we expressly reserve the right to change any of our policies, including those covered here, at any time. Normally, we will notify you of these changes by posting them on the bulletin board or by other appropriate means. Changes will be effective on dates determined by the school, and you may not rely on policies that have been suspended. Only the School Principal and the Advisory Committee has any authority to alter the foregoing.

If you are uncertain about any policy or procedures, please check with your Unit leader and/or School Principal.

This employee handbook supersedes all previous employee handbooks and management memos, which may have been issued on subjects covered herein.

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## Addenda

### SALAM SCHOOL

#### Job Description Checklist

**POSITION TITLE: BUSINESS MANAGER/ADMINISTRATIVE ASSISTANT**

**POSITION PURPOSE:**

The Business Manager/Administrative Assistant is accountable to the Principal of Salam School.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Develops a process for the generation of an annual budget and then creates one in consultation with the Principal.
- Supervises, controls, records and reports all purchases to the school in accordance with the budget accounting procedures
- Prepares monthly financial statements for the Principal and the Board of Directors
- Oversees the administration of all employee salaries and benefits programs
- Safeguards all school assets by maintaining sufficient insurance coverage and handles all claims and reports
- Oversees the management and purchasing activities of the school including the Food Services Department
- Reviews all contracts which obligate the school
- Manages the process for tuition collection and prepares monthly statements for the parents and reports of delinquency for the principal
- Works with the principal to insure accurate recording of those receiving financial assistance of whatever variety
- Maintains a Purchase Order system to insure internal control of the budget
- Attends Board of Director meetings at the request of the Principal to provide information and act as a resource person for pertinent agenda items
- Create and maintain student database system for the school

- Create and maintain annual reports related to school accreditation and school's academic standards/performance objectives
- Maintains handbooks for parent/guardians/employees related to school policies and procedures
- Create/develop administrative/record keeping forms necessary for the smooth and successful operation of the school

## **SALAM SCHOOL**

### **Job Description Checklist**

**POSITION TITLE: SCHOOL SECRETARY**

**POSITION PURPOSE:**

The purpose of this position is to provide administrative and secretarial assistance to the School Principal.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide secretarial support to the School Principal, teachers and others as authorized by the Principal. This is accomplished by typing, word processing, proofreading and editing materials. Incumbent duplicates and distributes materials, composes correspondence as requested, and processes incoming and outgoing mail.
2. Assures the school has receptionist services. This is accomplished by answering all incoming calls, taking messages and referring callers to the person requested and/or providing information and referral to callers. Incumbent also provides assistance to school visitors.
3. Assures the establishment and maintenance of a comprehensive filing system for both the student personnel files and records, and the Principal's files. Incumbent maintains and updates student's records, including data on grades and, when requested, attendance promptly.
4. Assures the maintenance of accurate tuition records for the school. Incumbent develops and updates computer program on an annual basis to insure that tuition bills are accurately computed. Incumbent also posts/updates all tuition payments, prints monthly statements and mails them to parents, and compiles list of delinquent payments as needed.
5. Assures the registration process for a new student is completed in a timely manner. This is accomplished by assuring parents have received and accurately completed all necessary forms, by requesting transcripts as necessary, checking space availability, and by processing all registration paperwork.
6. Assures that all processes as stated by the DPI regarding School Parental Choice are taken care of. Meets all required deadlines.

7. Takes care of transportation contracts for parents.
8. Administers medication after having parents fill out the authorization form.
9. Orders approved materials for the Principal/staff/school
10. Student attendance, staff attendance, PTO
11. Contact substitutes for teaching staff as needed

**SALAM SCHOOL**  
**JANITORIAL/MAINTENANCE DUTIES**

DAILY	WEEKLY	MAINTENANCE
<ol style="list-style-type: none"> <li>1. Vacuum offices of Principal, Business Manager and Secretary</li> <li>2. Remove trash from offices</li> <li>3. Clean classrooms in use</li> <li>4. Clean bathrooms. Check for cleanliness every 1-1/2 hours.</li> <li>5. Ensure there is enough supply of soap, toilet paper and paper towels</li> <li>6. Sweep hallways</li> <li>7. Remove trash, debris, and any other obstacles from school hallways</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean windows</li> <li>2. Pick up outside debris</li> </ol>	<ol style="list-style-type: none"> <li>1. Install opaque window panes in ladies restroom</li> <li>2. Remove cleaning supplies from the bathroom window</li> <li>3. Remove trash from boys bathroom (1<sup>st</sup> floor)</li> <li>4. Clean/scrub all floors</li> <li>5. Clean window panes in entire school building</li> <li>6. Paint all classrooms</li> <li>7. Patch up work</li> <li>8. Paint hallway windows</li> <li>9. Move storage</li> <li>10. Complete tile work in basement hallway</li> <li>11. Need keys to the cafeteria</li> <li>12. Cleaning supplies, broom, buckets, etc. <b>may not</b> be stored in the hallways or behind doors.</li> <li>13. Remove closet doors located in the first floor hallway. Clean and paint same.</li> <li>14. Change EXIT signs in the hallway to automatic.</li> </ol>

**SALAM SCHOOL**  
**Islamic Society of Milwaukee**

**JOB DESCRIPTION-TEACHER ASSISTANT**

The main responsibility of the Teachers' Assistant is to assist the homeroom teacher in providing the best possible learning environment for the students, inside and outside the classroom. It is not the responsibility of the Teacher's Assistant to plan lessons, teach or interfere in the teaching process. It is also not the responsibility of the Teacher's Assistant to convey any news of students' behavior, learning patterns/abilities, etc. to the parents of the students.

The duties of the Teacher's Assistant shall include, but will not be limited to the following:

- Supervision arriving students in the morning, prior to 7:30 a.m. in the gym.
- Assisting students as they enter classroom: Placing book bags in proper places, guiding students as they prepare for class, etc.
- Reinforcing any rules, policies, procedures, etc. outlined by the homeroom teacher and school
- Assisting in passing out textbooks and/or supplies as needed.
- Assisting in maintaining appearance of classroom as needed. This will include straightening desks, tidying bookcases and cabinets, etc.
- Overseeing students during naptime (if applicable), lunch, recess, salaah and at any other time that the homeroom teacher is not present with the students.
- Assisting in grading papers
- Teaching groups of students under the teacher's supervision and according to teacher's planning. Teacher cannot devolve an entire subject on the assistant to teach and plan by him/herself.
- Assisting in preparation of folders, bulletin boards, etc.
- Assisting students as they prepare for dismissal
- Assisting in the supervision of students at dismissal.

