



Today's Children . . . Tomorrow's Leaders

VISION/MISSION STATEMENT

**To Provide Quality Islamic and Academic Education
in a Safe, Nurturing Islamic Environment”**

INTRODUCTION

Al-Madinah School welcomes you as an integral part of its staff. Our school fosters critical thinking skills in a hospitable, Islamic environment which helps children reach their fullest social, emotional and cognitive potential.

As an employee of Al-Madinah School, you are bound to share our goals and participate in the educational process which requires extensive team work, professionalism and diligence. This policy handbook contains general policies that you must familiarize yourself with, to ensure the overall success of staff and students. Teachers also have a school division handbook which elaborates on the expectations and standards on teaching and learning of each school division.

Most importantly, we must remember that our mission is to serve Allah first and foremost. As an employee of Al-Madinah School, your goals include serving the Muslim community and the Muslim ummah as a whole. The passion you have to serve Allah and the services you provide will benefit your duniya and your akhirah, insha'Allah.

May your experience at Al-Madinah School be a happy and satisfying one. Our journey begins insha'Allah . . .

ACKNOWLEDGEMENTS

Words are not sufficient to thank and appreciate the great efforts and exemplary dedications of people who have supported Al-Madinah School. Some work with the daily operations of our school while others work behind the scene. We acknowledge them for their great contribution and make dua that Allah accepts their deeds and rewards them in this life and the hereafter.

(Names are listed in random order)

Sh. Mohamed Ussman

Sh./Dr. Sayid Abdel Haleem

Sh. Samy Massoud

Dr. Abdel Fatah Arafat (May Allah's mercy be upon him)

Br. Mohamed Ali

Br. Mahrous Heiba

Br. Khaled Ibrahim



Dear Respected Parents & Staff,

Assalamu Alaikum.

It is with great pride that we announce that Al-Madinah Elementary, Middle, and High School has been awarded accreditation by the prestigious AdvancED. AdvancED is an organization that comprises the largest community of education professionals in the world. The goal of AdvancED is to intensively review and evaluate educational institutions through the criteria of AdvancED Standards of School Performance and Professional Practice. AdvancED reviews Pre-K-12 schools and other school systems nationally and internationally. AdvancED serves and oversees 34,000 schools and 20 million students across United States and 70 other nations.

Al-Madinah (Elementary, Middle and High) School has successfully been accredited after a rigorous external review process by AdvancED professionals. We are honored to inform you that our school has earned a distinction in providing a high quality environment for teaching and learning for all our students.

Al-Madinah School's successful AdvancED accreditation does affect you and your student in several ways: Firstly, your child attends an institution that strives to provide high quality education at all grade levels. Secondly, your child's earned diploma and degrees will be recognized not only in the United States, but, in all esteemed institution across the globe. Thirdly, the AdvancED accreditation guarantees, at Al-Madinah School, a sustained present and future rigorous learning and teaching environment, where accountability and professional practice are well established and adhere to AdvancED Standards of Excellence and Performance. Last, but not least, you and your child will feel honored to be an integral part of an institution that only offers rigorous religious education but also world class education that prepares your child for the global community.

Al-Madinah School has achieved this distinctive pedestal after years of school improvement efforts and measures towards student achievement. InshaAllah, with the grace of Allah (SWT) and your support, we will continue to reach new heights of achievement for your child and our school.

Sincerely,

Ahmed Jammody (Principal, HS)

Dr. Farhana Masood (Principal, MS)

Zenab Elkady (Principal, Elem)



EMPLOYMENT PROCESS

Purpose: Upon acceptance of a job offer, the employee is responsible to provide the following information to the school accountant. Legal documentation must be furnished in its original form. Any willful mis-representation of submitted documents is subjected to immediate termination of employment.

- Valid Social Security Card (original)
- Proof of Legal Status (original)
- Valid Work Authorization (original)
- Birth Certificate
- Copy of Resume
- Copy of Certificates
- Proof of Address
- One passport photo

CONTRACT OF EMPLOYMENT

Purpose: A binding agreement of terms between the Employer and Employee. All staff members are responsible to abide by all terms of agreement as stated in the “Contract of Employment.”

- If an **Employee** plans to be absent/late or needs to leave from work early, he/she must fill out and submit a *Request for Personal Business Leave* form at least one school day prior. All forms must be submitted to the school’s principal.
- Late requests will not be honored.
- The **Employee** is responsible to clock in and out by himself/herself. No other employee is allowed to clock in or out for another employee. Doing so is a school violation which may result in consequences. Clocking in means that the **Employee** is already in the building and that he/she will remain there (it doesn’t mean the **Employee** can go move his/her car, or run an errand).
- The **Employee** may not leave the school building for any reason without notifying the school principal. Those who have permission must clock out upon leaving and clock in upon returning. The **Employer** is not responsible for the **Employee** once he/she leave the building.
- There are some “school closed” days when the employee is expected to report to work according to the school’s calendar.
- The **Employee** is not allowed to clock out before assigned time of staff dismissal; otherwise the **Employee** will face deductions. The **Employee** is responsible to determine his/her clock out time from the principal.
- All new **Employees** are hired on a probationary basis for three consecutive months of employment. Upon successful completion of the provisional period and approved principal evaluation of his/her performance, the new **Employee** will be appointed as a regular **Employee** until the end of the current school year/contract.
- **Employees** must attend staff meetings and professional development activities every Friday after early dismissal of students unless otherwise informed.

