

**In the Name of Allah, the Most Gracious, Most Merciful**

# **Hidaya Academy of Champaign-Urbana**

## **Employee Manual**



**HIDAYA ACADEMY**  
CHAMPAIGN-URBANA

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## Table of Contents

<u>I. PHILOSOPHIES OF HIDAYA ACADEMY</u>	<u>3</u>
<u>II. CONDITIONS OF EMPLOYMENT</u>	<u>5</u>
<u>III. LEAVE</u>	<u>8</u>
<u>IV. MANDATORY EMPLOYEE TRAINING AND BACKGROUND CHECKS</u>	<u>9</u>
<u>V. THE WORKPLACE</u>	<u>11</u>
<u>VI. SEXUAL AND CHILD ABUSE PREVENTION POLICY</u>	<u>15</u>
<u>VII. HARASSMENT POLICY</u>	<u>18</u>
<u>VIII. EMPLOYEE DRESS CODE</u>	<u>18</u>
<u>IX. DISCIPLINE AND TERMINATION OF EMPLOYMENT</u>	<u>20</u>
<b>Teacher Handbook</b>	<b>24</b>
<u>I. INSTRUCTIONAL PROGRAM</u>	<u>27</u>
<u>II. ACADEMIC POLICIES</u>	<u>28</u>
<u>III. FRAMEWORK FOR PROMOTION AND RETENTION</u>	<u>30</u>
<u>IV. TEACHER RESPONSIBILITIES</u>	<u>31</u>
<u>V. CURRICULUM AND INSTRUCTION</u>	<u>32</u>
<u>VI. POLICIES AND PROCEDURES</u>	<u>35</u>
<u>VII. HOME AND SCHOOL RELATIONS</u>	<u>36</u>
<u>VIII. BEHAVIOR MANAGEMENT</u>	<u>38</u>
<u>IX. DISCIPLINE POLICY</u>	<u>40</u>
<u>X. DRESS CODE ENFORCEMENT POLICY</u>	<u>49</u>
<u>XI. ELECTRONICS USE POLICY</u>	<u>50</u>
<u>XII. HEALTH AND SECURITY</u>	<u>51</u>
<u>XIII. EMERGENCY POLICIES</u>	<u>52</u>
<u>XIV. TEACHER QUALIFICATIONS</u>	<u>53</u>
<u>XV. TEACHER PERFORMANCE APPRAISAL</u>	<u>54</u>
<u>APPENDIX</u>	<u>56</u>

## **I. PHILOSOPHIES OF HIDAYA ACADEMY**

Islam is a dynamic religion and a complete way of life. It offers guidance to people in all walks of life. Muslims have a duty to practice Islam and carry its message wherever they may reside. The United States of America is a medley of all religions and cultures. Muslims must endure through their commitment and dedication in a country that is tolerant of many beliefs. Their willingness to organize and develop institutions appropriate to their needs much depends on the recognition of their identity in this country. Muslim families and organizations can play a vital role in establishing institutions essential to executing this Islamic mission. Creating a family oriented education program to help meet the needs of our young Muslim children is essential to fostering Islamic beliefs in a society that is overwhelmingly secular.

The most pivotal time of a child's growth and development is their early years. During these formative years, a child learns the patterns for future behavior. It is vital that they are exposed to a healthy and balanced environment with their initial encounter of school. Attending institutions that nurture these images and ideas are paramount to the growth of an identity similar to our community's ideological goals.

Here at Hidayah Academy, we believe that learning is a life-long process. During the child's formative years, learning must have a direction and a definite purpose. A child's school is the primary institution which sets the direction of a child's future growth. With exceptional teachers, a healthy environment, and the appropriate tools, we believe the children will be given the best education possible.

Having experiences such as these in situations where students have the freedom to express themselves are the optimal places for learning. They will have the necessary tools at their disposal so that they may reach their utmost potential. Hidayah Academy is committed to facilitating the growth of children by offering a well-balanced environment and providing the sources to stimulate motivation, involvement, and success.

Hidayah Academy believes that its educational program will teach children to respect their elders, to interact with their peers, and to respond to their problems in an Islamic nature collectively. We believe that our school will set the foundation for the development of a strong Muslim identity that will manifest itself in all endeavors of life.

### **Guiding Principles**

Hidayah Academy:

- Affirms that there is no god but Allah, and that Mohammad, (pbuh), is His Servant and Messenger.
- Promotes the principle that Islam is the only Way of Life, established by Allah (swt), which can bring success in this Life and in the next, the Hereafter.
- Supports the beliefs and teachings of Sunna.
- Considers the Quran and Sunnah as the chief source of all valuable knowledge.
- Strives to practice the highest standards of demeanor and moral behavior.
- Supports the appreciation of lifelong learning.
- Identifies and appreciates the uniqueness of each student, challenging him/her to his/her fullest potential, and assists the child in gaining skills to maintain lifelong physical, spiritual, and intellectual well-being.
- Understands that a partnership must be present between the school and the home for students to reach their highest potential.
- Believes that teachers and staff must be excellent role models for students and practice the teachings of Islam in everyday lives.
- Employs activities that nurture understanding of concepts that are being taught in the curriculum.
- Promises constant improvement, enabling our students to become confident and independent.

### **Goals of Hidayah Academy**

- To facilitate the growth of the whole Muslim child.
- To provide students with an excellent education through a challenging program with high academic standards.
- To develop a deep understanding of the Quran, Hadith, Sunna, and the Arabic language.
- To promote moral behavior and ethical decisions based on Islamic principles.
- To develop critical and analytical thinking, outstanding communication, and problem solving skills.
- To inspire students to become moral leaders guided by wisdom, driven by integrity, empowered by knowledge, supported by logic, and preserved with humility.
- To instill in its students the universal ideals of honesty, mutual respect, honor, self-discipline, and equality and encourage them to project these ideals through their actions.

- To teach students how to set high goals for academic and personal achievements and how to strive to accomplish them successfully.
- To create a nurturing learning environment in which individual talents and strengths are cultivated through intellectual curiosity and self-discovery.
- To promote positive self-worth, positive thinking, and tolerance.
- To advance and promote positive social skills, self-expression, and healthy discussions between peers and adults.
- To instill in students a life-long love for learning.

### **Our Vision**

Our vision is to be a professional, academically challenging Islamic institute, infused with research driven teachings that will weave into developing students' mindsets on how Islam shapes their identity and the world we live in. We strive to increase students' skills, knowledge, and dispositions to thrive in and serve our communities and our world and to inspire confidence-based principles that solidify their Muslim character.

### **Our Mission**

Our mission is to create an Islamic environment for our youth that produces compassionate and creative leaders with a strong Muslim Identity, founded on Islamic ethics, community service and strong citizenship by focusing on the education of the whole child.

### **Our Values**

Our values are guided by the Holy Quran and the Sunnah of Prophet Mohammed, as well as Islamic teachings including Reflection, Respect, Responsibility and Relationships. Hidayah Academy is non-discriminatory; we accept students, qualified teachers and staff of any race, cultural background, religion, or national/ethnic origin who accept Hidayah Academy's guiding principles.

### **Educational Philosophy**

Hidayah Academy views education as encompassing the "whole child" -- i.e. the spiritual, social-emotional, academic and physical needs of a student. It realizes that this is the only true way to prepare a child for success in this life, and the next. It will actualize this philosophy by:

- Prioritizing **Islamic spirit and practice** throughout Hidayah's school culture (morning remembrances, prayer, adjusted Ramadan/holiday schedule)
- Hiring Administrators, Teachers, and Staff that thoroughly believe and work according to Hidayah's **mission, vision and educational philosophy**
- Choosing **educational trainings, curriculums, practices and school schedules** that reflect Hidayah's values
- Instituting **value-aligned teacher and student behavioral expectations**
- Developing clear objectives for character education, to be introduced as a part of Islamic Studies and Social Studies curriculums
- Establishing morning assemblies with adhkar and daily chants with clear affirmations of Hidayah's values
- Instituting Sadaqah projects, Family Service Days and volunteer activities
- Providing opportunities for student learning "outside of the books" through real world demonstrations, field trips, and student projects
- Developing clear guidelines for breaks, physical education, and healthy eating at Hidayah

### **Academic Integrity**

Honesty and integrity in academic matters is essential to ensuring that knowledge is transmitted effectively. More importantly, Islam places the greatest significance on being honest in all facets of life: social, business, familial, and scholarship.

When students cheat or copy the work of others, they not only prevent themselves from gaining the benefit of a good education, but they also steal the rights of others who did the hard work. It is unjust and immoral for a person to gain recognition and high grades if they truly did not earn them. Therefore, infringement of basic honesty dealing with homework, class work, tests, exams, etc. call into question the right of the offender to remain a part of this, or any school community.

Academic dishonesty is defined as “the deliberate use or giving of unauthorized aid on any assignment for which a grade is earned”. This includes cheating on exams of any kind, copying homework, and reports or any other infraction that results in unjust grades being given for merit to a student.

**Academic Integrity Policy is as follows:**

All students will receive a copy of the student/parent manual and the issue of academic integrity will be raised so that every child will know the consequences of dishonesty. Each teacher is to carry out his or her daily class business with justice and fairness and makes the students alert of his/her expectations pertaining to homework, tests, class assignments, projects, etc.

If any student is caught copying the work of another, then both individuals will receive a zero for that particular assignment. This will be calculated as a missing assignment that cannot be made up.

The following steps will be taken if the problem persists.

- 1) Conference with the student over the issue.
- 2) Conference with the parents.
- 3) Further action taken by the Senior Administration team/ senior administrator

**Our School Pride**

We must always exhibit respect at Hidayah Academy . This is particularly significant when we have parents and guests visiting our school. We can accomplish this by abiding our school policies constantly, by carefully maintaining our school building, and by being excellent examples of Muslim citizens. With your assistance, support, dedication, and cooperation, we can notably develop the education, discipline, and behavior of our students.

**Important Information**

This handbook is meant to explain the policies, procedures, guidelines, benefits, and the daily operation of Hidayah Academy. Please take time to read the handbook and become familiar with its contents.

Additional information and procedures involving the students can be located in the Parent/Student Handbook and Teacher Employment contract.

- Hidayah Academy may change the information contained in the handbook and the benefits it describes periodically. The modifications may be on a small or large scale. Hidayah Academy can make the modification at any time, with or without your agreement or notice to you.
- This handbook supersedes and substitutes all previous oral or written handbooks, manuals, and policies. If any of the contents seem at all questionable, it would be best to inquire with the Senior Administration team on that issue.
- This handbook is not a direct or indirect contract or guarantee of employment or benefits. It does not legally tie you or Hidayah Academy in terms of employment and/or benefits.
- Employees, who have not signed contracts, are employed “at will”. This means that Hidayah Academy does not employ you for any defined period of time nor promises to continue to employ you. Of course, Hidayah Academy will not terminate your employment for any reason that breaks the laws of Illinois.
- Teachers who have signed contracts are legally, morally, and ethically bound to remain with Hidayah Academy through the contractual period. It is our intention that the parents and students should not expect any interruption during the school year.
- All updates, revisions, additions, and amendments to this handbook that will be issued will explicitly state that they supersede a particular policy, guideline, and/or statement in the current existing handbook. Changes are to be effective as of the change notice date unless otherwise specified.

**II. CONDITIONS OF EMPLOYMENT**

**Equal Employment Opportunity**

Hidayah Academy is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color
- Gender
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such)

- Religious creed (including religious dress and grooming practices)
- Marital status
- Age
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law)
- Physical or mental disability
- Medical condition (including cancer and genetic characteristics)
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA")
- Americans with Disabilities Act ("ADA"),
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. Hiday Academy will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. Hiday Academy will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

### **Hiring**

1. Due to Hiday Academy's strong desire to hire certified teachers, preference may be given in this regard when filling vacancies. Preference also may be given to qualified current employees for purposes of promotion to ensure availability of career progression, the opportunity for professional development, and to enhance morale.
2. The school will offer employment to a successful candidate in writing, starting at the annual salary or wage, benefits, date of hire, and conditions of employment, including the need to satisfactorily complete a three-month probation period. The candidate will respond in writing to accept the employment contract
3. Once hired, the new employee shall complete a W-4 form, provide evidence of US citizenship or permission to work in the United States as required by federal law, complete a criminal background check prior to working with program participants, an employment contract and other related paperwork as the school may require. Pending a background clearance, the new employee will not have unsupervised access to any child. If the criminal background check is not cleared, the Senior Administration team will immediately notify the applicant/staff member and will contact the Board to determine whether immediate termination is appropriate. Pending review by the Board, the employee will not be allowed to have unsupervised access to children.

### **Contract**

The teacher 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 the date of signing that the employee and employer committed to employment. The employer is not obligated under the terms of this agreement neither to continue employment beyond the contract end date nor to offer the employee future employment. The employer may terminate at will. The employee may terminate with a 30-day notice. Failure to do so may result in a \$1000 penalty paid to the school. Renewal of the contract shall be by mutual agreement of both parties.

### **Probationary Period**

A new employee must satisfactorily complete a six-month probationary period from the date of employment to attain status as a regular employee. If, at any time during the probation period, performance warrants, the probationary employee may be terminated.