In order for the relationship between the teacher and the assistant to be successful, there must be regular, open communication between the two. If, at any time, there arises a problem or concern that cannot be resolved through this avenue of communication, the matter should be referred to the principal.

**SALAM SCHOOL**  
**Islamic Society of Milwaukee**

## **JOB DESCRIPTION-TEACHER ASSISTANT**

The principal function of a Teacher Assistant is to assist teachers in the day-to-day running of the classroom. Specific areas would be:

- A. Making teaching aid
- B. Preparation of art materials
- C. Mounting work and setting up and dismantling classroom displays
- D. Helping with assembly programs
- E. Working with individual and/or groups of children, under the supervision of or directed by the classroom teacher
- F. Supporting the classroom teacher in establishing discipline and acceptable standards of pupil behavior that is consistent with the school philosophy. This applies both in and out of the classroom.
- G. Supervision arriving students in the morning, prior to 7:30 a.m. in the gym.
- H. Assisting students as they enter classroom: Placing book bags in proper places, guiding students as they prepare for class, etc.
- I. Reinforcing any rules, policies, procedures, etc. outlined by the homeroom teacher and school
- J. Assisting in passing out textbooks and/or supplies as needed.
- K. Assisting in maintaining appearance of classroom as needed. This will include straightening desks, tidying bookcases and cabinets, etc.
- L. Overseeing students during naptime (if applicable), lunch, recess, salaat and at any other time that the homeroom teacher is not present with the students.
- M. Assisting in grading papers
- N. Teaching groups of students under the teacher's supervision and according to teacher's planning. Teacher cannot devolve an entire subject on the assistant to teach and plan by him/herself.
- O. Assisting in preparation of folders, bulletin boards, etc.
- P. Assisting students as they prepare for dismissal
- Q. Assisting in the supervision of students at dismissal.

In order for the teacher assistant to do this efficiently, they must:

1. Become familiar with the school curriculum and the day-to-day running of the school, thus being prepared for any eventuality in/out of the classroom during the course of a school day
2. Familiarize themselves with the individual teacher particular classroom, equipment, books, topics, etc.
3. Attend regular in-services, staff meetings and grade meetings to keep abreast of any developments in the school.
4. Keep an open line of communication with classroom teachers
5. It is vital that confidentiality in all matters pertaining to children, parents and staff be maintained at all times – both in and out of school.

## **QUALIFICATIONS**

### **GENERAL PROFESSIONAL EXPECTATIONS**

1. Is flexible
2. Is able to jump right in and take over where needed during school hours.
3. Dress code (dress professionally at all times necessary)
4. Follow duties as assigned by the teacher/principal.

### **TARDINESS/ABSENTEEISM**

1. Need to be on time and ready to begin work upon arrival
2. On time for classroom assistance of teachers unless communicated otherwise
3. Chronic absenteeism resulting in others carrying the assistants load will be cause for dismissal
4. Personal business/phone calls should be taken care of during prep time

## **PREPARATION OF TEACHING MATERIALS**

1. Clean up work areas after assigned tasks are complete
2. Photocopy material given by teacher/principal
3. Cut out materials
4. Correct papers assigned by teacher
5. Help prepare and display student and/or teacher materials in hallway and classrooms
6. Help with labeling and assembling books and booklets for classroom usage
7. Any “school-related” tasks

## **QUALITY OF WORK**

1. Follow directions and teacher expectations. Pay attention to detail. Ask questions if there is a need for clarification
2. Responsible for following a lesson plan when working with a group of students
3. Be on time for all duties
4. Duties are not completed until all children are supervised by teachers or another supervising adult on duty
5. While on playground duty, circulate around the entire playground while interacting with all groups of children and resolving problems that arise
6. Listen and try to assist students in resolving disputes
7. Only when necessary, enforce consequences that the teacher has made, such as TIME OUT
8. On days of inside recess remain with the children until teacher returns
9. If assigned for after school duty, bring any children remaining and make the necessary calls to their parents
10. While supervising the children, be a model – monitor and enforce school rules at all times
11. Do not eat candy or food in front of children
12. Move around the classroom and be observant at all times
13. No standing, hanging around or gossiping
14. Listen and try to assist children in solving disputes that arise daily
15. Relieve teacher for short periods of time (emergencies, bathroom)
16. Participate as a chaperone on field trips

**CHILD INTERACTION**

1. Use appropriate language and tone in the workplace
2. Use appropriate discipline
  - a) Approach child calmly
  - b) Listen to child
  - c) Do not physically touch a child in anger or corner the child in any way
  - d) Keep appropriate distance from the child in anger
3. Work with small groups and individual students as assigned
4. Always model professional behavior with students when in their presence
5. Communicate, Communicate, Communicate.

**SALAM SCHOOL**  
**Islamic Society of Milwaukee**

**JOB DESCRIPTION – TEACHER**

Organizes, supervises and teaches the grade of students assigned and integrates religious beliefs with various knowledge bases while using educational approaches based on current research. Creates an Islamic School atmosphere that is joyous, flexible, creative and challenging; and communicates a love of the students taught, a deep respect for the dignity and uniqueness of each child as person and learner.

**QUALIFICATIONS**

**Education/Certification:**

Academic degree appropriate for particular assignment and required professional development/3 credits every year and six credits every 5 years to maintain license status.

Bachelor's Degree and/or certified by the State of Wisconsin, Department of Public Instruction or certifiable to teach grade assigned.

**Personal Aptitude:**

- Loves and respects children and adolescents and celebrates the diversity among children.
- Recognizes and believes in the potential of others, both students and staff and communicates this belief; views others in a positive way---transforms problems into possibilities.
- Relates in a gentle, respectful manner; assists students to develop a sense of self-worth and responsibility as a Muslim, helping them to make decisions and to solve problems from an Islamic perspective.
- Listens perceptively to students concerns and communicates genuine love, warmth and respect while challenging them to be their best selves.
- Recognizes, respects and encourages parents in carrying out their role as significant educators of their children; views parents as partners in teaching-learning process.
- Maintains a mutual respect for alternative points of view; is sensitive and respectful to differences in individuals both staff, children and parents.
- Is committed to personal, professional and spiritual growth for self and others; views self as an ongoing learner.