STAFF ABSENCES, LATENESS AND DEDUCTIONS

It is important that staff members are punctual and report to work on time to maintain our school's professional environment. Your absence/lateness does not only affect our school's schedule impacts your evaluation as an employee.

Please Note:

- **Employees** who do not clock in with the time clock will be marked absent unless approved by the school's principal.
- Please be advised that informing the school office about a lateness or absence is **mandatory**.
- If you have misplaced or lost time cards, it should be reported to the school office. There is a \$10 fee for a replacement card.
- If not participating in an after-school program, employees are not allowed to remain in the building after working hours (4:00 pm) without the principal's permission.
- Staff members are encouraged to have appointments or other obligations after working hours.

If you will be absent:

- Inform the school office in the morning of your absence by 7:00 am. When you speak to any staff to report your absence, take the name of the person attending to your call. If no one picks up, keep calling the school office until someone responds. Do not leave any voice message. It is your responsibility to make sure that a school office staff has the information about your absence,
- Do not send a message of absence with a student, friend or colleague when you plan to be absent.
- When absent, please bring a letter stating the reason for your absence or a note from your doctor the next day you attend work.
- If you plan to be out on a certain day, a *Request for Personal Business Leave* form from the office must be submitted to the school principal for approval of your absence.
- Absence on an important school day such as a standardized exam, trip, or main event will affect your professional review.

If you are late:

- One minute after your clock-in period is considered late.
- Contact the school office immediately about your lateness and expected time of arrival. When you speak to any staff to report your lateness, take the name of the person attending to your call.
- You must notify your principal when you arrive at school.

Leaving the school premises:

- All staff members are expected to be in the building during working hours.
- Any staff member planning to leave the building must get prior approval from the Principal. A *Request for Personal Business Leave* form must be completed at least one day before. Late requests will not be honored.

AL-MADINAH EARNED SICK LEAVE POLICY

The “Earned Sick Time Act” allow employers to pay for sick leave under certain requirements. Al-Madinah School allows its employees the following which exceeds the basic requirements listed by the New York City.

- Al Madinah will provide up to 40 hours of sick leave per calendar year, starting in September and ending in June (according the contract of the current school year).
- Employees accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year.
- Sick days cannot be saved or carried over into the next calendar year.
- Employees will be paid their regular hourly rate for sick leave.
- Al Madinah will also pay the employee any **UNUSED** accrued sick leave at the end of the calendar year. **Please understand that this is NOT a requirement by the Earned Sick Time Act, but Al Madinah will honor this.**
- Employees will be required to submit documentation from a licensed health care provider if the employee uses more than 3 consecutive workdays.
- **Employer can discipline an employee who misuses sick leave for other purposes other than those set forth in the law. Possible signs of misuse of sick leave are, but not limited too:**
 - **Repeated use of unscheduled sick leave on or adjacent to weekends (Mondays and Fridays), regularly scheduled days off, holidays, vacation or pay day**
 - **Taking leave on days when other leave has been denied**
 - **A pattern of taking leave on days when the employee is scheduled to work a shift or perform duties perceived as undesirable.**

Evidence that an employee engaged in an activity that is not consistent with the employee being sick or with the employee using sick leave for a preventative medical appointment may also indicate misuse of sick leave.

- It is recommended that sick leave be used as an 8 hour working day, if partial time is needed, employee must make a request to the employer in advance.

Acceptable Reasons to Use Sick Leave:

- You have a mental or physical illness, injury or health condition; you need to get a medical diagnosis, care or treatment of your mental or physical illness, injury, or condition; you need to get preventive medical care.
- You must care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care. (family members are child, grandchild, sibling, spouse, parent and/or grandparent)

PROFESSIONAL CONDUCT

Each employee is hired bearing the administration's trust. It is expected that each individual hired will be dedicated to respecting this trust and upholding the principles of Islam. All employees serve as role models to the students of this school and are expected to demonstrate integrity in complying with the rules and regulations, with or without supervision.