At the end of six months from the date of hire, the employee will be evaluated by the Senior Administration team. (See Teacher Development and Appraisal Procedure). The Senior Administration team shall determine if the probationary status has been completed satisfactorily or if an extension of probation is warranted. Upon a determination that performance is satisfactory, the employee is moved to regular employment status and is informed in writing by the Senior Administration team. If the determination that performance is unsatisfactory, the Senior Administration team will notify the employee in writing of the intent to recommend to the Board that the employee be dismissed. Such notification will be provided to the Board, along with all written records of evaluations.

### **Paydays**

Payroll is processed biweekly and paid on the first and third Friday of the month. If those days fall on a weekend or holiday, pay will be distributed on the last weekday prior. Timecards are not needed for those on regular schedules, but will need to report any changes to their hours to the administrative assistant and/or the senior administrator.

All payments will be delivered through Direct Deposit. Each employee must complete a direct deposit form prior to the first day of employment. A voided check (not deposit slip) must be attached to the form. Each employee should ensure their address is current with the Hidayya Board. This is also important for the mailing of W2's at the end of the year.

### **Employee Wages**

Payroll Withholdings As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA), Medicare, and other statutory deductions, as required by law.

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA)/Medicare:

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Board Treasurer to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Board Treasurer. The office maintains a supply of these forms.

All Federal, State, and Social Security/Medicare taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Board Treasurer and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

### **Full Time Benefits**

Full time employees are defined as employees working 35-40 hours per week. Benefits will be in effect following the completion of the 90 day probation period. Full time employees are entitled to the following benefits:

- 50% discount on child's tuition
- 7 days of personal/ sick days per 10 months of employment after a 90 day probation period. These days do not roll over from one academic year to the next.
- No medical benefits are available at this time for full time employees.

### **Part Time and Hourly Employee Benefits**

Part time/hourly employees are defined as employees working less than 35 hours/ week. No benefits are available for part-time/hourly employees and they are paid hourly for hours worked when the school is open. See Unpaid Time Off section for sick time information.

### **Employee and FAST recipient**

If you are employed by Hidaya Academy you are still responsible for your FAST volunteer hours stated in the Parent handbook. You can either volunteer them in addition to your paid working hours, or deduct the owed volunteer hours from your pay at \$15/hour.

For example, if you owe 20 volunteer hours a month for the FAST program and are employed for 40 hours a month:

Option 1: Paid for 40 hours a month + volunteer 20 hours

Option 2: Paid for 20 hours a month only (deducted 20 volunteer hours)

### **Holidays**

The Hidaya Academy school calendar reflects all days observed by the school. Please refer to the latest Hidaya Academy Official School calendar. Employees are off on all days that are indicated as Holidays.

Employees are expected to report to work on all Teacher Institute Days, School Improvement Days, and Parent Teacher Conference days.

### **Compensation**

The Senior Administration Team and Board will review levels of compensation at least annually and will approve raises. Compensation for the Senior Administration team will be established by the Board and reviewed at least annually. Considerations for raises will include qualifications, performance, level of responsibility, response to supervision, demonstrated initiative, budgetary constraints, and assessments of comparable pay for comparable work in comparable agencies within the region. All compensation must be equal to or more than the federal minimum wage standards.

### **Working Hours**

All staff members are expected to adhere to their designated working hours as stated in their contracts. Any additional hours worked or planned absences must receive prior approval from the HR Director. Requests should be submitted at least one week in advance of the required date to [contact@hidayaacademy.com](mailto:contact@hidayaacademy.com).

## **III. LEAVE**

### **Unpaid Leave of Absence**

Hidaya Academy recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School. The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

### **Sick Leave**

Sick leave is only available to full time employees. To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.



Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Accrued sick leave does not carry over from year to year but is retained for retirement calculations if necessary. Full time employees have 7 days of personal/ sick days per 10 months of employment after a 90 day probation period. These days do not roll over from one academic year to the next. Hidaya Academy does not pay for unused sick time.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid time off depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid time off medical leave must be approved in advance by the School. Any violation of the sick leave policy can result in disciplinary action.

#### **Unpaid Time off**

Employees hired with the company for longer than the three month probation period will be entitled to use accumulated unpaid time off. Both full and part time will be eligible for unpaid time off. Unpaid time off will accumulate at 2 hours/ every 40 hours worked and can be used towards appointments, sick time, and time off. It is the employee's responsibility to find adequate coverage for their time off. If an employee exceeds their accrued unpaid time off, disciplinary action will be taken.

#### **Bereavement Leave**

Exempt employees, full time employees, are entitled to a leave of up to three (3) days without loss of pay due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.

#### **Jury Duty or Witness Leave**

For all full time employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned.

### **IV. MANDATORY EMPLOYEE TRAINING AND BACKGROUND CHECKS**

#### **Orientation Week**

At the beginning of each school year, Hidaya Academy conducts an Orientation Week whereby teachers and staff are trained and familiarized with the school's mission, vision, philosophy, educational outline/training, and policy and procedures. All staff are required to attend. Induction Week is an opportunity to participate not just in improving the lives of students but also in improving the quality of our work, our workplace, and our professional lives. The program for Orientation Week includes but is not limited to the following:

- Instructional Program Workshops
- Positive Discipline Workshop
- Social Emotional Workshop
- Work on Welcome Back packets
- Teacher Work in Classrooms

#### **First Aid/CPR Training**

If an employee's position is one that works directly with students (as determined by the Administrator), the employee must be certified in basic first aid and cardiopulmonary resuscitation ("CPR"). When hired, employees will be required to provide evidence within sixty (60) days of the first day of work to show that they have been certified or that they have been certified within the previous two (2) years. Employees must become recertified at least every two (2) years during their employment at the School. First aid/CPR Training shall consist of a completed course, and resulting certification, which is based on standards that are at least equivalent to the standards currently used by the American Red Cross or the American Heart Association. The School will be responsible for the cost of obtaining the first aid/CPR training if it is a required part of an employee's job.

### **Sexual Harassment Prevention in the Work Place**

Employees must complete a Sexual Harassment prevention program yearly. This training consists of watching and implementing information on an online video supplied by the Illinois Department of Human Right's (IDHR's) Institute for Training and Development. Employees must sign and date forms when completed.

<https://dhr.illinois.gov/media/videos/idhr-shp-training-employers-general-2023-english-mp4.html>

### **Illinois Mandated Reporter**

Employees must complete the Illinois Mandated Reporter course, hosted by the Illinois Department of Children and Family Service, annually. This online course is available at the link below. Employees must complete and pass a test at the end of the course. A copy of the completed course certificate must be emailed to administration and kept on file.

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>

### **FBI Fingerprint and Background Check for New Employees**

Please follow the following steps. You will need to pay for the background check as you sign up or at the place you get your fingerprints done. The cost of this check is covered by Hidayah Academy and will not be at a cost to the employee.

- Completed the Accurate Biometrics form.
- Visit the Accurate Biometrics office located at:
  - First office as you enter the driveway to building; next to A&B Scissor Hands
  - 902 N. Country Fair Dr
  - Unit 1
  - Champaign, Illinois 61821
- Bring the completed fingerprint form along with a government issued photo ID (driver's license, state ID or passport) to our facility when being fingerprinted.
- The results of the UCIA background check will be mailed directly from the IL State Police to the address on the UCIA form. If you do not receive the results in the expected time frame, please contact the IL State Police via email at [isp.boi.customer.support@illinois.gov](mailto:isp.boi.customer.support@illinois.gov). The IL State Police have access to your applicants report for only a limited amount of time (30 days)

### **National Sex Offender Registry Search**

Hidayah Academy will conduct a National sex offender search on all employees as part of the Sexual Abuse and Misconduct Prevention Policy.

### **Staff Meetings and Inservice Days**

A range of staff meetings, including regular meetings, collaborations, or in-service or school improvement days, are held routinely, at least once a month. Teachers must come prepared to give their full attention and maintain promptness at these meetings. Occasionally, meetings or activities outside of regular school hours may occur. All teachers must attend and should inform the Senior Administration team whenever they cannot.

#### **Staff Meetings**

Staff meetings are used accordingly to present agenda items. This time is to be used for sharing ideas, information, or making decisions. Staff members must share with the Senior Administration team information and issues they want to discuss in the meetings prior to the meeting. The Senior Administration team will prioritize items for discussion and act as the meeting facilitator.

Staff members are responsible for knowing information and decisions made in the monthly and/or weekly meetings. All teachers are expected to attend the meetings as an essential part of their assignment at Hidayah Academy.

#### **Ground Rules for Staff Meetings**

Hidayah Academy's ground rules for staff meetings and rules for effective meetings will be introduced to all staff members and will be implemented in all meetings at the school. All teachers are required to attend all scheduled staff meetings. You will be notified in advance of all meetings. Meetings will last approximately 60 minutes and will begin at 3:30 p.m. If prayer time comes in during the meeting, prayer will be arranged in congregation. Meetings will be held on a bimonthly basis.

- Teachers will receive an agenda of topics one day prior to the meeting.
- All meetings will begin and end on time, InshaAllah.
- In order to promote efficiency, all members should prepare for meetings by reading background materials suggested by the Senior Administration team.
- Side conversations should not occur during staff meetings, except as appropriate for small-group discussion of agenda items.
- The level of trust will be such that statements and differences expressed within the meetings will not be carried beyond the walls of the meeting room.
- All staff members will serve as representatives of their respective subjects.
- Decisions must be based on the Hidayah Academy’s Philosophy/Mission Statement, awareness of Illinois State Board of Education guidelines, a synthesis of educational research literature and recommendations of professional organizations, **and an analysis of the existing circumstances at the school.**
- When differences of opinions exist about a particular issue, every effort will be made to reach a decision by consensus. If the consensus cannot be reached in a reasonable amount of time, the Senior Administration team who will then make the decision.
- All staff members should support the final decisions.
- Any items not discussed by the end of the meeting will be carried over to the next meeting.
- Meetings will be documented and all teachers will get a copy of meeting minutes before the next scheduled meeting. Each teacher will be held responsible for all items recorded in the minutes.
- Meeting minutes are kept in the office as a reference, and will be subject to periodic Board review.

## V. THE WORKPLACE

Work Schedule Business hours are normally 8:00 a.m. – 3:40 p.m. Monday through Friday. The regular workday schedule for full-time employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Part-time/Hourly employees are expected to be available during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements per their job description. Classroom teachers are expected to be on the school site during school hours. Employees are expected to be present during their regular workday schedule, as defined in their employment agreement and/or job description. **Employees cannot work or volunteer for other employers while working paid time for Hidayah Academy.** Employees that leave their job during contracted hours must notify the School office.

### Administrative Staff

Administrative staff members shall work as outlined in their employment agreement. Typically, work days include days during which school is in session, as well as a pre-determined number of additional work days when school is not in session. The employee’s work calendar will be approved by the Administrator, taking into account the administrative needs of the school. Days off from work are scheduled when time permits during school breaks and holidays.

### Teaching Staff

Teachers are required to participate in programs related to their professional duties that may be held outside their contracted hours. These duties may include teacher in-service days, staff meetings, parent-teacher conferences, class meetings, and class activities such as plays, field trips, and assemblies that require the teacher’s presence. These required activities do not require prior approval by the Administrator.

Teachers are encouraged to attend school functions that take place after school hours that are not considered mandatory. Participation in these non-mandatory events is voluntary and not considered a job duty unless otherwise noted in the employee’s job description. Examples of these events: other class plays, guest speaker events, and other community events that take place outside of business hours. The School calendar lists the holidays and other non-school days throughout the school year. Faculty members are generally off duty during non-school days to the extent they have done the requisite preparation for their teaching duties and in-service training has not been scheduled.

Teacher preparation on non-school days is a normal part of life as a Hidayah Academy teacher, and faculty members should do whatever is necessary to fully prepare for teaching duties. Many professional development in-service days, trainings, and conferences occur on non-school days as well, and teachers are expected to participate as required by the Administrator. Additionally, if necessary, meetings outside of school hours may be called when School business calls for faculty participation.

Since full-time teachers are paid year-round, all employees are expected to use a portion of their summer time away from the classroom to prepare for the upcoming year, including attending courses, preparing materials, and studying appropriate pedagogical works.

#### **Lactation Accommodation**

Hidaya Academy accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid. Hidaya Academy will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

#### **Drug and Alcohol Free Workplace**

Hidaya Academy is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees. The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

#### **Personal Business and Use of Cell Phones and Technology at the School**

The School's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have their personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. The school's computers, telephone, and copier are to be used primarily for work purposes. Do not use School material, time or equipment for personal projects. Use of personal cell phones by Teachers and Instructional Assistants, including texting, is prohibited during school hours when students are present, unless the communication is school related, of an urgent nature, and in accordance with current school policies. No School employee may use a cell phone or other electronic device for School business purposes or during work hours while operating a motor vehicle. Employees may only operate cell phones or other electronic devices if they are off the road and parked. Failure to abide by this policy may result in disciplinary action, up to and including termination of employment.

#### **Social Media and Online Presence**

If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply: School equipment, including School computers and electronics systems, may not be used for these purposes; Student and employee confidentiality policies must be strictly followed. Employees must make clear that the views expressed in their blogs are their own and not those of the School; Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf; Employees are not authorized to publish any confidential or proprietary information maintained by the School; Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, coworkers and competitors; Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation. The School reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

#### **Security Protocols**

Hidaya Academy has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Administrator. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a workstation that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the

Administrator when keys are missing or if security access codes or passes have been breached. Please refer to the emergency procedures policy for guidance on emergency situations. Please be aware of multiple tenants in the facility.