Demonstrates an understanding and acceptance of philosophical assumptions and values which underlie the school's approach to education.

Is accountable and accepts professional evaluation of own performance;  
Attendance/punctuality

#### Instruction

Plans, organizes and presents subject matter with clarity.

Prepares teaches/learning plans that establish realistic instructional objectives

Provides teaching/learning plans for a substitute.

Shows openness to alternative teaching strategies and current educational theories.

#### Instruction (Continued)

Diagnoses, respects individuals needs, and prescribes effective learning experiences consonant with objective.

Provides effective and positive motivation for students.

Uses a variety of materials and resources.

Demonstrates the ability to structure learning strategies regularly into instruction such that students exhibit continuing growth in the skills needed to learn cooperatively.

Demonstrates the ability to personally use the computer and develops plans to use the computer in classroom instruction.

#### Classroom Management:

Facilitates positive behavior through purposeful learning activities and experiences, positive teacher-child interaction.

Resolves individual or group behavioral problems skillfully according to principles of Islamic mediation and by modeling fairness, consistency, respect and acceptance of difference.

Generates positive behavioral outcomes through the use of positive language.

Provides a stimulating and healthy physical and social-emotional classroom environment.

Instills self-motivating and self-directing learning habits.

#### Accountability:

Attends all faculty meetings and school events at which faculty attendance is required.

Prepares and submits school records and reports as requested.

Performs school-related responsibilities, as agreed upon; in addition to regular classroom instruction.

Perceives significant or potential problems and refers them to proper authority.

Uses oral and written English skillfully.

Demonstrates reliability in seeing a job through to completion.

Dresses appropriate in accordance with local guidelines for professional dress.

Submits weekly lesson plans each Monday morning.

Submits request for leave in time (2 weeks notice).

Informs/calls school office/principal when taking time off due to illness.

#### Communication and Rapport:

Regularly informs parents about classroom activities, homework expectations, and progress in meeting academic goals.

Promotes an atmosphere of openness and trust where in parents may discuss their hopes, fears, perceptions knowing that their concerns will be heard and addressed with acceptance, understanding and respect.

### **SALAM HIGH SCHOOL GUIDANCE COUNSELOR JOB DESCRIPTION**

#### **The Position**

As a founder of the of SHS Guidance Department, the counselor provides a comprehensive guidance program which meets the needs of his/her assigned students in grades 9—12. The counselor promotes and enhances academic, personal, social, and career development of all students. He/she will report directly to the Salam School principal and work collaboratively with SHS teachers.

#### **Responsibilities/Duties**

##### **School Guidance Curriculum**

- Academic skills support
- Organizational, study and test-taking skills
- Post-secondary planning and application process
- Career planning
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills

- Communication, problem-solving, decision-making, conflict resolution and study skills
- Career awareness and the world of work
- Substance abuse education
- Multicultural/diversity awareness

### **Individual Learning Planning (ILP)**

- Goal setting
- Academic plans
- Career plans
- Problem-solving
- Education in understanding self, including strengths and weaknesses
- Transition plans

### **Responsive Services**

- Individual and small-group counseling
- Individual/family/school/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

### **System Support**

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

## CONTRACT FOR A TEACHER OF A SCHOOL

This contract is made on \_\_\_\_\_, \_\_\_\_\_, by A SCHOOL, \_\_\_\_\_, Wisconsin hereinafter designated as the Employer and \_\_\_\_\_(Teacher), hereinafter designated as the Teacher (Employee).

### THE TEACHER AGREES:

1. To teach and supervise the grade, grades or courses assigned by the principal of the school and to perform the other duties or responsibilities involved in said assignment. To devote his/her knowledge, skill and efforts to the performance of his/her duties as teacher and such other duties assigned from time to time by the principal.
2. To attend and participate in school faculty meetings during or outside of regular school hours and such other professional meetings as might be called by school authorities for improving and/or coordinating the work of the teacher in the school.
3. To comply with the legal requirements of \_\_\_\_\_ and the State of Wisconsin regarding educational preparation of teachers.
4. To provide a healthy and positive school environment, leadership, and to serve the school community in a professional and caring manner.
5. To observe policies and rules of the school.
6. To teach and act consistently in accordance with the philosophy of the school.
7. To further his/her own professional growth.

### THE SCHOOL AS EMPLOYER AGREES:

1. That the employer pay the teacher a yearly salary of \$ «Salary» subject to deductions required by law. The salary shall be paid in installments as follows: On the 15<sup>th</sup> and 30<sup>th</sup> of each month, beginning \_\_\_\_\_ and ending \_\_\_\_\_  
For a total of 24 installments.
2. That when a teacher is unable to work due to illness or funeral leave, a paid leave will be provided as specified by the School Faculty handbook. Such paid

leave is limited by school policy but will provide a minimum of six days paid leave in any one school year.

3. For absence other than specified in the School Faculty handbook, deduction may be made from the teacher's salary at a rate of  $1/180$  of his/her yearly salary for each day of absence. The number of work days shall be considered 180 days.
4. That the teacher shall not be discharged without "cause", which shall be determined by the employer. Cause includes, but is not limited to, continued unsatisfactory work or conduct, inability to teach, control or discipline the classes, frequent absenteeism, unreasonable tardiness, unprofessional attitude, noted inability to deal amicably with students, parents or staff, conduct or teaching not in keeping with Islamic principles. The employer may terminate this contract for such cause at any time by written notice, delivered or mailed to the teacher.
5. In the event that the employer shall terminate the teacher's employment for cause, the teacher shall have the right to the Grievance Procedures as outlined in the School Faculty handbook.