Below is a list of other unethical behavioral violations that are subject to disciplinary action:

- Insubordination (refusal to follow rules, directives, or to perform assigned duties).
- Theft of school or employee property or acting with others to conceal a theft.
- Tampering with time cards or time sheets. Employees may not have any other employees or students clock them in or out.
- Tampering with students' grades and/or records/official school documents.
- Obtaining money from parents or the school under false pretenses.
- Discourteous/disrespectful to other staff workers, students, colleagues, administration, principals and parents.
- Arguments or loud discussions.
- Verbal or physical abuse.
- Gheeba and nameema (gossiping and backbiting) are haram, hurtful and will not be tolerated).
- Discourteous/disrespectful to Board members, principals or other administrators.
- Absence from Parent Teacher Conference and/or Staff Development and/or Standardized Testing and/or any other main event.
- Speaking negatively about the school and its employees, administrators, students and programs, etc.
- Loss, theft, or damage of student property while in your possession. (Ex: confiscated cell phones)

IMMEDIATE CONSEQUENCES

- Conference with school principal with documentation (suspension without pay/or warning suspension may apply) at discretion of principal.
- Conference with school principal with documentation (suspension without pay may apply).
- Conference with the school principal and school Board with documentation (termination may apply).
- Termination.

BEHAVIOR OUTSIDE THE WORKPLACE

What you do outside of the workplace can affect your employment. Teachers/staff members are role models for students and are held to a higher standard of conduct. Teachers/staff members contribute to students' development and they have a profound influence upon children and young adults. Since a unique relationship exists between the teacher/staff member and student, it is absolutely imperative that the character of the teacher/staff member be above reproach. This includes, but is not limited to, postings on social media, blogs, pictures, videos, etc.

OTHER SCHOOL VIOLATIONS

- Absence/Lateness to work more than three times within a period of four weeks.
- Lateness to posts (am/pm/homeroom/classroom/coverage) any duty/assignment.
- Failure to complete marking period or mid-marking period grades.
- Failure to complete instructional documentation (lesson plans, grading books, updating students' grades, submitting exams and quizzes for review in a timely manner, keeping parents informed of students' progress, teacher master files, student files, etc.).
- Violation of Dress Code Policy.
- Failure to follow school procedures for school activities and events. Examples: parties, trips, canceling a class, changing school schedule, TV/VCR and/or others (see handbook).
- Failure to attend staff meetings (two in one school year).

CONSEQUENCES

- Verbal warning with documentation.
- Second verbal warning with documentation for both parties.
- Conference with school principal and documentation for both parties.
- Conference with school board, principal, and documentation for all parties.
- Suspended one day without pay documented.
- Warning of termination documented.
- Termination documented.

Each weighed individually or at the principal's discretion.

EMPLOYEE DRESS CODE POLICY

Purpose: To establish and maintain proper Islamic and professional appearance of all staff members.

Your hijab is a form of worship and obedience to Allah SWT. It is hoped that by establishing and maintaining the proper Islamic and professional appearance of our staff members, Allah will reward all of us in both the dunya and the akhirah.

In Surah **An-Nūr** (surah 24; verses 30 and 31) of the Glorious Qur'an, Allah SWT says:

“Tell the believing men to lower their gaze (from looking at forbidden things), and protect their private parts (from illegal sexual acts). That is purer for them. Verily, Allah is All-Acquainted with what they do.”

“And tell the believing women to lower their gaze (from looking at forbidden things), and protect their private parts (from illegal sexual acts) and not to show off their adornment except that which is apparent (like both eyes for necessity to see the way, or outer palms of hands or one eye or dress like veil, gloves, head cover, apron), and to draw their veils all over Juyūbihinna (i.e. their bodies, faces necks and bosoms) and not to reveal their adornment except to their husbands, or their fathers, or their husband’s fathers, or their sons, or their husband’s sons, or their brothers or their brother’s sons, or their sister’s sons, or their (Muslim) women (i.e. their sisters in Islam), or the (female) slaves whom their right hands possess, or old male servants who lack vigor, or small children who have no sense of feminine sex. And let them not stamp their feet so as to reveal what they hide of their adornment. And all of you beg Allah to forgive you all, O believers, that you may be successful.”

Sisters:

- Must wear a long hijab which covers the bosom area and shoulders. Any jeweled hijab pins, ornaments or additional pieces of stoles or head pieces to enhance or beautify the hijab are strictly prohibited.
- Scarves wrapped around the neck are not permitted.
- The hijab must be a **solid** color. Solid means no dots, flowers, designs, patterns, two-toned, etc. Choose from the following colors: navy blue, black, brown, white or dark gray.
- Jilbab must be long, loose-fitting and solid in color. Sisters can choose from similar colors listed above. Jilbabs with a waistline, drawstrings around the waist, or belts are not permitted
- Anything worn on top of the jilbab such as sweaters, cardigans must be loose-fitting (including sleeves) and cover below the hip area. Denim, leather jackets or hoodies are not permissible. Please choose from the colors listed above.
- Jewelry, perfume, nail polish, long nails, eyebrow shaping are not permissible.
- Socks must be of opaque colors (preferably black).
- Sneakers are for gym teachers or when going on a trip.
- Dress shoes with rubber soles, no heels, no slippers.
- Make-up/eyeliner/kohl, colored contacts, henna on hands is not permitted

Brothers:

- Should be dressed in loose-fitting, formal professional attire; shirts may not be fitted and must be completely buttoned.
- Can wear jalabiya or Shalwar Kamiz.
- Jeans, sweat-pants, sports pants, t-shirts or sneakers are not permissible except for gym teachers or if going on a trip.
- Dress pants and dress shirt or suits can be worn to work.
- All clothes worn to work must be clean and well ironed.
- Beard should be grown and mustache trimmed.
- Hair should be well groomed at all times.