### **Occupational Safety**

Hidaya Academy is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management. The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately. It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. Hidaya Academy's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times. Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

### **Confidential Information**

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment. **This includes not sharing student information with non-relevant teaching or staff.**

### **Conflict of Interest**

All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Administrator, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

### **Staff Member with Children Enrolled at Hidaya Academy**

If you are a Staff/Parent communicating with your Child's Teacher:

Rational-To avoid conflict of interest

1. All communication regarding the child should be conducted through Schoolcues
2. Conferences are always conducted with one of the Administration present.

If you are a Staff/Parent communicating with your Child (in the school/halls/etc):

Rational-To avoid any class disruptions in either classroom

1. Staff/Parents are NOT allowed to communicate during class hours and transitions, which includes behavior such as looking through the door, talking during transition time, going to the classroom during dismissal, etc.
2. The child is expected to be independent throughout the day with minimal contact with the parent.

If you are a Staff/Parent communicating with Other Staff:

Rational-To maintain professionalism

1. Staff/parents should NEVER share any concerns regarding the child's progress at school with other staff, but rather concerns are to be communicated directly to the child's teachers.

### **Care and Use of School Equipment and Supplies**

It is important that Hidaya Academy materials are complete and in good condition. Employees should spend time on the care and storage of Hidaya Academy materials. Please make a note of materials that have missing pieces or are damaged. Replacements may be ordered from the classroom budgets. Please ensure that materials placed into storage for future use are clean, in good repair and are complete. Materials should be stored in an orderly fashion for ease of future use. Storage areas should be maintained for ease of access of materials. Inventories should be maintained for materials in storage. Items and equipment loaned from one class to another should be returned to the original class at the end of each school year. Items purchased by teachers using their own money should be clearly labeled with the teacher's name and added to the Teacher's Property List. A teacher may use school equipment and supplies to laminate copies of personal property that will be used in the classroom throughout the year. A teacher may also use the school's copier and supplies to make copies of work he/she produces for the classroom, so that one copy may remain with the school and one copy becomes the personal property of the teacher.

### **Professional Boundaries: Staff/Student Interaction Policy**

Hidaya Academy recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible. Staff relationships should be based on Islamic principles of fairness and mutual respect. In the case of a conflict, teachers are expected to respectfully communicate with each other. If this does not solve the issue they should bring their concerns to the administration for help in resolving the issue.

### **Personnel Records**

Hidaya Academy maintains a personnel record for each employee, which includes a resume, completed application form, interview documentation, job description, all performance evaluations, signed acknowledgment and signature of an employee of receipt and understanding of the Hidaya Academy Handbook, background checks (signed form and the results of the search), photo I.D. (per state requirements), and whatever else is determined to be appropriate by personnel law, the Senior Administration team and/or employee. Timesheets and leave records for each employee are maintained as a part of confidential fiscal records. In addition, training records are kept for each employee.

### **Communicable Disease**

Hidaya Academy endeavors to maintain a healthy environment for program participants and staff. Therefore, any staff member who has a serious communicable disease in an infectious stage that could be contracted in the normal course of work will be restricted from having direct contact with program participants or staff. An employee who is in doubt should contact the Senior Administration team. Staff with a communicable disease will notify the administrator after receiving the diagnosis and prior to returning to work. The Senior Administration team or her/his designee shall notify all staff and potentially affected program participants within 36 hours of receipt of such notification. In order to prevent the spread of any contagious disease, all staff will take such prudent steps as gathering medical information and educational materials and applying them as appropriate. In extreme cases, the Senior Administration team can get approval from the school board to close the school in order to disinfect the property.

### **REPORTING DRUG VIOLATIONS to AUTHORITIES**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity: A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

### **105 ILCS 5/10-27.1B REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no 21 later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents

electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

#### **105 ILCS 5/27.1A, 5/34-8.05 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well.

## **VI. SEXUAL AND CHILD ABUSE PREVENTION POLICY**

### **Introduction**

To help protect children, Hidaya Academy of Champaign Urbana has adopted the following Child and Youth Abuse Prevention Program. It is important that all of Hidaya Academy paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of protection and prevention policies at Hidaya Academy.

### **Purpose**

These procedures are designed to reduce the risk of child sexual abuse in order to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
- Assist Hidaya Academy of Champaign-Urbana in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
- Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

### **Definitions**

The following terms used herein and are defined as follows:

- **Paid Staff:** Any teacher, teacher assistant, Senior Administration team, administrative assistant, or any other employee who is paid.
- **Children/Youth/Minor:** Any person who has not reached his/her 18th birthday or the age of majority as defined by state law
- **Adult:** Any person who has reached his/her 18th birthday or as defined by state law
- **Volunteer:** Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
- **Sexual Abuse:** The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
- **Child Emotional Abuse:** Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

### **Supervision Procedure**

Unless an extenuating situation exists, Hidayah Academy:

- Will have an adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving children.
- Will release minors only to a parent or guardian and utilize sign-in and sign-out sheets.
- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
- Will use two paid staff or volunteers when transporting minors in vehicles.
- Will require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
- Will encourage minors to use a "buddy system" whenever minors go on trips off of Hidayah Academy property.
- All vehicles will have a camera system to record interactions on the school buses.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
- Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

### **Behavioral Guideline for Volunteers and Paid Staff**

All volunteers and paid staff will observe the following guidelines:

- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of Hidayah Academy for handling.

### **Examples of Appropriate/Inappropriate/Harmful Behavior**

Sometimes it is unclear if a behavior is appropriate, inappropriate, or harmful. For example, hugging. Hugging may be appropriate and positive in some circumstances, but it can also be inappropriate if the child is not receptive, if the employee/volunteer is hugging too often or for too long, or if the contact is romanticized or sexually intimate. We practice consent for hugs even for the youngest child.

*Verbal/ Written communication*

#### Appropriate:

- Praise
- Positive reinforcement for good work/behavior

#### Inappropriate/harmful:

- Sexually provocative or degrading comments



- Risqué jokes
- Sending sexually explicit email, text messages, social media posts/ content or any other internet related mediums

*Physical Behavior*

Appropriate:

- Pats on the back or shoulder

Inappropriate/harmful:

- Patting the buttocks
- Intimate/romantic/sexual contact
- Corporal punishment
- Showing pornography or involving youth in pornographic activities

**Disqualification**

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drugrelated offenses, or family violence.
- A prior criminal history of an offense against minors.

**Sexual Offender at Hidaya Academy of Champaign-Urbana**

Hidaya Academy of Champaign-Urbana will not allow a person known to be a sexual offender to be employed or volunteer at the school.

**Child Abuse and Neglect Reporting**

The Illinois “Abused and Neglected Child Reporting Act” states that: “Any childcare worker or other staff having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services.

The investigation of any report of child abuse or neglect shall be undertaken by those who possess specialized experience, training, authority, and discretion to determine whether suspected abuse or neglect of a child actually occurred. Hidaya Academy may initially undertake to determine the *credibility of any “rumor”* of abuse or neglect. Hidaya Academy will not conduct an independent investigation to determine whether reasonable cause exists or whether such abuse or neglect actually occurred before reporting the matter to the Illinois Department of Children and Family Services. The investigation into the accuracy of any report of child abuse or neglect shall be conducted by DCFS and, where necessary, the Champaign County State’s Attorney and the local police.

Hidaya Academy administration will only conduct an investigation into a suspected case of abuse when it involves personnel of Hidaya Academy and such an investigation will not impede reporting the suspected abuse to DCFS. All other suspected cases will be handled and investigated ONLY by the appropriate law enforcement authorities and DCFS. Hidaya Academy will provide the Illinois Department of Children and Family Service investigators reasonable access to the suspected victim of child abuse or neglect for the purpose of conducting an interview as would be necessary and will notify Parent/Guardian as would be allowed under the law. Any questioning of students by DCFS will be done in the presence of school officials and will comply with the relevant laws that govern.

## **VII. HARASSMENT POLICY**

Hidaya Academy is committed to providing a school environment that is free from harassment in any form. Harassment of any individual is prohibited. Hidaya Academy will not tolerate anyone intimidating, humiliating, or sabotaging others in our workplace. We will treat allegations of harassment seriously and will review such allegations in a prompt, confidential, and thorough manner. A charge of harassment will not, in and of itself, create a presumption of wrongdoing. Harassment can be in the form of verbal harassment, physical harassment, visual harassment, and sexual harassment. Harassment includes but is not limited to the following:

- When an individual is subjected to treatment or a school environment is hostile or intimidating because of the individual's race, creed, color, national origin, disability, or gender.
- Bullying, intimidation, direct insults, malicious gossip, and victimization.
- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious standing
- Starting or spreading rumors about a person's personal or professional life.
- Ridiculing someone in front of others or singling them out.

If you're being harassed, whether by a colleague, parent, student or administrator, you can choose to talk to any of these people:

- Offenders. If you suspect that an offender does not realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with parents. Instead, report to the Senior Administration team.
- Senior Administration team. Report the harassment to the Senior Administration team to assess your situation and investigate thoroughly and as confidentially as the situation allows, and make every attempt to resolve the situation that is suitable for all parties involved.
- School Board. If an employee feels that harassment has taken place by the Senior Administration team or Vice Senior Administration team, reach out to the School Board at [hidayaacademycu@gmail.com](mailto:hidayaacademycu@gmail.com) or directly to the Director of HR on the board. If you are not comfortable with the HR Director please reach out to the board member you are comfortable with. They will meet with the employee, investigate thoroughly and as confidentially as the situation allows, and make every attempt to resolve the situation that is suitable for all parties involved. For your safety, contact the Board as soon as possible in cases of serious harassment (e.g. sexual advances). Anything you disclose will remain confidential.

Complete a formal complaint in writing. Once the facts have been gathered, the complaint will be investigated thoroughly and as confidentially as the situation allows.

- The Senior Administration team and School Board will decide what disciplinary action is warranted according to the nature, context, and seriousness of the harassment, up to and including immediate dismissal.
- Consequence for harassment depends on the severity of the offense and may include counseling, reprimands, suspensions, or termination.
- Individuals found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.
- If the complaint is against a non-student, non-employee, such as a parent, volunteer, community member, or vendor, the school will take any steps within its power to investigate and eliminate the problem.

Hidaya Academy will remain watchful for conditions that may create a hostile atmosphere and establish practices designed to create an atmosphere free of harassment. It is each faculty member's responsibility to conduct him or herself in a manner that will contribute to a positive school atmosphere and to avoid any activity that may be considered harassing or discriminatory.

## VIII. EMPLOYEE DRESS CODE

### Staff Dress Code

According to Islamic teachings, modesty and dress is an important tenant of one's faith. Hidayah Academy Staff (teaching and nonteaching) are role models to our students and therefore must lead by example. All clothes should be **loose fitting, nontransparent, and modest**. All students, teachers, and staff members are required to obey school policy regarding dress while on school premises. At all times, dress should be on the highest possible standard. It is expected that staff will present themselves according to school policy and as professionals. (Physical education teachers are the only exemptions and are allowed to track suits and runners.)

#### **Males:**

- According to the Islamic teachings, a male must cover what is between his navel and knees at all times while in public.
- During school hours and functions, male staff members are expected to wear formal shirts, or collared shirts, and trousers.
- Traditional male thoubes and attire is allowed.
- Wearing of casual clothes is not permitted for teaching and nonteaching staff except on designated days.
- Clothing standard (including footwear) is to be suitable to wear in an office environment.
- No open toe shoes allowed including flip-flops.
- Jeans and jeans style trousers and or shorts are not permitted except for specified days (field trips, school spirit days, and teacher institutes days).
- Hair should be well-groomed and tidy
- Exception for business casual or formal wear is Physical Education Coaches.

#### **Muslim Females Dress Code:**

- According to Islamic teachings, females are expected to cover the whole body except their face, hands, and feet.
- As role models, the Muslim female staff members are encouraged to wear hijab that covers all hair in the front and the back of the head and neck/ears.
- Clothes must be loose-fitting, non-transparent, and business professional.
- All trousers and skirts must be loose and be at ankle length.
- No leggings or yoga pants allowed.
- Jean and jean style trousers are not permitted except for specified days (field trips, school spirit days, and teacher institutes days).
- No open toe shoes allowed including flip-flops.
- Shirts should be mid-thigh length or longer, knee-length preferred.
- Traditional attire such as Abayas, thoubes, and Jilbabs are encouraged.
- Nails must be kept short, no longer than ¼ inch long. Hands and Nails should be clean and conservatively manicured.
- Minimal makeup is allowed.

#### **Non Muslim Female Dress Code:**

- Clothes must be loose-fitting, non-transparent, and business professional.
- All trousers and skirts must be loose and be at ankle length.
- No leggings or yoga pants allowed.
- Jean and jean style trousers are not permitted except for specified days (field trips, school spirit days, and teacher institutes days).
- Sleeves must be at least to the elbow with minimal cleavage. Higher neck shirts recommended.
- No open toe shoes allowed including flip-flops.
- Shirts should be mid-thigh length
- Nails must be kept short, no longer than ¼ inch long. Hands and Nails should be clean and conservatively manicured.
- Minimal makeup is allowed.
- Hijab must be worn in prayer area

### **Employee Violations**

The Senior Administration team will determine if the uniform policy has been violated in consultation with the Director of HR.