**BOTH PARTIES AGREE:**

1. That a regular program of supervision and evaluation will be followed.
2. That both parties will teach and act consistently, in accordance with Islamic doctrine and Islamic moral and social teaching.
3. This contract is for the academic year only. It replaces any previous agreements between the employee and the employer upon the effective date of the contract. This contract shall be in effect from 8/15/\_\_\_ through 6/15/\_\_. The employer is not obligated under terms of this agreement neither to continue employment beyond the contract end date, nor to offer the employee future employment. This contract may be terminated at will or with a 30 day notice by either party. Failure to do so may result in a \$1,000 penalty to the school. Renewal of this contract shall be by mutual agreement of both parties.
4. That if the teacher desires to continue to serve in the school for the next school year, a letter of intent must be given to the principal by \_\_\_\_\_.
5. This contract shall be terminated or altered only by mutual agreement in writing signed by both parties, (except as appears herein).
6. This Contract is made solely between the undersigned parties and constitutes the entire understanding with respect to the subject matter therein. There are

no restrictions, promises, covenants or undertakings other than those expressly set forth or incorporated by reference herein. This Contract supersedes all prior negotiations, agreements and undertakings between the parties with respect to such subject matter.

7. This contract may be amended/voided due to declining enrollment, reduction of school budget, curriculum changes, and/or conditions that may necessitate reduction in workforce (details can be found in Salam School Faculty Handbook).

8. This contract shall commence \_\_\_\_\_ and shall end on \_\_\_\_\_.

In witness whereof the parties hereto have affixed their signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for and on behalf of the parties they represent.

\_\_\_\_\_

TEACHER

By:

\_\_\_\_\_

ADVISORY COMMITTEE CHAIR

PRINCIPAL

## ISLAMIC SOCIETY OF MILWAUKEE SALAM SCHOOL

### Building Maintenance Services

The objective is to provide the highest standards of janitorial and maintenance services at Salam School.

The goal is to provide a clean, safe and aesthetically pleasing school facility through consistent efforts and preventative maintenance. The quality of service will not be compromised.

This letter will summarize the scope of work which we expect.

### INTERIOR SERVICES

The goal is to provide a building which is maintained on a first-quality basis. Towards that end, you will undertake certain interior janitorial and maintenance services on an on-going basis, as indicated below:

Janitorial personnel will be in the building from 7:00 a.m.-10:30 p.m. on all school days. For Saturday, the hours will be 12:00-5:30 p.m., and for Sunday, the hours will be 9:30 a.m.-3:00 p.m. Day, time and hours for special events will be notified one week in advance.

Janitorial personnel shall keep clean the restrooms, hallways and common areas of the building at all times (must clean as many times as necessary on a daily basis). This includes sweeping and mopping the floors, checking all restrooms for soap and paper product needs, scrubbing, cleaning and disinfecting all restrooms. Common areas include – but are not limited to hallways, stairways, gymnasium, cafeteria, mosque and other non-classrooms areas. Janitorial personnel will clean the classrooms on a daily basis. Restrooms must be scrubbed and disinfected daily.

1. Janitorial personnel shall, on a daily basis, empty all waste baskets and remove and replace all trash can liners, where appropriate (classrooms restrooms, offices, lunchroom, exterior, etc.)
2. The prayer areas in the mosque (men and women) will be vacuumed on a daily basis.

3. All offices will be vacuumed on a daily basis.
4. Janitorial personnel shall clean the windows at the main entrance of the building, the mosque and the showcases glass on a daily basis.
5. Trophy case (front class) must be cleaned daily.
  - Inside of the trophy case will be cleaned once a week.
6. Classroom windows will be cleaned once a week.
  - Carpet deodorizer will be used once a week.
7. Janitorial personnel will clean the classrooms on a daily basis.
8. Ceiling fans should be cleaned twice annually.
9. Janitorial personnel will check the classrooms on a regular basis and provide “report cards” to the school building principal on an on-going basis, notifying the principal of any repair or maintenance concerns relating to any of the classrooms.
10. Janitorial personnel shall provide minor repairs and maintenance to the interior portion of the building. This includes such items as painting, picture hanging and minor faucet, door or desk repairs.
11. Janitorial personnel shall handle minor plumbing problems such as the unclogging of drains, toilets and sinks.
12. Janitorial personnel shall assist the professional staff who works in the building as necessary.
13. Janitorial personnel shall buff and wax the floors on an as-needed basis to maintain a professional shine. Janitorial personnel shall shampoo carpets in classrooms on an as-needed basis.
14. Janitorial personnel shall be willing to undergo training.
15. The school shall provide all cleaning supplies, chemicals and other supplies required to perform such services.
16. The school shall provide all supplies to the restrooms, including such items as toilet paper, hand towels and hand soap.
17. The school shall provide all tools necessary to keep the building clean.

## **EXTERIOR AREA SERVICES**

In order to maintain a clean facility, services needed to be extended beyond the interior of the building to the exterior area surrounding the building. First-class maintenance services to the exterior area surrounding the building assure a first-class image of the building. The services to be performed related to the exterior area surrounding the building are described below:

1. Janitorial personnel shall keep the grounds surrounding the building clean and free of debris.
2. Janitorial personnel shall mow the lawn and remove weeds as needed.
3. Janitorial personnel shall salt and shovel the walkways to and around the building, as needed.
4. Janitorial personnel shall provide and spread salt to melt snow and ice on the walkways to and around the building.
5. Janitorial personnel shall place additional wood chips in the flower beds when needed.

## **BUILDING SYSTEMS**

1. Janitorial personnel will endeavor to assure that the building is properly heated and air conditioned, and that the systems serving the building are operational.
2. Janitorial personnel supervisor shall check the fire stations regularly and maintain a record.
3. Janitorial personnel shall not engage in any repairs or maintenance to the electrical system, the plumbing system, the HVAC system or the boiler serving the building.

In the event any repairs or maintenance on any of systems serving the building area is necessary or desired, the Janitorial personnel will inform the principal immediately.

## **GENERAL CONDITIONS FOR THE SUPERVISOR**

Janitorial personnel supervisor will maintain an inventory. Request for replenishing the products/items must be submitted to the Business Office two weeks in advance. Prior written approval must be sought before any purchase is made.

- The supervisor maintains address, phone number, and emergency numbers of all personnel.
- All janitorial personnel will call Ernesto Guerrero (Ricky), Supervisor, if they are unable to report for duty.
- In addition, call must also be made to the School Office at 414-282-0504.
- In case of absence, the supervisor will be responsible for providing a substitute.
- Check all tools are clean and safe for use.
- Supervise work, etc.

## **EXPECTATIONS**

All janitorial personnel will report for duty on time (as scheduled).