*** Staff dress code must be followed upon entering and exiting the building and during all working days including weekends, after school working hours, weekend working hours, trip days, parent-teacher conferences, school events, etc. Repeat offenders of the Dress Code Policy will be sent home until they are able to comply with the school's Dress Code Policy.

PERSONAL HYGIENE GUIDELINES

Maintaining proper personal hygiene is one of our duties as Muslims and also makes the workplace/school a more pleasant environment for employees and students. Please adhere to the following basic guidelines:

- Shower or bathe daily.
- Use an underarm deodorant/crystal after bathing. Using only colognes or perfumes does not prevent body odor, but in fact, can exaggerate it.
- Wear clean and ironed clothing (including socks) every day.
- Keep your nails trimmed and clean.
- Brush and floss your teeth daily.
- Keep your tongue clean and make sure that your mouth smells neutral or fresh at all times.

CELL PHONE POLICY

Policy Brief & Purpose

Our cell phone policy is designed to express the school's attitude towards the use of cell phones in the workplace and applies to all school employees. We recognize that cell phones (and smart phones in particular) have become an integral part of everybody's life. We are also certain that they may be a great asset in the workplace if used correctly (for productivity apps, calendars, business calls, etc.).

Policy Elements

Despite their benefits, cell phones may be a cause for significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones (during teaching periods, office hours, professional development, school trips, etc.).
- The time subtracted from actual working hours by the mundane use of cell phones.
- The interference and disturbance of other colleagues' workspace by speaking on the phone.
- The security issues from unfair use of the school's internet connection.
- The accidents that may occur when employees use their phones during supervision periods or near forbidden areas.

Our school will generally expect its employees to use their cell phones prudently during working hours. We want to remind them that excessive use of their cell phone for personal purposes will mean a decline in their efficiency that may/will affect their performance. It is therefore, to the benefit of all, to consciously restrict their personal use of cell phones while at work.

The following rules apply at all times for personal phones:

- The use of cell phones within earshot of someone else's working space during working hours is not allowed.
- The download or upload of inappropriate, illegal or obscene material through our school's internet connection is prohibited.
- The use of a cell phone's camera or microphone to take pictures of/record staff/student confidential information is strictly prohibited.
- Employees cannot use their phones at areas of student supervision, during teaching periods, professional development sessions, parent-teacher conferences, science lab, kitchen area, school trips, etc.
- Employees must turn off their phones or keep them on vibrate whenever asked.
- Surfing the internet, texting and talking on the phone should be restricted to a few minutes per day and only when not responsible for students.
- Playing games on the cell phone during working hours is prohibited.
- The company, however, would not want to have its employees turn off their phones while at the office.

Employees may use their phones:

- During breaks or personal lunch hour.
- To briefly check important messages.
- To make brief personal calls away from the working space of colleagues.
- To make important calls when needed.
- To use productivity apps or other useful job tools.

Disciplinary Consequences

The school retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with the smooth workflow in the workplace, the school will ban that employee from using his/her cell phone. For an action that constitutes a breach of security, violation of the confidentiality policy or causes an accident, the employee may face severe disciplinary repercussions that may lead to termination.

SOCIAL MEDIA POLICY

The use of technology, electronic devices, and fair use of the internet have become a significant part of the 21st century learning environment. Many educators are now using technology to enhance and improve teaching and learning inside the classrooms and beyond. Al-Madinah School promotes the use of technology integrated in learning during school hours and after school hours through flipped classroom strategies. Teachers are responsible to scan every video or website and ensure that the content is appropriate for students and follows the Islamic criteria for sharing information.

However, due to the sensitivity of issues occurring because of misuse of social media, Al-Madinah School strictly advises its staff to do the following:

- Do not use technology and personal social media to communicate with currently enrolled Al-Madinah School students and their parents like Facebook, Twitter, Instagram, Snapchat, WhatsApp, Viber, and so on.

Banned communication includes, but is not limited to:

- Friending
- Following
- Commenting
- Posting
- Sharing any personal information, chats, photos or videos with students and/or their parents online.
- Use common sense, professional judgment and caution.
- Do not post personally identifiable student information or tag photos or videos of students on personal social media sites.
- These rules apply 24/7 every day of the year.
- Do not use the Al-Madinah School logo or link to the website.
- Refuse or ignore requests from any Al-Madinah School students to join social media networks.
- Do not share any of your personal contact information with students.

EMPLOYEE PERFORMANCE REVIEW

Purpose: To evaluate and provide the employee with guidance concerning his/her professional skills and individual development.