### Employee Consequences for Violations

**First Offense:** The teacher/ employee will receive the Dress Code Violation Form regarding the offense which must be signed and returned. An informal verbal warning given to the employee.

**Second Offense:** A formal written warning will be given to the Employee. Employee will be given the chance to go home to change and come back.

**Third Offense:** Final written warning will be given to the employee. Employee sent home for the rest of the day with no pay.

**Fourth Offense:** Employment will be terminated for the employee.

## IX. DISCIPLINE AND TERMINATION OF EMPLOYMENT

### Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - including, but not limited to, refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority
2. Incompetence or Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Carelessness or negligence in the performance of duty or in the care of School property.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
5. Theft, deliberate or careless damage of any School property or the property of any employee or parent or child enrolled at the School.
6. Removing or borrowing School property without prior authorization; unauthorized use of School equipment, time, materials, or facilities.
7. Failure to follow School policies and procedures.
8. Willful or persistent failure to comply with School policies, procedures and regulations as outlined in the individual contract, this Handbook, or other official school documents.
9. Persistent violation of or refusal to obey safety rules and regulations applicable to the School.
10. Conduct that poses a threat to the health, safety, or well-being of faculty, staff, students, or the School as a whole.
11. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
12. Dishonesty.
13. Release of confidential information without authorization.
14. Immoral or indecent conduct.
15. Conviction of any crime involving moral turpitude.
16. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Conviction of a criminal act
19. Violations of the drug and alcohol policy.
20. Violations of the unlawful harassment policy.
21. Using or possessing firearms, weapons or explosives of any kind on School premises.
22. Fighting or instigating a fight on School premises.
23. Gambling on School premises.
24. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record the clock card.
25. Excessive absenteeism or tardiness excused or unexcused.
26. Working overtime without authorization or refusing to work assigned hours.

27. Abuse of general leave.
28. Failure to provide a physician's certificate/medical certification when requested or required to do so.
29. Discourteous, offensive or abusive language or conduct toward another employee, a pupil, or a member of the public.
30. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
31. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
32. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
33. Refusal to speak to supervisors or other employees.
34. Sleeping during work hours.
35. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
36. Engaging in sabotage or espionage (industrial or otherwise)
37. Corporal punishment: The willful infliction of, or willfully causing the infliction of, physical pain on a student. An amount of force that is reasonable and necessary for an employee to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of a student shall not be construed as corporal punishment.
38. Abandonment of position. (Any employee absent without authorization for three [3] days or more shall be considered as having voluntarily resigned his/her position.)
39. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
40. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
41. Failure to possess or maintain the credential/certificate required of the position. For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

#### **Additional Guidelines**

- On rare occasions, if teachers/staff find it appropriate to have the students watch a movie at school, they must ensure that the movie is Islamically appropriate (G-rated) and must have prior approval from the administration. If unsure, teachers must check for appropriateness with the Senior Administration team.
- Teachers/staff should not give candy to students as rewards or incentives. On special occasions when candy is distributed (i.e. eid), it should be Halal and it should only be distributed at dismissal.
- Teachers/staff are responsible for closely monitoring their surroundings and in the event that strange persons are seen in or around school grounds. The office should be immediately notified.
- Teachers/staff will not be allowed to display personal or community notices or distribute flyers of any kind or on any wall of the school premises unless prior approval is given by the administration. Hidayah Academy is a non-profit organization; therefore, such solicitation is strictly prohibited.
- All staff members should read the school's policies and sign a Statement of Understanding and Agreement. Staff members are encouraged to seek answers from the school's administration whenever needed.
- Teachers and staff will be given information to help understand the religious/cultural environment of the school. They are encouraged to seek answers for any question they might have.

#### **Disciplinary Action**

Disciplinary action may include an informal verbal warning, a formal written warning, a final written warning, or in some cases, discharge. Hidayah Academy Islamic will determine what disciplinary action is appropriate in each situation.

#### **Informal Warning**

This is to be regarded as an initial, verbal warning from the administration to inform you of a problem or potential problem and what corrective action(s) are to be taken.

#### **Formal Warning**

This will take the form of a written warning or in the form of an email from the administration. This warning will state:

- 1) The specific reason for the warning.
- 2) A plan of action to correct the problem.
- 3) A reasonable time limit to correct the problem.
- 4) The consequences of the warning, and references of previous warnings (formal and informal) that relate to the current situation may be included in dire situations.

#### **Final Warning**

This written warning will come from the School Board, and or Senior Administrator/Senior Administration team. It will notify you that you may be terminated if your performance does not improve and/or if the misconduct recurs. The final warning should also state the same factors, as in the formal warning.

#### **Discharge**

Hidaya Academy reserves the right to terminate your employment after a final warning. Once the discharge step is necessary, the Senior Administration team and Board or officials appointed by the Board will conduct the termination meeting, stating the reason for the termination and referring to any past warning if applicable.

#### **Causes for Immediate Dismissal**

- Abusing a child verbally or physically.
- Putting a child at risk or possible risk.
- Undermining the school.
- Undermining the morale of the staff.
- Excessive tardiness or absences.
- Using foul language.
- Not adhering to the policy manual.
- Ignoring and/or not attending to children during outside of school activities.
- Any use of illegal drugs.
- Use of alcohol or smoking on the premises.
- Engaging in immoral behavior and activities.
- Making derogatory statements about Islam.
- Insubordination (failure to adhere to the administration's request).

#### **Suspension**

Depending on the disciplinary action to be taken, the Senior Administrator, after consulting with the Board, may decide to suspend the teacher from work, with or without pay, pending an investigation into the situation. After the investigation is completed, the Senior Administrators and the Board will meet with the teacher to discuss a return to work, and/or further disciplinary action up to and including dismissal. The complete documentation regarding the suspension will be placed in the teacher's personal file.

The teacher has a right to appeal your warning in writing to the Board. Your appeal must be submitted, in writing, to the Board through the Senior Administration team. You can send a copy, of the appeal, directly to the Board. Senior Administrators are required to submit the appeal with the result(s) of his/her investigations, as well as his/her recommendation within two (2) weeks of the receipt of the APPEAL. The Board should resolve the matter within a month thereof and communicate its decision(s) to you through the Senior Administrators. The decision of the Board is final.

#### **Probationary/Reprimand**

For other less severe infractions of school policy, a warning in the form of a reprimand will be issued and placed in the file. A copy will be given to the staff member. Repeating the infraction will result in termination.

#### **Off-Duty Conduct**

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated. While employed by the

School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee’s work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee’s position with our School
- Additional employment that impairs or has a detrimental effect on the employee’s work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the during the employer’s working hours or using our School’s facilities and/or equipment; and
- Additional employment that directly or indirectly competes with interests of our School without prior disclosure.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. Hidaya Academy shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

### **Employment References and Recommendations**

Only the senior administration team may provide employment references, verbal or written, regarding current or former employees of the School. Any reference, positive or negative, may put the School in legal jeopardy and employees are explicitly prohibited from providing them in their capacity as a School employee or on school letterhead.

### **Resignation**

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Administrator regarding their intention as far in advance as possible. At least two (4) weeks’ notice is expected whenever possible. You should notify the Senior Administration team in writing stating your intent, the last date you will work, and the reason(s) for resigning. Sometimes circumstances may exist when we may exercise the right to accept your resignation immediately and accelerate the final date of employment. If this should occur, you are to accept and recognize the termination date set by the school as the last day of your employment at Hidaya Academy. You will be paid up to and including the last day of employment. Your employment records will show a voluntary resignation. When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. Failure to provide adequate notice will result in a \$1000 penalty deducted from your final pay.

### **School Property**

Each terminating staff member must return all school property, computer, files, and keys prior to departure on their last day of employment to the Administrator. They may not access any digital content that was provided by the school or stored on a school-provided account (like email, docs, or drive). They must also not use any email or message groups that are facilitated by the school. In addition the Teacher’s Property List will be signed and dated by both the departing staff member and Administrator, ensuring all personal property of the departing staff member is accounted for and taken upon their leave. Failure to do so will result in the costs of all non-submitted school property to be deducted from the last paycheck. Any property left behind at the school by the departing staff will be noted on the form and becomes the property of the school.

### **Rehire Policy**

If employees leave Hidaya Academy in good standing they will be eligible for consideration when future employment opportunities occur. You will not be rehired if you had conviction, broken the contract, violated rules and regulations, or terminated by Hidaya Academy.

### **Exit interview**

Before, on/or shortly after the staff member’s last working day at Hidaya Academy, they will be invited to an “exit” interview. The purpose of the interview is to ascertain the impressions/comments during their attachment at Hidaya Academy and any recommendations for the improvement of Hidaya Academy.

# Hidaya Academy of Champaign-Urbana Teacher Handbook



**HIDAYA ACADEMY**  
CHAMPAIGN-URBANA

**2011 Brownfield Rd**

**Urbana Illinois 61802**

**Website: [hidayaacademycu.com](http://hidayaacademycu.com)**

**Email: [hidayaacademycu@gmail.com](mailto:hidayaacademycu@gmail.com)**



## Table of Contents

<u>I. PHILOSOPHIES OF HIDAYA ACADEMY.....</u>	<u>3</u>
<u>II. CONDITIONS OF EMPLOYMENT.....</u>	<u>5</u>
<u>III. LEAVE.....</u>	<u>8</u>
<u>IV. MANDATORY EMPLOYEE TRAINING AND BACKGROUND CHECKS.....</u>	<u>9</u>
<u>V. THE WORKPLACE.....</u>	<u>11</u>
<u>VI. SEXUAL AND CHILD ABUSE PREVENTION POLICY.....</u>	<u>14</u>
<u>VII. HARASSMENT POLICY.....</u>	<u>17</u>
<u>VIII. EMPLOYEE DRESS CODE.....</u>	<u>18</u>
<u>IX. DISCIPLINE AND TERMINATION OF EMPLOYMENT.....</u>	<u>20</u>
<b><u>Teacher Handbook.....</u></b>	<b><u>24</u></b>
<u>I. INSTRUCTIONAL PROGRAM.....</u>	<u>27</u>
<u>II. ACADEMIC POLICIES.....</u>	<u>28</u>
<u>III. FRAMEWORK FOR PROMOTION AND RETENTION.....</u>	<u>30</u>
<u>IV. TEACHER RESPONSIBILITIES.....</u>	<u>31</u>
<u>V. CURRICULUM AND INSTRUCTION.....</u>	<u>32</u>
<u>VI. POLICIES AND PROCEDURES.....</u>	<u>36</u>
<u>VII. HOME AND SCHOOL RELATIONS.....</u>	<u>37</u>
<u>VIII. BEHAVIOR MANAGEMENT.....</u>	<u>40</u>
<u>IX. DISCIPLINE POLICY.....</u>	<u>43</u>
<u>X. DRESS CODE ENFORCEMENT POLICY.....</u>	<u>45</u>
<u>XI. ELECTRONICS USE POLICY.....</u>	<u>45</u>
<u>XII. HEALTH AND SECURITY.....</u>	<u>46</u>
<u>XIII. EMERGENCY POLICIES.....</u>	<u>47</u>
<u>XIV. TEACHER QUALIFICATIONS.....</u>	<u>48</u>
<u>XV. TEACHER PERFORMANCE APPRAISAL.....</u>	<u>49</u>
<u>APPENDIX.....</u>	<u>51</u>

## HIDAYA ACADEMY TEACHER HANDBOOK

### **Assalamu Alaykum Teachers and Welcome**

All the prophets were superior teachers. They were inspired and made great changes and transformed societies in our deep history. They persevered even after tough opposition. They believed in their cause and showed much devotion to those who came in contact with them. Teachers are the inheritors of our beloved prophets.

Hidaya Academy provides quality education in an Islamic environment. We offer a dynamic curriculum from Pre-K-5<sup>th</sup>. We believe that our children are our future. To shape our students, Hidaya Academy has teachers who believe that they can make a difference in this world. Commitment, honesty, and love for children are equally important to Hidaya Academy's employment qualifications. Therefore, for our teachers to foster self-esteem, self-discipline, and respect among their students and others, teachers must acquire these characteristics and knowledge in child development.

Hidaya Academy expects excellent quality performance from its educators. Each teacher is a valued member of the Hidaya Academy team. Education is a social activity that is based on strong relationships between the teacher and the student.

Teaching is a privilege and honor given to us by Allah (SWT). We have the opportunity to shape and influence the lives of our students in accordance with the Quran and Sunnah. Through the process of education, we are able to convey the Islamic culture, values, morals, beliefs, attitudes, and practices for the endurance of our Islamic identity.

The noble duty of ours is to encourage and inspire our students to rise to these occasions, to strengthen them with strong Islamic understanding, and to strive with enthusiasm to achieve their fullest potential in both the spiritual and academic areas. Love of Allah (SWT), His Prophet (SAS), and humanity will bring us to this fulfillment. These fine and noble traits will allow them to become productive and valued members in tomorrow's world.

This Teacher Handbook was designed to inform you of our school's expectations and how we will work together to provide the best experience. Please read this handbook to ensure a full understanding of the responsibilities and expectations within Hidaya Academy. Also, familiarize yourself with the school's policies and procedures because all Hidaya Academy's members are required to follow and adhere to these items. Your continued support and contributions are important to the success of our school program.