## MEMORANDUM

TO: SALAM SCHOOL STAFF

FROM: Sandra G. Mayfield, Business Manager

RE: BUSINESS OFFICE PROCEDURES

I have attached a copy of the Business Office Procedures manual. This will provide details on how to handle tasks such as reimbursement requests, check requests, purchase order and supplies request, and procedures for collecting and submitting field trip funds. There is also information on payroll processing, timesheets and payroll distribution.

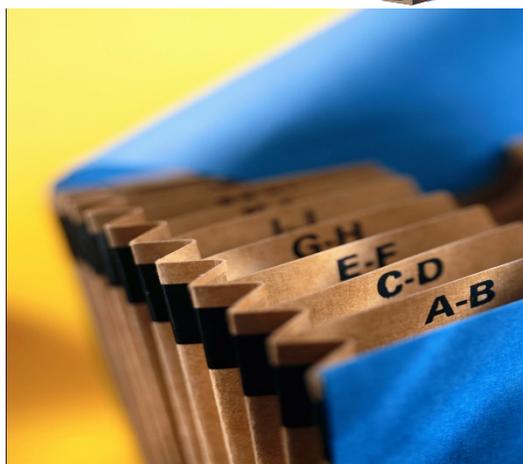
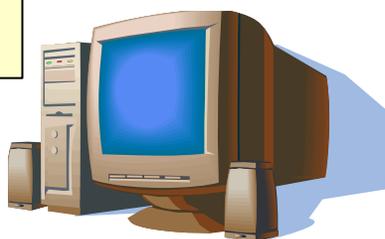
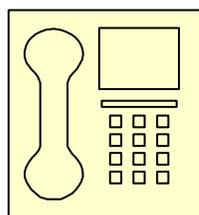
I have also attached **CHECK REQUEST** form for your use. Feel free to make copies as needed.

If you have any questions, please send me an e-mail, and I'll answer as soon as I am able.

# SALAM SCHOOL

## BUSINESS OFFICE

### PROCEDURE MANUAL



## REIMBURSEMENT PROCEDURE

- STEP 1. BEFORE MAKING ANY PURCHASE, get an approval and authorized signature from the principal.
- STEP 2. After making the purchase, fill out the check request form, and attach the receipt(s).
- STEP 3. Put the signed and dated check request in the Principal's inbox. The Principal will pass the authorized check request on to the Business Manager for payment processing.**

## REMINDER

CHECK REQUEST FORMS SUBMITTED TO THE PRINCIPAL'S INBOX AND RECEIVED BY THE BUSINESS MANAGER ON WEDNESDAYS BEFORE 1:30 P.M.  
– CHECK(S) WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY AFTER 2:30 P.M.

ANY CHECK REQUEST TURNED IN WITHOUT THE RECEIPTS ATTACHED TO SHOW PROOF OF PURCHASE WILL NOT BE PROCESSED.

## CHECK REQUEST PROCEDURE

- STEP 1. Make sure ALL documentation (receipt, sales ticket, etc.) is attached to the check request.
- STEP 2. Get the check request approved and signed by the Principal. The Principal will pass the authorized check request on to the Business Manager for payment processing.
- STEP 3. Make sure all correct information is on the check request, such as whom the check should be made out to and mailed to. Also state the reason for the purchase/check request.**
- STEP 4. Make sure the correct dates are stated as to when the payment is due. Also state if the check should be mailed or handed over to you.

## REMINDER

**MAKE SURE ALL CHECK REQUESTS ARE TURNED IN BY WEDNESDAYS BEFORE 1:30 P.M. CHECKS WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY AFTER 2:30 P.M.**

**IF THERE IS NO DOCUMENTATION ATTACHED TO THE CHECK REQUEST, THE REQUEST WILL NOT BE PROCESSED.**

## **PURCHASE ORDER REQUESTS/ ORDERING SUPPLIES**

Shahbaz Tahir is the contact person for all purchase orders and ordering of classroom supplies. Please submit your request through him, as well as checking on the status of the orders.

All orders should include description of the item, item number (ISBN), price of item, quantity of the item, and company name and address.

### **REMINDER**

**IF THE ORDER HAS NOT BEEN APPROVED AND SIGNED BY THE PRINCIPAL,  
THE ORDER WILL **NOT** BE PLACED.**

## FIELD TRIP MONEY

- STEP 1. As you collect field trip money, bring it directly to the business office in the main campus or elementary office. A receipt and spreadsheet will be issued to the staff member that turns the money in.
- STEP 2. Fill out a check request stating the exact amount needed for trip, address of where the check should be sent, and day of field trip. Be sure to attach the EDUCATIONAL OUTING REQUEST form (obtain blank form from the School Office).
- STEP 3. **Get the check request signed and dated by the Principal. The Principal will pass the authorized check request on to the Business Manager for payment processing.**

## REMINDER

**FIELD TRIP REQUEST FOR CHECKS MUST BE TURNED IN BY WEDNESDAYS BEFORE 1:30 P.M. CHECKS WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY AFTER 2:30 P.M.**

**IF THERE WILL BE BUS TRANSPORTATION FOR THE FIELD TRIP, THE BUS COMPANY INFORMATION SHOULD BE WRITTEN ON A SEPARATE CHECK REQUEST.**

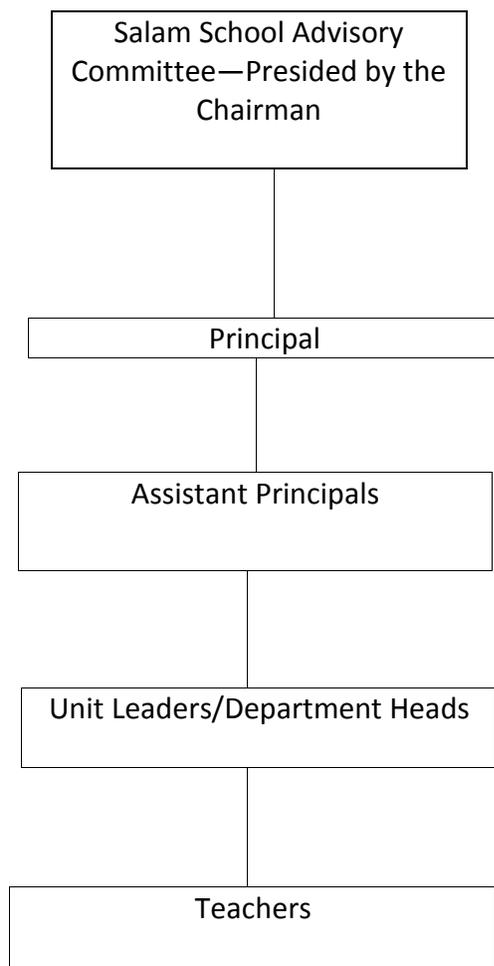
## TIMESHEETS AND PAYROLL PROCESSING

Please be sure to verify that your timesheets are completed correctly at the end of each payroll period.