- There are two types of performance reviews for employees: formal and informal.
- Informal observations are done on a day-to-day basis with or without documentation.
- Formal observations are done throughout the year. In addition, there is a summative employee performance review done during the year. For new staff, after three months probation and at the end of the school year. For returning staff, in mid-year (January) and at the end of the year.
- The performance review will highlight the employee's strengths, identify areas that need improvement and provide professional support to strengthen those areas.
- Both formal and informal observations assess similar skills and characteristics, however, informal observations are geared towards identifying weaknesses and supporting staff whereas formal observations are made for assessment of teaching skills and teacher evaluation.
- What administrators and coaches look for during an observation:
 - Preparedness
 - Promptness in beginning a lesson
 - Pace of lesson
 - Use of board
 - Aim, Do Now, Homework
 - Tone of voice
 - Interaction with students
 - Questioning techniques
 - Presentation of concepts
 - Use of visuals, graphic organizers, or other materials
 - Overall classroom management
 - Application of newly acquired skills
 - School Division related instruction

STAFF MEETINGS

Purpose: To make sure all teachers frequently convene with administration in order to clarify issues and provide updates.

- Staff meetings are held every Friday.
- It is mandatory that all school teachers attend staff meetings.
- Staff members are responsible for all information discussed and decided upon at the staff meeting (absences will not be considered an excuse).
- It is the teachers' responsibility to update himself/herself about the proceedings of any missed meeting.
- Meetings are not the place to discuss personal problems, or raise an issue that has been previously brought up to avoid fitnah.
- Failure to attend staff meetings will result in a written warning and disciplinary action.
- Teachers shared by other schools (Elementary/Middle/High) will attend the meeting for the school they are primarily employed in unless stated otherwise by their direct supervisor/school principal.

STAFF RESTROOMS

- Teachers are allowed to use restrooms if they are off-duty, however, please be sure not to use the restroom directly before the bell rings. Give yourself time.
- Teachers/staff are expected to keep their assigned restrooms clean.
- Keys to the restrooms can be found hanging inside the teachers' lounges. Please do not lose the keys.

Sisters' Restrooms

- Second floor
- Third floor

Brothers' Restrooms

- Fourth floor
- First floor (located outside the office)

ELEVATOR USE

The purpose of our school's elevator is to provide easy access to floors within our school building; however, many times the elevator is misused by staff and students. As such, school staff must adhere to the following guidelines for proper use and maintenance of our elevator.

- Employees may use the elevator if they have a medical/health condition.
- Employees may use the elevator if they are transporting heavy materials, audio-visual equipment, etc.
- Employees should not hold elevator doors for long for any reasons.
- Teachers are not allowed to use the elevator to transport their classes from floor to floor.
- Teachers should not wait for elevators when running late for class.
- Teachers should not allow students to use the elevator unless there is a medical condition documented by the school nurse or student's physician or a pass signed by the principal.
- Teachers should ask any other student(s) to leave the elevator when they see them using it regardless of what grade they are in. (Ex: Elementary school teachers may ask a high school student to leave the elevator if they are using it without permission)

PAYROLL TIMESHEETS

Please review your payroll timesheets carefully. Once you sign them we will not process any adjustments. In addition, if you fail to submit your timesheet, it will be processed as is and adjustments will not be honored.

If you have a question about your timesheet, please see the school accountant. If you think you need an adjustment, please see the principal. It is the staff member's responsibility to return the signed timesheet in a timely fashion to the school accountant. Failure to do so may result in a delay of your paycheck.

GENERAL RULES

- No child may ever be used to render personal service for employees. For example: A child may not be sent to the teachers' lounge, cafeteria or snack machine to get something for them.
- No personal business enterprises may be conducted on school property and no unauthorized collections may be made by employees.
- No person may ever "sign in or out" for another person. Variations in time schedules are handled by the principal.
- Teachers must avoid the physical punishment of children at all times. Physical force may be used only to the extent absolutely essential for restraint in the face of danger.
- Personnel may not leave the building during preparation periods without specific authorization from the principal or assistant principal in charge.
- A class may not be left uncovered or unsupervised in the course of the school day. Emergencies can be handled by contacting the office, the AP or the teacher next door.
- The use of the school telephone for other than school business is strictly forbidden.
- Money that has been collected should not be left in the school and is the responsibility of the person who collected it.
- Children should not be placed in the hall as a disciplinary measure.
- Children should not be excluded from school without prior approval of the principal.
- No child should be sent home in the course of the day without authorization.
- No child is to be denied lunch as a disciplinary measure.
- Drugs or medications brought in to school must be stored and administered by the nurse in the Nurse's office. No drug or medicine may be administered by an employee.
- No instructional machine or equipment should ever be removed or borrowed from school without permission and receipt from the principal (includes radio, recorder, projector, etc.).
- Teacher cannot punish their whole class without the approval of the principal. For example: teachers cannot take away gym, lunch or fun activity from a whole class.
- No child should be kept beyond dismissal time (detention) without principal's approval.
- Personal property of pupils should not be taken without providing opportunity for retrieval by parent. Do not destroy an object or any assignment/project belonging to a child. If you confiscate an item from a student, please know that you are held fully responsible for that item. Confiscated property which may become lost or damaged while in your possession will not become the school's responsibility.
- Funds may not be solicited from children without authorization from the principal.
- An employee leaving the building from other than the main door must not provide access to any other person from "outside." Doors must be secured by closing and checking closure.
- Pupil or teacher injuries and incidents should be reported to the principal immediately.
- Windows without window guards should not be opened more than 8 inches.
- Unsafe physical conditions, (broken desk, protruding panels, etc.) should be reported to the office in writing (maintenance form).
- Furniture may not be removed from the room and left in the hallway.
- No unregistered child may spend the day in your room.
- No personal mail may be posted at the school's expense.
- Sharing personal information regarding a child (address, telephone number, home conditions, etc.) to any person other than an authorized administrative staff member is strictly prohibited.