Sincerely,

Hidaya Academy Board Members

## I. INSTRUCTIONAL PROGRAM

### Curriculum

Hidaya Academy is registered with the State of Illinois and is licensed to operate as a private institution. At Hidaya Academy, all students are required to study the customary academic program, in context of the guidelines provided by the State of Illinois. All students are required to study the academic subjects, as embodied in the School's Curriculum Guidelines. These include: Language Arts, Mathematics, Science, Social Studies, Social Emotional Learning, Physical Education and Art. In addition, we implement an Arabic, Quran, and Islamic Studies Program.

These areas of study are offered from Pre-K- 5<sup>th</sup> grade. Regardless of the grade, Islam forms the heart of the curriculum. It is our goal to link Islamic principles into our teachings. The purpose of this is for our students to view and understand the concepts and develop attitudes and expertise in keeping with the spirit and teachings of Islam.

### Pre-Kindergarten

Pre-School is the entry point of the curriculum at Hidaya Academy. Students start to acquire skills and form attitudes from this level and then continue on through the school. The individuality and abilities of the students are the guiding principles. Age-appropriate materials and tasks are provided in a caring and stimulating environment.

Students in these grades are guided at their pace to acquire mastery mostly in these major areas:

- **Motor Skill:** gross and fine motor skills, eye-hand coordination, audio-visual perception, memory/recognition and retention, working on puzzles, dramatization
- **Communication Skills:** verbalizing, listening, making signs, letters and words, mimicking sounds, writing, speaking, and facial expression
- **Reading Skills:** alphabet recognition (Arabic and English) and writing, sounds of letters, sound recognition, sight words, rhyming, singing, story telling
- **Math Skills:** manipulation of objects, shapes, numbers and numeration, puzzles, matching, arranging, measuring, solving problems, sets, notation, and grouping
- **Writing Skills:** letter formation, rhythmic movement, eye-hand coordination, artistic activities, creative expression, and show and tell
- **Language Skills:** oral skills, listening, writing, and drawing
- **Socializing/Emotional Skills:** sharing, caring, personal awareness, interaction, greeting, and courtesy

### Elementary School

The Elementary School division at Hidaya Academy consists of six grades: Kindergarten through 5<sup>th</sup> grade. The following subject areas are taught at each of these grade levels: Language Arts, Mathematics, Science, Social Studies, Social Emotional Learning, Physical Education and Art. In addition, all students will learn the Quran, Islamic Studies, and the Arabic Language.

- **Quran**  
Students are taught the importance and necessity of the implementation of the Quran in their daily lives as Muslims. They are also enlightened about the status of the Quran as the divine, direct, and preserved words of Allah and His permanent miracle given to the seal and greatest of the Messenger, Mohammad (saw). In addition, students are taught the proper manner in which to handle, recite, and study the Quran. Its correct and regular recitation is also continually stressed. The curriculum focuses on the following aspects:
  - Qiraa'ah-a systematic study of the rules of reading the Arabic text
  - Hifz-memorization of selected parts and portions
  - Tilawah-correct and fluent recitation
  - Tajweed-study of common rules, pronunciation, and origin of letters
  - Tafsir-explanation of selected portions and the practical lessons to be learned
- **Islamic Studies:**  
Islamic Studies is a vast field of study. It includes Aqeedah (monotheistic belief system), Ibadaat (worship), Muamalaat (dealings), Akhlaq (morals), Seerah (Prophet's (saw) life history), biographies of the companions, and Islamic history in general. It also includes the study of Tafsir (explanation of the Holy Quran), Hadith, and the Prophet's traditions. At Hidaya Academy, students are exposed to all these branches of studies in a manner that is appropriate to their age and level.

- **Arabic Language**

The study of the Arabic language is not only covered in the Islamic Studies program, but it is given particular importance at Hidayah Academy. This is because it is the means to the understanding of the Quran and its Islamic principles. Moreover, the use of the Arabic language assists the students to comprehend Islam and validate their identity in today's American culture. The curriculum covers the following aspects:

- Reading and dictation
- Listening and comprehending
- Memorizing and building vocabulary
- Learning and analyzing grammar
- Conversation and speaking
- Writing words, sentences, and paragraphs

The curriculum is put into practice through the notion that each child is an active partner in their education. The task of the teacher is to encourage, facilitate, and challenge their students to reach and maintain high academic success.

The content and skills correlate with the intellectual development of the child. The child's strengths and weaknesses are measured by the teachers when designing the activities. The activities consider the stage of each child and the level each child needs to achieve. Moreover, students will be challenged to new and higher levels of accomplishment.

The core of this program is based on the understanding and implementation of the principles of Islam. Islamic Education forms the foundation of the curriculum at Hidayah Academy. Therefore, its principles and practices not only are expected to guide the conscience and conduct of the students, but also to inform and clarify the concepts of the other academic subject areas, such as in the areas of Languages, Mathematics, the Sciences, and History. The goal is to develop an integrated curriculum based on Tawheed.

## II. ACADEMIC POLICIES

### Grading Guidelines

Teachers have to adopt very clear criteria for student evaluation. These criteria are to be clearly defined and outlined in the teachers' plans, class expectations and syllabi. Regardless of what criteria a teacher follows for grading, semester grades in all subject areas must reflect student's performance in the following areas: homework, projects, quizzes, tests, class participation, and efforts.

Assessment is a major aspect of the learning process and has to be given a great importance and be dealt with the utmost accuracy. All assignments, quizzes, projects, papers, and tests must be graded and feedback must be given to students in a timely manner. Students must receive feedback on their tests within a week of testing. Feedback on major projects and research papers must be given within 2 weeks. Under no circumstances should the students be unaware of their performance on assignments or exams. **The grade book is a legal document that has to be kept updated and can be accessible to the Senior Administrator at any time.**

### Progress Reports/Report Cards

There may be times, as the situation dictates, when a teacher may contact parents through other means such as sending home notes, making phone calls, emails, and special conferences.

Report cards are sent home 4 times each academic year (after each quarter which marks the end of a marking period). The school year is divided into four marking periods – a total of 36 weeks. At the end of each marking period report cards will be administered to parents. It is the responsibility of the parent to review these documents carefully with their child in order to encourage the student to improve his/her academic performance.

Pre-kindergarten through second grade will be evaluated on the following scale:

- EX: Exceeding
- ME: Meeting
- AP: Approaching
- BE: Beginning
- N: No Evidence

Third grade through Fifth Grade will be evaluated on the following scale:

- A: 90-100
- B: 80-89
- C: 70-70
- D: 60-69
- F: 0-59

#### **Grading Changes**

No grade will be altered or changed except to correct a mathematical error. It is expected that grades will be supported by defined and consistent criteria and sufficient documentation. Grading major tests and exams is strictly the responsibility of the teacher.

#### **Policy on Issuing of Failing Grades to Students**

Please be reminded that our school philosophy and policy clearly states that we will offer each student with all possible and reasonable opportunities for success. Therefore, all teachers must make certain the following, prior to issuing a failing grade(s):

- Teachers must continuously keep grading book current so as to identify which students are at risk of failing prior to the end of the grading period.
- Teacher must identify the reason for students who perform below “C” grade level.
- **Parents must be informed of the grade in writing when their child’s grade drops below a C.**
- Teacher must identify the problem as well as a possible solution and inform the parent of such.
- Teacher must facilitate the implementation of the solution with the parent and document the process.
- Teacher must inform the Senior Administration team.
- If all above attempts have been made, then the teacher may issue the grade accordingly and inform the Senior Administration team so that further actions can be taken to assist the student.

#### **Participation**

Each student is encouraged to put forth his/her best effort at all times. Students will earn an effort grade in each class based on the following criteria:

- Does the student consistently complete assignments in full and hand them in on time and to the best of his/her ability?
- Does the student routinely come to class on time and with all required materials?
- Does the student regularly participate in class discussions?

#### **Homework Policy**

Homework may be used as an opportunity for additional learning, if this was not completed during class. It can also be used as an opportunity to engage parents in the student’s learning. Weekly packets may be sent home to help students apply learned knowledge. Homework may also be project based for older students.

### **III. FRAMEWORK FOR PROMOTION AND RETENTION**

Hidaya Academy has an obligation to provide an excellent academic and Islamic education for all students. With the intention to be fair to students, emotionally and academically, we feel it is necessary to establish guidelines regarding promoting students to a subsequent grade or retaining students in their current grade.

The purpose of this policy is to provide the standards and guidelines for the promotion and retention of Hidaya Academy students. In providing these guidelines, the school demonstrates its commitment to several main objectives:

- Promoting high educational standards for its students.
- Ensuring that there is consistency in the educational opportunities provided to all students.
- Implementing a plan of monitoring to verify that the quality of instruction and type of instructional materials provided to students are designed to achieve student mastery of the skills and knowledge which are assessed in making promotion decisions.
- Early identification of at-risk students and the implementation of systematic academic intervention as the most effective method to help all children achieve success in school and avoid grade retention.
- Ensuring that our school’s educational objectives are met in a fair and non-discriminatory manner.

A student may be retained should he/she not have reached a standard of achievement necessary for satisfactory progress in the next grade. Retention shall be considered only after all other options have been pursued and parents have been fully informed and involved over a reasonable period of time. Having the support of parents for the retention of a student is essential to the success of the program. In all retention cases that are being considered, the main concern must be the best interests of the student's emotional, social, and academic needs.

### PROCEDURES FOR RETENTION

1. Parents and students will be made aware of the retention policy at the beginning of the school year.
2. Assistance will be provided at the earliest point the child is identified as being at-risk of obtaining a failing grade in all core subject areas as related to our [Multi-Tiered Systems of Support Policy](#).
3. After the first quarter, parents should be invited for a conference to share the Personal Educational Plan (PEP), which will be devised to remediate and eliminate deficiencies. Interventions may include but are not limited to the following: in-class interventions (academic, behavior, or both as needed), after-school tutoring, extended learning opportunities, other alternative programs or modifications in teaching and learning. Documentation of the interventions and the effect on achievement is required. Additionally, the modifications will be noted on the report card. Interventions must occur for two quarters before retention decisions are made.  
(Recommendation Letter for Student Support for PEP, and PEP given to parents.)
4. Close contact will be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks for students with poor academic status. Personal contacts and requests for conferences should be scheduled and documented when warranted, particularly during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters.
5. A meeting will be arranged with families between the first and second quarter of interventions to determine the use of outside evaluators to support Hidayat staff with the available and applicable resources. Family approval must be given before this occurs and all reports will be shared with family members.
6. Between March 31<sup>st</sup> and no later than April 30, the Senior Administration team shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, the Senior Administration team will decide whether the retention can be supported and justified OR a second round of interventions strategies will be implemented.
7. IF a round of interventions strategies are recommended outside of the school year and/or day, then the sole responsibility is placed upon the parent to meet the school identified requirements. The school's Promotion/Retention Committee consisting of the Senior Administration team, present teachers, and previous year teacher will recommend the second intervention plan, which may include but is not limited to the following: summer school, tutoring, extended learning opportunities, or other alternative programs. To be considered for promotion to the next grade, parents MUST provide documentation of the intervention and the effect on achievement. Additionally, the student MUST pass either the end-of-year exam from the "retention" grade or pass the placement exam for the grade of "promotion."  
(Parent support for intervention letter given to parents.)
7. IF, the student is being retained by the committee, then a letter should be mailed to the parents of students being retained, informing them of the school's intent, by April 30<sup>th</sup>. Parents should be invited to a conference so they may have a full explanation and justification of the retention. The final decision will be made by the school administration. Children will be retained only after a careful consideration and documentation of all factors and indicates that non-promotion will be for the best interests of the student.  
(Retention letter given to parents.)
8. Copies of the "recommendation for student support" letter, student's PEP, "parents support for intervention" letter (if applicable), and end-of-year retention letter should be maintained in the student's permanent record.
9. An appropriate instructional program should be developed for students who are retained.
10. The following retention criteria will be considered:

- a. Final over-all subjects' grade of D or F in 2 or more core subject areas.
- b. Standardized test scores indicating below grade level performance.
- c. Excessive absenteeism
- d. Previous retentions
- e. Age and maturity
- f. Socialization
- g. Psychological effect of retaining the student.
- h. Teacher judgment as to the benefit of retention.
- i. Any information from community resources (evaluators, physicians, etc.)

#### **IV. TEACHER RESPONSIBILITIES**

You have been selected for your position because of special qualities, talents, and skills that are vital for your success in your job at Hidaya Academy. At Hidaya Academy, we operate as a team and a family. The teachers work in close collaboration with their colleagues and administration. The goal is for the team to work in harmony and mutuality throughout the school with respect, tolerance, patience, honesty, trust, and friendship. This kind of atmosphere will greatly enhance the working tone and achievements of the school.

The teacher plans, organizes, and administers learning experiences which contribute to each and every student's optimal development. These experiences may occur within and outside the classroom.

##### **Attendance**

The school day officially begins every morning with assembly and announcements starting promptly at 8:15 AM. Teachers are to be in the assembly area at 8 am sharp with their class sign. Full-time staff should be in the building by 7:50 am to provide adequate time to get to the assembly area. Class teachers will gather their students, line them up, take attendance, and monitor morning assembly. Then, by 8:30 teachers will escort their students to the classroom, reminding them of appropriate hallway behavior. The attendance reports will be given to the School Manager every morning by 8:30AM. The administrative assistant will enter the attendance for each class no later than 9:00 AM daily. All unexcused students will be contacted by 10AM either by phone call or email.