Each employee is responsible for completing their timesheet in a timely manner. Timesheets not completed by the employee will not be processed.

All payroll transactions and disbursements are handled through DIRECT DEPOSIT transmittals. Contact the Business Manager to sign-up for DIRECT DEPOSIT, as well as initial questions about procedures.

## Salam School's Chain of Command



PS: The chain of command above simply advises of the protocol to be followed as far as directives and conflicts resolutions are concerned. However, it does not restrict the parties therein from information-sharing. Salam School strongly advocates for creating a learning community that enjoys a free-flow of information and experience sharing. It must be also noted that the chain above purposely excludes the administrative staff members. They work closely with the administration—principal and assistant principals— and solely report to it.

## SALAM SCHOOL VOLUNTEER IDENTITY CONFIRMATION

It is a practice of Salam School to conduct background checks of all individuals seeking to serve as volunteers. The required information provided below will only be used to conduct background reference checks. Please be assured that this information is used strictly for confirming identity for background reference checks. This information will not be provided to individuals other than a limited number of school officials who have direct responsibility in conducting background reference check.

NAME:	Last	First	M.I.
STREET ADDRESS			
CITY:	STATE:	ZIP:	
TELEPHONE #	BIRTH DATE:	(mm/dd/yyyy)	
ALIAS OR MAIDEN NAME			

Have you resided outside the State of Wisconsin within the last 10 years? If yes, please provide the last five previous addresses. Please be advised that you will not be able to begin volunteering at Salam School until the complete background check report has been received. Out of state background checks may take up to two weeks.

STREET	CITY	ST	ZIP	COUNTRY
1.				
Dates of Residences:				
2.				
Dates of Residences:				
3.				
Dates of Residences:				
4.				
Dates of Residences:				
5.				
Dates of Residences:				

Select School (s)/grade (s) for which you are planning on volunteering.  Salam Elementary  Salam Middle/High

K4  K5  1  2  3  4  5  6  7  8  9  10  11  12

Signature:

---

A NEW FORM WILL ONLY NEED TO BE RESUBMITTED AFTER FIVE YEARS.



## **Tuition Reimbursement plan**

### **I. Purpose:**

Salam School administration team recognizes that the skills and knowledge of its teachers are critical to the success of the school. The tuition Reimbursement Plan (the “Plan”) encourages personal development through formal education so that teachers and staff can maintain and improve their teaching skills required by their teaching assignment.

### **II. Eligibility:**

The plan applies to all full time teachers and staff. An eligible teacher and staff may participate in the Plan as of:

- The third year of their employment for teachers applying to earn a degree in education.
- The first year of their employment for teachers applying to earn a teaching license.

### **III. Plan Guidelines:**

- Eligible teachers and staff may be reimbursed for courses of study that the school determines are directly related to the teacher/staff current position or that will enhance the teacher/staff potential for advancement to reasonably attainable position within the school.
- Course must be taken at an accredited college or university.
- The school will reimburse the teacher/staff 70% of the cost of related academic programs fees (i.e. tuition, registration fees) up to the annual maximum of \$1,500.00 and a total maximum of \$ 3,500.00 in five years for teachers applying to earn a degree in education. There will be no reimbursement for textbooks cost or other related materials.
- The school will reimburse the teacher/staff 70% of the cost of related academic programs fees (i.e. tuition, registration fees) up to the annual maximum of

\$3,000.00 and a total maximum of \$ 9,000.00 in five years for teachers applying to earn a teaching license. There will be no reimbursement for textbooks cost or other related materials.

- Teachers/staff are expected to schedule class attendance and the completion of the study assignment outside of their regular working hours and are expected to maintain satisfactory job performance.
- The school reserves the right to amend, suspend or terminate this Plan at any time without a notice.
- Teacher/staff must sign a contract with the school to work at least one year at Salam School after the completion of their course of study.

**IV. Course Approval Procedure:**

- Only courses that would lead to a degree or certification will be approved.
- First submit your letter of acceptance from the accredited college or university to your immediate supervisor for approval.
- To ensure the course/s qualifies for reimbursement, the completed form must be submitted in advance of the course start date to your immediate supervisor.
- The school administration team will review your request and determine if the course/s meet/s the Plan guidelines.
- The administration will evaluate the request for participation in the Plan using the following criteria:
  - The nature and purpose of the course study.
  - The benefits to be derived by the teacher/staff and the school.
  - The teacher's/staff's work performance and level of responsibility.
  - The estimated cost.
  - Any potential lost time or productivity while the teacher/staff participate in the program.

**V. Reimbursement Approval Procedure:**

Prior to receiving a reimbursement for an approved course/s, a teacher/staff must submit the following items to the immediate supervisor:

- The following items must be submitted as soon as the course starting date:
  1. The official school registration statement.
  2. Course/s description/s.
  3. Receipt for registration fees and course/s tuition.
  4. The request for payment of tuition reimbursement.
  
- The following item must be submitted within 30 days of the course/s completion:
  1. The official school transcript.
  2. Grade B or better or receiving a passing grade in a “pass-fail” course/s.
  3. Teachers/staff will not be reimbursed for classes that they do not complete.

### Tuition Reimbursement Request

#### 1. Teacher/Staff Data

Date of application:	SS#
Name:	Grade/Subject:
Degree:	Expected graduation date:

#### 2. Course data

College/University	
Course start date:	Course end date:
Check the course status that describe this course: <ul style="list-style-type: none"> <li><input type="radio"/> Under-graduate course</li> <li><input type="radio"/> Graduate course</li> <li><input type="radio"/> Post graduate course</li> </ul>	

Course number	Course name	Credits

3. Additional Information:

Will you receive financial assistance from any other government agency or institution or from any other organization or scholarship funds?