- Teachers cannot dismiss any class before dismissal time unless authorized by principal or assistant principal.
- All instruction-related supplies are to be accounted for and returned to the school at the end of the year.
- The teacher must become familiar with pupil physical disabilities, allergies, and medical conditions where they exist (see health card – cardiacs, post operatives, epileptics, food allergies, asthma, etc.).
- Suspected cases of child abuse should be discreetly reported to the principal.
- Confidential information relating to the academic achievement of individual students or to the social adjustment of particular students may not be shared with a person not professionally responsible for the student’s educational adjustment.
- Teachers are not allowed to eat or drink while teaching.
- All messages to the office or administration should be in writing with a date/time and name who the letter is from.
- Teachers cannot take students out of another teacher’s class without prior consent from the administration.
- Teachers need to take administrative permission to use the hallway for a project.
- Only gym teachers and administration are allowed to use whistles.
- Staff members are not allowed to collect money from other staff members without authorization from an administrator.
- Staff members are not to sell or conduct any business interactions without authorization.
- Class fundraising of any kind is not permitted without approval.
- Eating and drinking are not allowed anywhere outside the cafeteria or lounge.
- All teachers must attend salah.
- Teachers should not wear coats, purses, book-bags, etc while they are teaching.
- Classroom doors should be locked by the homeroom teacher after the class exits the room.
- The window on the door must always remain uncovered.
- Cell phones can be used only during prep times or in case of an emergency.
- All cell phones must be turned OFF (not on vibrate or silent) once you are in class.
- DO NOT charge your cell phones in school.
- Personal property or any valuables is your responsibility; school will not be responsible for any damage or theft.
- Legal documents (e.g. roll books, record cards) should never be removed from the building.
- Islamically, a male and female should never be alone together inside a closed space. (classroom, elevator, etc.). Male and female staff members should respect each other’s personal space.
- Male teachers should not be alone with a female student and a female teacher should not be alone with a male student – keep the door open. Also, respect each other’s personal space.
- No parent is permitted to pick up a child directly from the classroom. Teachers need to re-direct parents to the main office.
- Parents /visitors are not allowed on the floors or in your class-room without authorization from the office.
- Employees whose children are not students of Al Madinah School are not permitted to bring their children to school during school hours.
- Employees cannot invite a visitor without their principal’s approval.

TEACHER “PREP” PERIODS

Purpose:

These periods, known as “prep” (preparatory) periods, are times for you to prepare any material for your classes.

- Teachers/staff are entitled to one prep period a day for lunch and personal use.
- Prep periods are not “free time.” Do not use your prep period for Facebook and Instagram
- Your prep period is time allotted during the school day for you to complete all school related work during the school hours (such as, lesson planning, lesson preparation, preparing assessments, updating students’ grades, grading tests, checking homework, communicating with parents, etc).
- The school may ask you to cover other classes or you may be assigned a duty.
- Teachers may not leave the school building during their “prep” period without the approval of the principal.
- Teachers are advised to eat their lunch during one of your prep periods.
- Teachers/staff are entitled to one prep period a day.
- You cannot remain in your homeroom class in your “prep” period, if there is another teacher teaching that period; unless approved by the teacher. This causes distraction for students.

TEACHERS' LOUNGE

Purpose: A place where teachers can do their work when their classrooms are being used.