##### **Tardiness**

Students arriving after 8:15 AM are considered tardy. Students and parents must sign their child in at the front desk. They must be checked-in by the parent at the front desk and taken to their class by a staff member. The administrative assistant will mark the student as tardy. The only exception to this rule is bus riding students. Any students arriving late due to a late bus will not be marked tardy.

##### **Students' Permanent Records**

The school maintains a permanent file for every student in which all recorded grades, awards, special notes as well as any violations or infractions. The purpose of recording all such information about a student is to be able to be fair and just when evaluating a students' performance and/or needs and for the sending of transcripts to other educational institutions upon request. This information is not available to the general public and can only be released to other schools when they formally request such records. The school office staff handles all such matters in connection with this issue. Teachers are responsible for maintaining accurate and timely student records.

**Student Attendance:** See Parent handbook for details and handling absences and excessive tardiness

#### **V. CURRICULUM AND INSTRUCTION**

Hidaya Academy maintains curriculum objectives in all areas according to the State of Illinois Curriculum Guideline and other curriculum documents. Each instructor has flexibility in meeting these objectives (outcomes). Teachers are encouraged to add materials to the standard curriculum, to integrate especially from an Islamic perspective into all subject areas. Curriculum development and revision is a Continuous Improvement Process.

##### **Welcome Packet/Syllabus**

At the beginning of the school year, each teacher will create a class handbook. This letter should include student expectations - goals for the year, parent-teacher communication, behavioral expectations, and any special activities or considerations. The instruction letter may include such items as educational background, teaching experience, etc.

### **Class Expectation Outline**

Teacher must make students aware of the following expectations:

- Academic expectations for each subject, grading procedures, opportunities for enrichment, or acceleration.
- Criteria for grading tests and essays (when applicable) should be explained to students.
- Behavioral expectations and standards in accordance with the school's discipline policy.

### **Lesson Plans**

Effective teaching requires planning. The lesson plan book should contain all teaching plans. Lesson plans must be aligned with the IL State Standards.

- Instructional activities should be planned in advance with clear outcomes focused on Hidaya Academy's objectives.
- **Lesson plans need to be available on teachers' desks as a personal guide for substitute teachers, or for the Senior Administration team's review.**
- Teachers are to turn in weekly lesson plans to the Senior Administration team on Thursday by 5:00 p.m.
- Lesson formats should be reflective of student learning styles and needs and showcase any and all differentiation required.
- Muslim teachers are encouraged to integrate Islam into all subjects.
- Relevance and purpose of each lesson should be clear to the teacher and students.
- Materials, methodology, and format should support desired outcomes.
- Records of attendance, student performance, classroom assignments, and homework assignments are to be included in the Grade Book and kept up to date. This should also be on teacher's desk at all times.
- Prepare daily assignments, experiments, demonstrations, teaching aids, etc.

### **Plan Alteration**

On occasions when it becomes essential to make **major** adjustments to the planned Curriculum Map, it becomes the teacher's responsibility to submit a written explanation to the Senior Administration team/Senior Administrator explaining the circumstances. The purpose of the syllabus is not to make the teacher's job tedious, but rather to help Hidaya Academy ensure the realization of the planned objectives and curriculum outcomes. Also, the Curriculum Map allows the parents to become involved in their child's education.

### **Student Evaluation and Assessment**

Evaluate students' learning strengths and weaknesses via tests, quizzes, rubrics, and portfolios. Adapt teaching methods accordingly and provide challenge, assistance, and attention in all areas. Determine and implement teaching methods appropriate to students' needs and capabilities, group size, topics, and program objectives. Initiate and participate in conferences with students, parents, and/or Senior Administration team.

### **Classroom Management**

- Expected to use strategies consistent with Islamic whole-child education and responsive classroom spirit
- Expected to foster safe, healthy, clean, and attractive conditions in the classrooms.
- Expected to attend to all controversial matters with multiple Islamic opinions with the
- Establish and maintain discipline through support described in Zones of Intervention. Students who do not respond well may need additional administrative support as outlined in the behavioral supports policy.
- Implement the school's procedures fairly and consistently showing a respectful attitude at all times. Use language and mannerisms worthy of an educator and role model. Speak to students, parents, and staff using positive, non-demeaning, and non-threatening language.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials. All teachers are to make sure that students pick up all books, writing instruments, and papers from the floor daily leaving the classroom neat.
- Teach good citizenship, respect for school property and equipment, rules of good conduct, and personal responsibility. Administer good character slips.
- Properly supervise students both inside and outside their classrooms. Students must use hall passes when leaving the classroom for water or for bathroom use. Office staff will periodically check students who are in the hallway during classes for their pass.
- Teachers are responsible for escorting their classes during transitional periods. **Students must not be left unattended at any time.** In case of an emergency, in which the teacher is required to leave the room, the



teacher must notify the next-door teacher in order for that teacher to monitor both classes until the teacher is back.

- Teachers will be responsible for other supervision duties as assigned throughout the school year. Supervision duties are an essential and critical part of teachers' assignments at Hidaya Academy.
- Teachers should immediately report damaged or non-working equipment to the administration. Occurrences such as a leaking toilet, a bare electric wire, or an abnormal hissing sound from the A/C thermostat, etc.

#### **Preparation Time**

- All full time teachers must be in their classes **prior to 8:00 am** to prepare for the day.
- All part time teachers who instruct the first class of the day must also arrive by **8:00 am** to prepare for the day.
- The teacher should ensure that his/her classroom is properly arranged and all materials and equipment are ready for the start of class.

#### **Transition between Classes**

- Hidaya Academy offers multiple subjects with different teachers teaching these subjects. Transition from one subject and teacher to the next must be prompt and efficient. Teachers should arrive 5-10 minutes prior to their scheduled time to allow for appropriate transitioning and preparation of materials.
- Teachers should stay in their classrooms, until the next subject teacher has arrived. When your instructional time (that includes the specials: Arabic/Quran, Islamic Studies) teachers come to an end, make sure that your replacement has arrived before you leave the classroom.
- Students can not remain unattended.
- As your scheduled day comes to a close, make sure that your materials, books, etc. are secured, and the windows and doors are locked. The classroom should be neat prior to your departure.

#### **Non-teaching Periods**

- Teachers are to utilize the non-teaching periods to prepare for their lessons and/or correcting and grading students' work, preparing teaching/learning aids, and making copies of materials for his/her class.
- Teachers on non-teaching periods may be asked to function as teachers in other classrooms or help in the other areas only when absolutely necessary.
- Teachers can schedule parent conferences during these times.

#### **Playground Supervision**

Teachers will be assigned supervision on a regular rotation school basis throughout the year. During supervision, teachers will:

- Be present at all times during the assigned periods (arrival, recess, dismissal).
- **Circulate around the supervision area to ensure complete supervision.**
- Ensure students are following school rules (no littering, no rough playing, no improper language, etc.)
- Administer discipline as needed. Free play is a privilege which may be suspended as the situation warrants.

#### **Non-Classroom Events**

From time to time, you may be requested to attend meetings or events outside your regular work schedule.

Non-classroom activities and events may include, but are not limited to the following:

- Professional development sessions
- School programs and special event evenings and Saturdays
- Orientation
- Bi-monthly staff meetings
- Field Trips
- Fundraising
- Graduation/End of the Year Program

The Senior Administration team will make all necessary efforts to provide sufficient notice to you with respect to the times and dates of these special events.

Please notify the Senior Administration team as soon as possible if you are unable to attend a required Hidaya Academy event because of a conflict with the time and/or date due or an emergency.

All staff should consider themselves to be ambassadors of the school. As teachers of Hidaya Academy, we should promote our school in the community and feel proud to be part of the success of Islamic education in Peoria.

#### **Staff Development Sessions**

Opportunities are provided for teachers to increase their knowledge and skills. These opportunities are provided in many ways. They are as follows:

- Special staff development sessions.
- Staff meetings.
- Inviting guest presenters to special sessions.
- Attending professional organizational seminars/workshops/conferences.
- Providing information on courses available.

Opportunities will be granted for teachers to improve their skills by attending courses, workshops, or seminars sponsored by Hidaya Academy. In addition, teachers are highly encouraged to attend at least one external professional workshop outside of Hidaya Academy. Teachers are reminded that one of the criteria in the Teacher Evaluation is the completion of one workshop per academic school year.

#### **Bulletin Board/Display Board**

The regular display of students' work will also create interest and enthusiasm in the students to produce high quality work. Classroom bulletin boards serve as teaching aids as well. They should be used extensively and **changed periodically throughout the school year.**

- Board should be decorated and preferably be interactive.
- Class schedule should be posted.
- Curriculum should be posted visibly.
- News items should be changed and updated accordingly.
- Student samples should be displayed and changed regularly.

#### **Field Trips and Excursions**

The office must approve all field trips or excursions and teachers should not mention or plan these activities with students without first obtaining approval. To schedule and initiate field trips and excursions, the procedures are as follows:

- Field Trip Request– Sponsoring teacher prepares an initial outline giving details of the trip including itinerary, costs, etc. and provides the information to the office. Sponsoring teacher will work with the office staff to plan all details of the trip.
- Approval or Denial – Teachers will complete a Field Trip Request Form. The Senior Administration team will review the request.
- Parental Consent – Upon approval, a written parental consent form that must be received from every student. Without this signed Field Trip Permission Form, students may not participate in the activity. Teacher distributes to the student a parent/chaperone form. The teacher collects both forms and funds.
- The office will arrange for transportation.
- Chaperones must be arranged; one chaperone per three students at the Preschool/KG level, one chaperone per five students in the Elementary level, and one chaperon per ten students at the Middle School level.
- Pictures must be taken and sent to the yearbook coordinator.
- No electronic devices other than regular Cameras are permissible.

#### **Learning Centers/Teaching and Learning Aids**

Elementary teachers are encouraged to create special interest or learning centers (i.e. Reading Center (a small library), Science Center, Social Studies Center, etc.). Creative use of the classroom walls will also help, in large measure, to create an attractive learning environment. Please keep in mind other tenant usage on the weekends.

#### **Committee Participation**

Every teacher should actively participate in at least one or more committees during the school year. Teachers are required to decorate the bulletin board, create flyers, arrange for awards, and set-up for the event. Teachers will be

assigned one committee during Teacher Institute Day, InshaAllah. Teachers are responsible for arranging for someone to take pictures during the event and send them to the yearbook coordinator.

#### **Additional Guidelines**

- On rare occasions, if teachers find it appropriate to have the students watch a movie at school, they must ensure that the movie is Islamically appropriate (G-rated) and must have prior approval from the administration. If unsure, teachers must check for appropriateness with the Senior Administration team.
- Teachers should not give candy to students as rewards or incentives. On special occasions when candy is distributed (i.e. eid), it should be Halal and it should only be distributed at dismissal.
- Teachers are responsible for closely monitoring their surroundings and in the event that strange persons are seen in or around school grounds. The office should be immediately notified.
- Teachers will not be allowed to display personal or community notices or distribute flyers of any kind or on any wall of the school premises unless prior approval is given by the administration. Hidaya Academy is a non-profit organization; therefore, such solicitation is strictly prohibited.
- All staff members should read the school's policies and sign a Statement of Understanding and Agreement. Staff members are encouraged to seek answers from the school's administration whenever needed.
- Teachers will be given information to help understand the religious/cultural environment of the school. They are encouraged to seek answers for any question they might have.

## **VI. POLICIES AND PROCEDURES**

### **Accountability**

Teachers are personally and professionally accountable for the teaching, supervision, and responsibilities as outlined in his/her contract and/or schedule, as well as all applicable expectations as detailed in the Hidaya Academy Teacher Employee Handbook.

### **Teacher Attendance**

Teachers are expected to be in the school building and attending to their tasks as specified in the general operating rules and/or by the time stipulated in the contract and in accordance with the school's academic calendar and schedules. **Teachers who exceed their contract's prescribed total number of absences will be responsible to secure their own substitute for their classes and their pay will be deducted.**

### **Regularity and Punctuality**

Attendance and punctuality are vital for the smooth and effective functioning of Hidaya Academy. Tardiness and teacher absences place a great burden on the staff. If you are not able to report to work on time you are required to notify the office a minimum of one hour prior to the start of your scheduled work day or by 7:45 a.m., whichever is earlier. The clock in the office is the official time to be used for recording the times of arrival and departure, and for all activities at Hidaya Academy. Attendance and punctuality are important factors in your performance appraisal. Excessive absences and tardiness will result in written warnings and may lead to greater consequences. **Official full time teacher hours: 7:50 a.m. to 3:40 p.m.**

### **Absence Procedure**

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff. Therefore, teachers are to report their absences as soon as possible so arrangements may be made, **at a minimum of 1 week in advance** by emailing your request form to [contact@hidayaacademy.com](mailto:contact@hidayaacademy.com). If you are unable to teach your class due to an emergency or for another valid reason, you must telephone the administration before 7:00 a.m. For any absence, lesson plans must be provided. Your lesson plan book, class attendance, other materials, substitute lesson plans, and any specific instructions should be readily available for the substitute. Each teacher should maintain a Substitute Folder which includes class list, classroom procedures, schedule, and helpful hints. These items should be left in a designated folder in the Senior Administration team's office.