Yes       No      If yes, how much? \$ \_\_\_\_\_

4. Approvals

Teacher/Staff signature	Date
Approved by administration <input type="checkbox"/> Yes <input type="checkbox"/> No	
Administration Team signature	Date

## ISM SAFE ENVIRONMENT POLICY

It is the policy of the Islamic Society of Milwaukee (“ISM”) that its places of worship and facilities should be places of safety and that its employees and volunteers, including its Executive Committee, Board of Trustees, Executive Director and imams, adhere to the highest standards of Islamic conduct and behavior. Therefore, the following Safe Environment Policy is adopted:

**1. Integrity.** Leadership roles at ISM possess inherent power with corresponding obligations, responsibilities and limitations.

**1.1** ISM leaders must recognize that there is power inherent in their roles that may afford influence over another. They must be sensitive to that relative power and never use it inappropriately. They must protect the interests of those with lesser power, especially minors, mentally, physically or emotionally incapacitated, or otherwise vulnerable individuals.

**1.2** Sexualized interactions with persons (other than within the marital relationship) are never part of the leadership role, and may incur reporting requirements for misconduct.

**2. Conduct in Counseling.** Counseling by ISM leadership is a specific type of interaction with its own corresponding guidelines. Counseling includes both counseling by imams and other qualified individuals.

**2.1** Any counseling conducted by an ISM leader must be within the parameters of his or her training or expertise.

**2.2** It must always be clear to both the ISM leader and the person being counseled that a counseling relationship is in process. Counseling relationships are characterized by meetings at appropriate times and places, supported by a calendar record of contacts, regardless of need for ultimate confidentiality. Counseling should not occur at times or places that would be ambiguous or misleading to the person being counseled. If the ISM leader is a volunteer with a separate licensed profession for which counseling services might be provided, such as doctor, therapist or lawyer, or the person being counseled might reasonably believe that the ISM volunteer has such expertise, it must always be clear to both the ISM leader and the person being counseled whether the counseling taking place is being done in the ISM leaders capacity as a volunteer or in some other capacity. As a general rule, any counseling done by an ISM leader in a capacity other than as a volunteer must be approved by the ISM imams in advance and the person being counseled must be aware of that the ISM leader is acting in a capacity other than as a volunteer for the ISM at all times.

**2.3** ISM leaders must be cognizant at all times of the significance of boundaries in counseling relationships. They should avoid unnecessary social contact with persons being counseled during the course of counseling. Physical contact with persons being counseled can be misconstrued and should be avoided. They must never engage in sexual conduct with those whom they counsel.

**2.4** When an ISM leader’s independent judgment is compromised (e.g., by prior or concurrent personal or professional relationships, when he or she becomes personally involved, or when he or she becomes an advocate for one person against another), the ISM

leader must advise the party/parties that he or she can no longer provide counseling and make a referral to other counselors.

**2.5** Any form of counseling requires knowing the limits of one's competence, and making appropriate referrals as needed.

**3. Conduct with Minors.** All interactions with minors deserve special attention.

**3.1** Minors should always be viewed as not having the capacity to make free and voluntary decisions. Wherever they are and whatever they do should be with the explicit knowledge of their parents or guardian.

**3.2** In general, two adults should be present in situations involving minors. If this is not possible under exigent circumstances, the following guidelines should be observed:

- a. When meeting with a minor, the office door should have a window or be left open with an adult somewhere in the vicinity. Do not meet with a minor if there are no other adults in the general vicinity.
- b. Never visit a minor's home without at least one other adult present.
- c. Avoid driving alone with a minor on a regular basis, or for great distances.
- d. All outings with minors, such as retreats, youth trips, sports-related activities, and overnight trips, require at least two adults.
- e. Sleeping quarters may not be shared with minors, unless accommodations are bunk-style with multiple adults and multiple minors in the same room, each having a separate bed.
- f. Locker rooms or other dressing areas must not be shared with minors unless another adult is present.
- g. Avoid accompanying children into restrooms without another adult present, unless it is unavoidable.

**3.3** Physical force or demeaning language should not be employed in disciplining minors. Physical force should only be used to protect oneself, another innocent party, or a child who is out of control.

**3.4** Caution must be exercised in using physical displays of affection, such as hugging, with minors. This gesture has different meanings for different people. Consider the age of the child, the situation, the setting, and your relationship with the child in all cases, as well as whose needs are being met.

**3.5** Adult chaperones of youth group activities should maintain a professional presence at all times. Activities, topics or vocabulary that cannot comfortably or appropriately be used in the presence of parents or another adult should not be employed with minors.

**3.6** Adults are prohibited from engaging in un-Islamic conduct or behavior of any nature whatsoever with minors. Furthermore, un-Islamic behavior should never take place in the presence of one or more minors by an adult who is functioning in an official ISM capacity with minors.

**3.7** If an ISM leader or volunteer finds him/herself in an embarrassing, strange, or possibly compromising situation, it should be reported immediately to the ISM President, ISM Vice-President or any member of the ISM Board of Trustees, in order to obtain consultation and assistance.

#### **4. Conduct with Members of the Opposite Sex.**

**4.1** Islam generally prohibits a man and woman to be alone with one another in a place of seclusion. The Prophet (peace be upon him) cautioned against this when he said: "Never is a man alone with a woman except that Satan is the third party with them." In general, a woman should always be accompanied by a mahrem when meeting in seclusion with a male ISM leader or volunteer.

**4.2** Where a mahrem is not possible, another adult should be present. If this is not possible under exigent circumstances, then observe the following guidelines:

- a. When meeting with a member of the opposite sex, the office door should have a window or be left open. Do not meet with a member of the opposite sex if there are no other adults in the general vicinity.
- b. Never visit a member of the opposite sex's home without at least one other adult present.
- c. Avoid driving alone with a member of the opposite sex on a regular basis, or for great distances.
- d. All outings with members of the opposite sex require at least two other adults of each sex.

#### **5. Response to Misconduct**

**5.1 Misconduct of an Illegal Nature.** ISM leaders, employees and volunteers are required to report, to both the proper civil and ISM authorities, any behavior by another ISM leader, employee or volunteer where there is a credible suspicion of illegal conduct.