- The Teachers' Lounge is not a place to store your belongings. Teachers with a homeroom class should use their classroom to store their material (except items you need such as staplers, pens, etc.).
- Students are not allowed in the teachers' lounge unless their teacher is present with them. Students are not to be sent to the teacher's lounge to pick-up/drop-off items unless accompanied by their teacher. If students enter the lounge, please ask them to leave.
- It is not a place to socialize or sleep.
- Understand that many teachers come to do their work and are annoyed by teachers who interrupt or have a passion for talking.
- **You need to keep the lounge clean.**

CHANGING CLASSROOMS AT THE END OF A PERIOD

- There are two bells. The first ends the period and the second starts the next period.
- Subject teachers should not wait until the bell rings to end the lesson. Each teacher should time himself/herself.
- Try to end your lesson 1-2 minutes before the bell rings and use these two minutes for expanding the closure activities.
- Once the bell rings, the subject teacher should leave and directly report to his/her next class promptly. Please do not stop by the lounge, office, or other teacher's class first.
- If you are a subject teacher without a class to teach the following period or if you are a lower grade homeroom teacher Pre-K – First Grade, you must wait with your class until the next teacher comes.
 - If that teacher is late, please politely let him/her know.
 - If lateness continues to be a problem (as it is taking time away from your prep) please report it to the administration.
- Please note: The time in between periods is not time to get chalk from the office. If you need chalk, make sure you ask for it before the morning line-up.
- If you enter your class one second after the second bell, **YOU ARE LATE!!**
- Teachers should report any constant pattern of lateness from a subject teacher to the school principal, since it may affect the safety of students and disturbance to other teachers' classes.

Al- Madinah School Technology Department Teacher Tablet/Laptop Loan Guidelines and Agreement

The tablet/laptop is to be used as a learning tool and solely for educational purposes. The teacher is responsible for caring for the device on a daily basis and ensuring that it is kept in a safe environment.

Tablet/Laptop Use Guidelines

- Sign up to loan tablet(s)/laptop. You must sign for each device taken.
- The tablet/laptop is to be used on school premises during regular school hours.
- The tablet/laptop is for business use only.
- The tablet/laptop is not to be lent to other staff members.
- Submit a request form before installing any apps.
- Use the Lightspeed Filtered Browser (found on dashboard) for any searches.
- When the tablets are being used by students, make sure they are secure (desks cleared, in protective case, no food/drinks, etc.)

In order to use the tablet/laptop, you must accept the following responsibilities:

- The tablet is my responsibility and I will not leave it unsupervised.
- I will handle the tablet appropriately which includes never removing the protective case and screen.
- I will report any mechanical or technical issues to the technology department as soon as possible.
- I will not remove or modify any identification labels that have been placed on the tablet and the attached parts.
- I will not change the assigned name of the tablet.
- I will use the tablet only for appropriate, legitimate, and responsible communications (educational and Islamic).
- I will keep my accounts and passwords secure.
- I will not attempt to add, delete, or modify other accounts on the tablet.
- I will not remove the installed content on my tablet.
- I will make every effort to ensure that the tablet is not damaged, lost, or stolen while in my possession.
- In case of damage, theft, loss, or vandalism, I understand that I am responsible for repair or replacement fees of the owned device.
- In the instance of theft, vandalism, I will notify my principal **immediately**.
- I will return the tablet and accessories in good working condition when requested or when I cease to be employed by the school.

I agree to the terms of the Teacher Tablet Loan Agreement. I understand all policy and procedural expectations as stated in this policy.

Teachers name (printed)

Teacher's Signature

Date

Tech Department Use Only

Teacher's name: _____

Date issued: _____

DUPLICATING MATERIALS (PLEASE UPDATE THIS INFORMATION)

Requests for copying must be submitted before 10:00 am. Late submissions will be considered as next day submissions and will not be honored until the next day. No more than five pieces of copying material per week may be given (not including exams). It is highly suggested that teachers plan their copies before the day they need them to ensure they are returned on time for their teaching period. Please do not send students to the office requesting immediate copies. Such requests WILL NOT be honored. Understand that the office staff has other duties and cannot stop their work to honor emergency copy requests. In fairness to all, this rule must be followed and will be strictly monitored.

SCHOOL OFFICE

As you may know, the school office is an essential part of any school. It is also a very sensitive area as it holds student records and other important documents related to the school. Due to this sensitivity, only office staff is permitted inside the office. Please do not enter the office under any circumstances or at any times during the day. If you need to see your Principal, you may request this at the office counter from any member of the office staff. If you are sending a student to the school office with a message please put the message in writing. Students sometimes relay the message unclearly or incorrect.

CLASSROOM PASSES

Purpose: To make sure that any student away from his/her class is safe and has permission to leave the class for a certain purpose.

- Homeroom teachers should pick up two passes from the office at the beginning of the school year or purchase their own class passes. It is the homeroom teacher's responsibility to make sure her class has at least two passes.
- Every class should have two homeroom passes with the class written on it (example: "Fourth Grade Boys"). These passes can also be used by subject teachers.
- Only one student at a time is allowed out of the class, especially to the bathroom (unless otherwise requested by the administration).
- The second pass is given to you as a back-up in case the first pass is lost.
- If you are traveling with your class, make sure you take one pass with you in the instance you are in the lunchroom, for example, and need to send a student to the office.
- These passes are your responsibility. If either one gets damaged or lost, you must report it and request a new one from the office or make your own.
- Any student who is away from the class with or without a pass is your responsibility.