### **Sign-In/Sign-Out**

- Staff members will be required to sign-in and out at the office each day (or via a suitable app that Hidaya Academy provides).
- Sign-In: Staff members must sign in prior to 7:59 a.m.
- Teachers may leave the building on school related trips.
- Lunch trips must fall outside teaching prep or other duties times.

- Staff members are expected to complete the Time-Off During School hours Form.
- The Senior Administration team can make exceptions whenever deemed appropriate.
- Teachers are strongly discouraged to take off days on Mondays or Fridays unless due to illness or an emergency.
- Teachers are also encouraged not to schedule doctor visits during the school day unless it is unavoidable.
- When planning a professional day, teachers should complete a Professional Day Request Form and submit it for the Senior Administration team's approval.

### **Staff Behavior Guidelines**

All students at Hidayah Academy are entitled to an education in a positive environment that is safe and conducive to learning. Hidayah Academy staff must be committed to providing a supportive atmosphere where each student can attain his/her potential. Development of such an atmosphere requires a clear description between acceptable and unacceptable behavior for teachers and administrators.

Examples of inappropriate and unacceptable behavior are as follows:

- **Physical Punishment or Physical Threats**  
A teacher should not use any physical contact as a means of punishment or as a means of gaining control of the student. This includes any type of hitting, (with an object such as a ruler or with your hand), kicking, throwing any object towards a student, grabbing a student by the wrist, neck, hair, ear, or other body parts. The ONLY exception to this is in case of the need to physically separate students who are fighting.
- **Psychological Punishment of a Student**  
i.e., public humiliation, threats, materials or displays that demean, belittle, intimidate, or humiliate another person. This includes but isn't limited to name calling (i.e. dumb, idiot, stupid) and threats such as "you are going to hell ..."
- **Grading used to punish rather than to objectively evaluate performance**  
This refers to giving a student a low grade when they have in fact done class work to a higher standard. The place to evaluate attitude is available on the report card, a student shouldn't be "flunked" because they are disruptive in class.
- **Intentional Neglect or Lack of Communication**  
This includes shutting a student out or not teaching them.
- **The Use of Offensive Language, Gestures, or Remarks**  
This includes any form of cursing or swearing. Also includes terms such as "shut-up" etc.

## **VII. HOME AND SCHOOL RELATIONS**

The home and school are intimately interdependent. This is a strong basis for a binding and dynamic relationship. Both the school and home are strong and focused entities working for the common goal of rearing and training our future leaders and citizens to the highest levels they can achieve.

### **Communication**

Our success in our mission of providing quality education in an Islamic environment relies heavily on the communication between the school and home. This flow can be in many forms: letters, notes, and telephone calls etc. and should be from both sides: home and school. Letters, calendar of activities, field trip notes, newsletters etc. are sent home to parents with the students. Parents are requested to make daily checks of their child's backpack for correspondences sent by the school. Some of these correspondences will require your signature. Parents are to sign them and return them to their teacher on the next school day with their child.

The best source of information about the student's progress is from their teachers. Teachers will send weekly newsletters to update parents of developments in the classroom. **Teachers are not allowed to confer with parents during class time under any circumstances.** All classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be **delivered** to the child **as soon as possible without disrupting the educational process.**

Parent Grievance procedure: See Parent Handbook

Methods designed for communicating with families of students enrolled in Hidayah Academy are as follows:

### One-way Communication

- School Cues portal- TextCues
- Homework Logs/Student Planners
- Friday Folder
- Homework Folder
- Report Cards

### Two-way Communication

- Phone Calls
- Email
- Parent-Teacher Conference
  - a) Bi-annually or on a NEEDS basis.

Each teacher is to keep a Communication File of all official correspondences. We encourage avoiding using texting or whats app like platforms as there is no record keeping method.

### **Parent Complaint**

If a parent made a complaint to the Senior Administration team about any staff member, the complaint will be handled as follows:

1. If a complaint is VERY SERIOUS, the staff member will be called in immediately so that there will be no suspicion of conspiracy. **If that should happen, the teacher should remain calm. The teacher may very calmly deny the accusation and then try to help the Senior Administration team figure out why the accusation was made.**
2. If the complaint can wait, the parent will be told that the Senior Administration team/ Senior Administrator will investigate. The teacher is told in private and a resolution is worked out which might include a conference with the parent.

### **Handling Confrontations with Parents**

Listen and be calm at all times.

Complaints: listen, write notes (after parent leaves), and discuss with the Senior Administration team/ Senior Administrator immediately.

Changes in schedule: Direct the parent to the office. You will be notified of all changes as they occur.

Conferences: notify the administration of all problems.

Know the importance of antidotes in confrontational situations.

### **Appointments for Visits**

Parents will use SchoolCues to schedule appointments with staff. All visitors must check-in at the front office and be given a visitor badge. If they do not have a badge please send them back to the front office.

### **Parent Teacher Conference Days**

These meetings are very important. You are to discuss your child's progress with the parents. The conference days are indicated on the school calendar and are planned to be held after the end of the first and third grading periods so you can discuss grades and performance more adequately. Please arrange a schedule for parents to sign-up to visit you so you are able to fit all the parents in one day.

### **Classroom Parties**

Teacher approved socials may be held during the school year. The teacher is to obtain prior approval from the administration for all parties to be held in the class. The teacher and room parents may organize the activity. Only HALAL food, snacks, and drinks are to be served at these socials. Please be conscious of allergies, notify parents in advance if an event is happening so they can provide an alternate snack if allergies are present etc. We do encourage last Friday of the month celebrations (see Holidays and Celebrations in the Parent Handbook).

## **VIII. BEHAVIOR MANAGEMENT**

Hidaya Academy believes that an effective instructional program requires an orderly and safe school environment. The administration has developed the following guidelines for student conduct on school property and at all school

sponsored activities. This notice is to inform students and parents of the rules of Hidayah Academy regarding student conduct and possible consequences for breaking these rules.

### **Classroom Responsibilities**

All teachers will implement their own set of rules in their classroom. Please be reminded that different grade levels may have slightly different expectations of students.

### **General Responsibilities**

- 1) Students will show respect for the school's staff, property, and each other.
- 2) Students will use socially acceptable behavior (no fighting, no pushing, no play fighting, no harassing of others, no inappropriate language or gestures, etc).
- 3) Students will use good Islamic manners.
- 4) Gum chewing is not allowed on school property.
- 5) Dress Code – School attire should be neat, clean, and appropriate. Students will adhere to the Dress Code Policy
- 6) If a student is late to school, the parent must bring the child to the office, and the child must obtain a late pass from the office.
- 7) Students will follow all safety procedures (fire drills, playground, etc.).
- 8) Items which are hazardous to others or interfere with school procedures are not allowed and will be confiscated. Some examples are toys, sharp objects, radios, etc.

### **Lunchtime Behavior**

- 1) Students will keep voices at a reasonable level.
- 2) Students will remain seated unless instructed to do otherwise.
- 3) Students will pick up their own trash after eating.
- 4) Students will use appropriate table manners at all times (no throwing or playing with food, etc.).

### **Bathroom Responsibilities**

- 1) Students will have a classroom pass to use the bathroom.
- 2) Students will use the bathroom properly.
- 3) Students will wash their hands before leaving the bathroom.
- 4) Students will place used paper towels in the wastebasket.

### **Morning Routine**

Students should be in the gym before 8:15AM. Students should sit/stand in their designated areas. No students are allowed to run in the gym.

### **Routine for Salat Dhuhur**

By 1:00 p.m. the children should be ready to offer Salat Dhuhur. Teachers on lunch duty will oversee wudu and the lining up for prayer. After the prayer, they will be dismissed starting from the oldest to the youngest grades. Each teacher should be waiting for their students to accompany them to their respective classrooms.

Good behavior is essential during prayer time and while leaving and returning to class. Students will walk in orderly lines and follow directions. Students may be disciplined for misbehavior during wudu and/or during the prayer.

### **Playground Rules**

Students may enjoy the use of the playground if certain safety rules are followed. Those who violate these safety rules or act aggressively towards others will not be allowed to participate in playground activities.

- 1) Students will listen and respond to the teacher/adult on duty.
- 2) Students will use all equipment properly and safely.
- 3) Students will cooperate and use good manners (including sharing equipment, no fighting, no inappropriate language or gestures, etc.).
- 4) Students will stay within the boundaries of the playground.

### **Playground Guidelines**

- Before you leave your classroom, make sure all children have used the bathroom. **Count the number of children going out to the playground and recount them as they line up to come back into the building.**

- Staff on duty must be on the playground at their designated stations during snack and lunch recess.
- Lack or lapse of supervision is the time most childhood accidents occur. **Be Alert!!!**
- Playground time is part of your regular working hours. You will be expected to watch the children and interact with them.
- Staff members are not to stand or gather together when the children are at play. **Staff members are to stay in their assigned station and watch out for the danger zones.**
- Be aware of your surroundings on the playground. Report any broken equipment immediately to the office.
- The teacher is to count all their students prior to entering the building to ensure all students are accounted for.
- Note other students from different schools will be using the playground at the same time.

## **Social Emotional Learning Framework, Student Conduct and Responsibility**

### **Overview**

Good conduct and discipline are central for a good Muslim. It is just as important to learn good behavior and traits as it is to learn about Math and Science. Islam teaches us to behave with the best conduct and to display good manners. Prophet Mohammed (SAS) said:

We expect our students to behave in a way that pleases Allah (SWT). Hidaya Academy will help to promote good behavior. The faculty and staff at Hidaya Academy will accomplish this in a caring and understanding manner. Consistency and honesty are vital to the development and maintenance of good character. Both home and school have to operate in harmony to encourage children to develop good character.

At Hidaya, we have made a deliberate choice to prioritize four fundamental qualities: **Reflection, Respect, Responsibility, and Relationships**. We firmly believe that cultivating these competencies will bring about a positive transformation in the thoughts, actions, and feelings our students have towards one another; we believe they will assist in the development of strong Muslim identities, and in the betterment of our Muslim community and society at large.

As Muslims, we believe that **Reflection, Respect, and Responsibility** are first due in our **Relationships** with Allah (SWT), and then due to the Sunnah of the Prophet Muhammad (S). Thereafter they may guide our interactions with ourselves, our Ummah and our world.

We expect our students to: **Reflect, Be Respectful, Be Responsible, and Value Relationships**.

**Reflect:** Hidaya desires for students to be intentional, to think before they act and to contemplate their choices, actions, and experiences with the aim of strengthening their faith, gaining insight, and furthering individual and collective growth.

**Be Respectful:** Hidaya wishes for its students to demonstrate respect in many domains, including:

### **A. Respecting Teachers**

- 1) Talk to your teacher using kind words and tone and in a respectable manner.
- 2) Raise your hand to speak.
- 3) Voice your concern politely.
- 4) Stay in your seat unless told otherwise.
- 5) Listen when your teacher or classmate is speaking.

### **B. Respecting Others**

- 1) Settle disputes in a way that pleases Allah.
- 2) Always use appropriate language.
- 3) Be friendly, courteous, and encouraging.
- 4) Speak in a positive manner.
- 5) Keep your hands to yourself
- 6) Listen when another classmate is speaking.

### **C. Respecting the School**

- 1) Move through the building using walking and efficient feet in an orderly manner.

- 2) Refrain from writing on the desk, walls, or other school property.
- 3) Clean up after yourself during lunch, projects, etc.

#### **D. Respecting Oneself**

- 1) Come to school clean, neat, and ready to learn.
- 2) Bring textbooks, notebooks, and completed assignments.
- 3) Adhere to the dress code.
- 4) Follow directions.
- 5) Seek Allah's help to do your best.

**Be Responsible:** Hidayah recognizes responsibility as being accountable for one's actions, decisions, and obligations. It promotes fulfilling duties and commitments in a reliable and conscientious manner. It will remind students that they must first be responsible in their duties to their Creator (swat) and then to the community established by the Prophet (pbuh); this includes parents, teachers, Muslim peers, and society at large.

**Value Relationships:** Hidayah wants students to appreciate the connections and interactions they have with their parents, teachers, peers, and the larger community. Islamic teachings emphasize the significance of nurturing these healthy relationships as a means of worship.

#### **School Code of Conduct Center**

##### **Student Attitude Center**

Hidayah Academy expects its students to come to school with a positive attitude. The teachers and faculty members of the school expect courtesy, respect, and general good behavior from each and every child. We believe strongly that a student's attitude plays a major role in his or her ability to excel in social, academic, spiritual as well as athletic endeavors.

##### **Personal Responsibility Center**

Whenever large numbers of people gather, it becomes necessary to establish rules, which allow students to coexist together in safety and security. In addition to being responsible to rules set by Allah (swat), His Prophet (pbuh) and to others, our Muslim students must take it upon him/herself to control his/her actions and show self-discipline.

##### **Classroom Management**

Classroom management is one of the most powerful factors affecting students' outcomes. Classroom management refers to the way a teacher organizes and manages variables of the curriculum, time, space, and interactions with students.

Effective classroom management and discipline procedures include the following:

- teaching of classroom rules and procedures;
- teaching of social and emotional skills;
- acknowledgement of appropriate behavior and desired social skills;
- differential attention and response to inappropriate behaviors in a positive way;
- the utilization of a variety of instructional modes;
- the maintenance of well-organized student learning materials;
- effective time management; and
- the promotion of emotional, behavioral, and cognitive engagement and re-engagement of all students.