**5.2 Islamic Misconduct.** In cases where there are clear indicators of un-Islamic, but not illegal actions by an ISM leader, employee or volunteer, notification is to be made to a supervisor, an imam or other proper ISM authorities.

**5.3 Sexual Misconduct.** ISM leaders must be knowledgeable of the laws of the State of Wisconsin regarding sexual assault, sexual abuse, and sexual exploitation, and the reporting requirements of the ISM and of civil law which apply to such misconduct.

- a. All allegations and concerns involving the sexual abuse of a minor or vulnerable adult, or sexual exploitation, as defined by Wisconsin laws, must be reported promptly to the appropriate civil authorities.
- b. The ISM President, ISM Vice-President and ISM Board of Trustees is available, as needed, for assistance and consultation on all issues of sexual misconduct, including the notification of proper civil authorities regardless of whether the alleged behavior is past or present.

**SALAM SCHOOL ADVISORY COMMITTEE**  
**RULES OF OPERATING PROCEDURE**

The Salam School Advisory Committee (SSAC) is a standing committee of the Islamic Foundation of Greater Milwaukee, Inc. d/b/a Islamic Society of Milwaukee (ISM), operating at the pleasure of and charged by the Shura with the oversight of the operation of ISM's Salam School, including its pre-school, elementary, middle and/or high school operations.

The SSAC is intended to perform many of the functions of a typical school board. Because Salam School is owned and operated by the ISM, the ISM shall exercise complete authority over Salam School and the SSAC.

The SSAC has the task of maintaining the stability of Salam School, exercising oversight over all aspects of the School, reporting any problems to the Shura, and maintaining continuity during any transition of personnel on the SSAC.

These rules are being promulgated, subject to approval by the Shura, in order to assist the school and community members in understanding how the SSAC functions. As such, many of the rules set forth below are descriptive of how the SSAC operates and are not intended to change current procedures. However, some of the rules are new and reflect an intent by the Shura and the SSAC to change procedures. These changes are largely in the area of appointment of parent representatives to the SSAC.

1. The SSAC is charged by the ISM Shura with the oversight of the operation of Salam School and shall report to the ISM Shura as often as the ISM Shura shall require.
2. The SSAC shall be composed of up to seven voting members as follows:
  - a. The ISM Shura president or designee
  - b. The ISM Educational Chair or designee
  - c. Another one to three members of the Greater Milwaukee Islamic community appointed by the ISM Shura
  - d. One parent representative who has a child attending the elementary school at the time of his/her election/appointment
  - e. One parent representative who has a child attending the middle school or high school at the time of his/her election/appointment
  - f. SSAC members shall not be employees of Salam School. Spouses of SSAC members shall not be employees of Salam School unless approved by the Shura.
  - g. If a SSAC member has a conflict of interest with regard to any issue brought for decision to the SSAC, he/she shall be recused from any such decision.
3. The current ISM chief executive officer and the current Salam School principal(s) shall be ex officio members of the SSAC.

4. Quorum for SSAC meetings shall consist of three voting members if the total number of SSAC members is five. If the total number of SSAC members is six or seven, the quorum shall be four voting members.
5. The SSAC shall take its decisions by a majority of the votes cast.
6. The SSAC shall meet at least monthly during the school year. Missing more than three consecutive meeting without valid excuse is grounds for removal of an SSAC member.
7. The SSAC shall require the principal(s) to give a report at every meeting.
8. The SSAC shall require the principal(s) to prepare preliminary and final budgets for approval.
9. SSAC members shall have complete access to all financial records of Salam School. A member of the SSAC shall sign all checks.
10. The SSAC shall require the principal(s) to develop policies and procedures to achieve the goals, missions, and visions of the ISM and Salam School.
11. The SSAC is charged with the direct hiring, evaluation of performance and/or termination of principals.
12. The SSAC shall exercise oversight on all other hiring, evaluation of performance and termination of assistant principals and teachers and shall be given advance notice by the principal(s) of any such decisions, including all the particulars. If there is a conflict of interest issue involving the principal, the SSAC shall have at least one member directly involved in the hiring, evaluation or termination of an assistant principal, teacher or other school staff member.
13. In consultation with the Salam School principal and other administrative personnel, the SSAC shall review all bonus and salary recommendations made by the Salam School principal
14. The SSAC shall appoint a chairperson on a yearly basis.
15. The SSAC shall appoint a recording secretary for its meetings, which may be one of the ex officio members.
16. The SSAC shall observe confidentiality with regard to any confidential matters brought before it, including personnel and student matters. The presumption is that all matters are confidential, unless stated otherwise or implied from the fact that the matter is to be publicly disseminated. Most importantly, if the principal(s) feel that they must bring a confidential matter to the SSAC in which the identity of the student must be disclosed (which is the exception rather than the rule), SSAC members must retain confidentiality even with the ISM Shura, unless the legal guardian of the child involved requests such disclosure. Violation of confidentiality is grounds for immediate removal of an SSAC member. All SSAC members shall be required to sign a confidentiality agreement provided by the Shura.
17. With respect to the two parent representatives, the SSAC shall solicit nominations, screen potential candidates with the school's parent-teacher association and send the name(s) to the Shura for approval to be placed on a ballot to be sent to each family at the primary address for the student

contained in the school's business records to be confirmed or not confirmed. The ballots shall be required to be personally returned by a member of each family.

18. In addition to absenteeism or breach of confidentiality, any SSAC member may be removed for cause by a supermajority of the other SSAC members, which shall be defined as three of the remaining four members. If four members are not available, a majority of the SSAC may request that the Shura remove the SSAC member. (The Shura takes action by majority vote.)
19. While the ISM Shura has appointed the SSAC to oversee operations of Salam School, the ISM Shura retains ultimate authority and has the power to affirm, modify or over-rule any decision of the SSAC; to remove any SSAC member on its own initiative, including a parent representative; or to disband the SSAC. This enumeration of powers is not intended to be specific or limited.
20. Safeeyah's rules: no kicking, biting or scratching.

### Acknowledgement of Receipt

I \_\_\_\_\_ hereby acknowledge receipt of the Salam School Faculty Handbook and agree to abide by all the policies and protocols noted in the employee handbook.

Name \_\_\_\_\_ (printed)

Signature \_\_\_\_\_

School Year 2014-2015 \_\_\_\_\_

Position/Grade \_\_\_\_\_

Date \_\_\_\_\_