CLASS ROSTERS

- All teachers (especially homeroom) should have two copies of their class rosters (lists of students' names, phone numbers and addresses) at all times.
- One copy should be in school and the other at home.
- In case of emergency school closings, homeroom teachers will be required to call their students from home and notify them personally about the changes.
- All teachers are responsible for getting updated versions of rosters from office personnel.

TEACHER SELF-ASSESSMENT

Consider the questions below and reflect upon your own performance in each area.

PLANNING AND PREPARATION

- Do I prepare for lessons adequately and assemble all materials prior to instruction?
- Are goals, objectives, and outcomes clear in my own mind?
- Do I anticipate questions that students might ask, or problems with the lesson?
- Are key questions specified?
- Am I clear about the instructional strategies I intend to employ in lessons?
- Do I specify assessment techniques?

INSTRUCTIONAL SKILLS

- What do I do to motivate students for learning?
- Do I communicate objectives to students at the beginning of lessons?
- Are instructional materials varied and intrinsically interesting?
- Do I ask questions to probe student understanding of the learning?
- Do I adjust lessons as necessary, depending upon student comprehension?
- Have I anticipated and made adjustments for individual learning styles?
- What do I do to make lessons relevant to children's lives?
- Do I provide opportunities for students to share and collaborate?
- Are students actively involved throughout my lessons?
- Do I invite students to share and elaborate upon their ideas?
- What do I do to foster higher levels of thinking?
- Do I maintain accurate records of student growth and progress?
- Do I encourage students to assume responsibility for their own learning?
- Do I provide opportunities for students to reflect upon their own learning?
- Do I ask students to summarize what they think they have learned at the end of lessons?

LEARNING ATMOSPHERE

- Is my classroom attractive, inviting, and cheerful? Is student work displayed?
- Am I respectful of all students, regardless of their ability or background?
- Do I take steps to ensure maximum participation on the part of all students?
- Do I maintain clear and appropriate standards for student behavior?
- What do I do to promote student self-discipline and responsibility?
- What do I do to promote a positive, enthusiastic attitude?
- Are students in my class excited and enthusiastic about learning?
- What do I do to create an atmosphere in which students feel free to take risks?

HUMAN RELATIONS

- Am I sensitive to the needs of students? Do I treat all students fairly and objectively?
- Do I make myself available to students who have concerns or issues that they want to discuss?
- Do I work cooperatively with other staff and the school administration?
- Do I work to promote harmony among the school staff?
- Do I communicate effectively and regularly with parents?
- Do I listen compassionately to parents' concerns?

PROFESSIONALISM

- Am I personally committed to student growth and development?
- What do I do to promote and become involved in the total school program?
- Am I open to new ideas and approaches?
- Do I strive for improvement through involvement in professional development activities?
- Am I willing to serve on school and committees?
- What do I do to keep abreast of professional literature in teaching and curriculum?

SCHOOL SCHEDULE

- All teachers are responsible to know how to read a school schedule.
- Teachers are responsible to follow the school schedule.
- Teachers cannot change or shift anything in the schedule without prior authorization from the principal.
- Homeroom teachers are responsible to make sure that a current schedule is always posted in their homeroom class next to the intercom.
- Any daily changes in the schedule will be announced during the morning line-up.
- Teachers are not allowed to take a class to gym when they do not have gym unless preauthorized by the principal.
- The general school schedule changes three times a school year.
- No teacher may cancel a period of gym, art, etc., without approval of the principal.
- No teacher may deny a student special services the child's school mandated them to receive. Not permitting students to receive their mandated service may not be used as a punishment for misbehavior. In addition, the cluster teacher cannot cancel a special service to a student without the principal's authorization. If this occurs it is the responsibility of the classroom teacher to inform the school administration.

STUDENT ACCIDENTS/INCIDENTS

- Page the office for help.
- Immediately seek medical attention if there is a life-threatening situation (life or death). We have a school nurse on staff five days a week.
- Inform the principal and follow instructions.
- Complete an incident report – see office manager.
- GYM teachers or teachers supervising recess cannot move on to their next class without informing the principal if a child is hurt or injured during their supervision.
- Keep information confidential.
- Parent communication.

STUDENT SICKNESS/ILLNESS

- Do not ignore students who feel ill or are hurt. Send them to the nurse to get checked out.
- Follow up what happened with the school nurse and update the principal.
- Inform the homeroom teacher if you are not the student's homeroom teacher.

CONTRACT OF EMPLOYMENT

ADD NEW CONTRACT



AL-MADINAH SCHOOL POLICY HANDBOOK
ACKNOWLEDGMENT OF RECEIPT

By signing below, I acknowledge that I have received Al-Madinah School's **Policy Handbook**. As an employee, I understand that it is my responsibility to read and understand its contents and to follow the rules and regulations set forth therein.

Employee's name _____
(please print)

Employee's signature _____ Date _____