##### **Teacher Language**

Teacher language is the professional use of words, tone, and pace to enable students to engage in active and interactive learning; be contributing members of a positive learning community; and develop the academic, social, and emotional learning skills they need to improve their learning outcomes and be successful in and out of school.

Characteristics of Teacher Language:



- Be direct and genuine
- Convey faith in students' abilities and intentions
- Focus on action
- Keep it brief
- Know when to be silent

Teacher language should also be sensitive to the cultural diversity of the students at the school. Teachers, whenever possible, should always guide students to the teachings of Islam in a way that allows them to love and appreciate the faith.

**IX. DISCIPLINE POLICY**

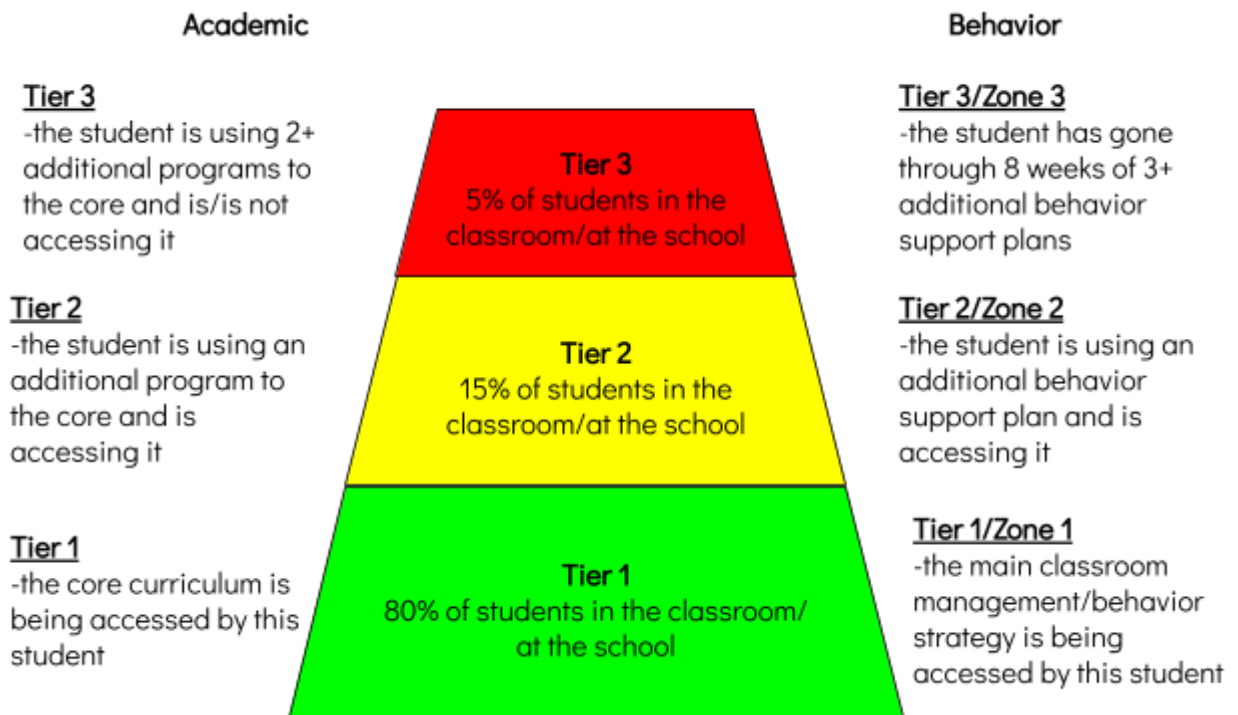
Hidaya Academy is a whole child-based education school that promotes wholesome behavior and character. Students are expected to adhere to Islamic manners and the policies and rules of Hidaya Academy. Hidaya students are expected to conduct themselves in accordance with the Hidaya Framework of the 4Rs: **Reflect, Be Respectful, Be Responsible, and Value Relationships**

**Introduction of tiered leveled of supports**

MTSS stands for Multi-tiered Systems of Support. Many general education public schools have shifted to this model to respond to students at various learning and social emotional levels to provide individualized and timely interventions. MTSS is a proactive approach to meeting the needs of all students, and it is designed to ensure that they receive the appropriate level of support at the right time. MTSS has its own website which shares further details, definitions, and resources: <https://mtss.org/>.

When students do not follow the outlined school wide behavioral expectations and standards, they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses.

**What will this look like at Hidaya?**



Hidaya Academy is committed to making sure that all students can have a positive learning experience by creating an environment in which they can grow academically, socially, emotionally, and spiritually. We view discipline not as a means of punishing a student who has acted inappropriately, but rather as an opportunity for learning and teaching. Hidaya Academy’s discipline framework is modeled after The Responsive Classroom approach (<https://www.responsiveclassroom.org>) which is rooted in the concept of positive discipline. The Responsive Classroom approach to discipline teaches students to choose social and morally responsible behavior because it is the right thing to do. The use of positive discipline practices supports students in developing self-control and self-discipline. The emphasis on intrinsic motivation distinguishes the approach from those discipline approaches that rely on extrinsic motivators such as the promise of rewards or the threat of punishment. The following chart is an overview of this framework.

COMPONENT	GOALS	INTERVENTION/PRACTICE	NOTES
<b>Laying the foundation for positive behavior</b>	To create and maintain a positive learning community and to teach self-regulation	<ul style="list-style-type: none"> <li>➤ Teaching routines</li> <li>➤ Establishing rules and expectations</li> <li>➤ Investing students in rules</li> <li>➤ Setting goals</li> <li>➤ Envisioning, reinforcing, and reminding language</li> </ul>	From day one, the teacher uses practices that work together to promote positive relationships, a positive school climate, academic achievement, and feelings of self-worth and emotional well being.
<b>Preventing off-task behavior and misbehavior</b>	To teach students how to translate the rules and expectations into behavior, and to hold students to the 4Rs in a proactive, firm, fair, and consistent manner.	<ul style="list-style-type: none"> <li>➤ Modeling</li> <li>➤ Role-playing</li> <li>➤ Structured reflection</li> <li>➤ Proximity</li> <li>➤ Visual cues</li> <li>➤ Pro-active envisioning, reinforcing, and reminding language</li> </ul>	High quality teacher-student and student-student relationships contribute to a classroom and school climate in which students choose appropriate behaviors out of respect for the teacher and one another.
<b>Responding to off-task behavior and misbehavior</b>	To handle off-task behavior and misbehavior respectfully and help the student get back on track, repair any damage caused, and develop self-discipline so as to prevent similar problems in the future.	<ul style="list-style-type: none"> <li>➤ Proximity</li> <li>➤ Visual cues</li> <li>➤ Redirection</li> <li>➤ Natural and Logical consequences</li> </ul>	The teacher must communicate behavior expectations clearly and impose logical consequences with fairness and consistency. The teacher’s demeanor, words, and tone must be firm but caring.
<b>Solving a chronic behavior problem</b>	To understand the student’s particular behavior problem and address it with individualized interventions and practices that get the student back on track for developing self-regulation; to help the student learn strategies for returning to positive behavior that work for	<ul style="list-style-type: none"> <li>➤ Problem solving conference</li> <li>➤ Individualized written agreement</li> <li>➤ Goal setting</li> <li>➤ Structured reflection</li> </ul>	Many of the discipline practices used generally (such as modeling of expected behaviors and checking in on progress toward goals) also work with students with chronic behavior problems. But for these students, the practices need to be used more

	them.		frequently and systematically, with the involvement of parents and often other adults.
<b>Managing outbursts</b>	To de-escalate or interrupt behavioral or emotional outbursts and to draw upon community support to help a student regain self-control at the point of escalation.	<ol style="list-style-type: none"> <li>1. Proactive steps to reduce outbursts <ul style="list-style-type: none"> <li>➤ Establish a relationship</li> <li>➤ Set-up routines</li> <li>➤ Teach calming strategies</li> <li>➤ Teach how to express emotions</li> </ul> </li> <li>2. Interrupt the outburst <ul style="list-style-type: none"> <li>➤ Notice the trigger</li> <li>➤ Use proximity</li> <li>➤ Use goal-focused reminding language</li> </ul> </li> <li>3. Distract the student <ul style="list-style-type: none"> <li>➤ Give them responsibility</li> <li>➤ Give them choices</li> <li>➤ Offer self-selected time-out</li> </ul> </li> <li>4. Respond to the outburst <ul style="list-style-type: none"> <li>➤ Use calming strategies for yourself</li> <li>➤ Listen with empathy</li> <li>➤ Use community support</li> <li>➤ Avoid physical contact</li> </ul> </li> </ol>	The proactive approach to interrupting patterns of outbursts starts with building a community of adults (such as teachers, parents, administrators, community-based providers) who understand the student and their behavior. These adults work together to support the teacher and student in reducing and avoiding outbursts to help the student have success.

Hidaya Academy has developed a discipline policy-**Zone System**- for all grade levels that follow the Islamic principles of ethics and the Responsive Classroom approach. The following are essentials of the Responsive Classroom Approach which have been adopted from: <https://www.responsiveclassroom.org>.

Purpose of the Zone System:

1. Maintain character and academic excellence
2. Promote an environment of cooperation and positive learning
3. Keep students accountable for their behavior
4. Teach positive behavior
5. Act as a communication tool for parents to utilize in their child's development



**Zone 1:**

The student is abiding by expectations and rules established by Hidayah Academy: **Reflect, Be Respectful, Be Responsible, and Value Relationships**

The following interventions are deployed in the classroom:

- Behavior specific praise
- Positive home note
- Interactive modeling
- Reminders and cues
- Redirection (verbal, visual, auditory, physical)
- Proximity
- Positive Time-Out/Reflection

**Zone 2:**

The student is exhibiting some difficulties and not displaying the 4Rs in various situations. The student receives all the interventions in Zone 1, with the addition of the following:

- Natural and Logical consequences
- Behavior Reflection Form
- Teacher/student conference
- Teacher/student/parent conference
- Behavior contract and/intervention plan
- School home note
- 1 on 1 mentoring

**Zone 3:**

The student is not abiding by the rules despite interventions of both Zone 1 and Zone 2. The following additional interventions may be utilized:

- Parent conference with administrator
- Disciplinary probation
- Lunch with administrator
- In-school suspension (half day or full day)
- Referral/recommendation for community-based support such as counseling
- Out of school suspension

**Behavior Definitions**

<b>Minor Behavior Problems</b>	<b>Definition</b>
Defiance/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back, but is easily redirected
Disrespect	Student delivers spontaneous/thoughtless, socially rude or dismissive messages to adults or students that can be easily redirected or ignored
Disruption	Student engages in activities that are inappropriate and briefly disrupt such as tapping desk, clicking pen, slamming books. These can be easily redirected or ignored.
Dress Code	Student wears clothing that does not fit within the dress code guidelines practiced by Hidaya Academy
Inappropriate Language	Student engages in inappropriate language not directed at anyone in particular
Physical Contact	Student engages in non-serious, but inappropriate physical contact such as rough housing, horseplay, or tripping.
Property Misuse	Student engages in misuse of property such as placing gum on school property, writing on desk with non-permanent writing device, or breaking erasers.
Technology Violation	Student engages in inappropriate use of cell phone, music/video players, camera, and/or computer which does not result in replacement. Example could be visiting non-approved websites.
Late Salat	

<b>Major Behavior Problems</b>	<b>Definition</b>
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/Non-compliance	Student engages in refusal to follow directions or talks back and/or when other staff become involved.

Disrespect	Student delivers socially rude or dismissive messages directed at adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.
Dress-Code	Student wears clothing that does not fit within the dress code guidelines practiced by Hidaya Academy
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Lying/Cheating	Student delivers messages that are untrue and/or deliberately violate rules.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Property Damage	Student participates in an activity that results in destruction or disfigurement of property.
Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.
Technology Violation	Student engages in serious inappropriate use of cell phone, music/video player, camera, and/or computer.
Missed Salat	

### **Documenting Behaviors**

Behavior documentation allows everyone involved to have ongoing communication about students' progress toward following expectations. Through the documentation we are able to better assess each students' individual needs and provide specific lessons, interventions, strategies, and/or support. Classroom managed behavioral issues will be handled by the teacher and documented on discipline logs and the behavior form. See appendix for the discipline log.

Staff will use the Discipline Log (See Appendix) to document discipline issues that they can handle in the classroom. The staff will choose appropriate interventions for the student's behavior. The student will have three opportunities to correct the negative behavior/s before a teacher fills out a Discipline Log form.

If teachers are experiencing pervasive problem behavior in their classroom, they are advised to seek assistance or additional consultation by contacting the Administration. If the student has not improved a behavior (within a 30-day period), the teacher will refer the student to the Administration where they will receive disciplinary action based on the frequency or type of infractions. Parents will be contacted for every infraction in Zone 2 and Zone 3 via School Cues. The following is a guide:

- 1 infraction= warning
- 2-3 infractions= logical consequence/loss of privilege (teacher discretion)
- 4-6 infractions= lunch with administrator
- 7-9 infractions= Half day In-School Suspension (ISS)
- 10 or more infractions: Full day In-School Suspension (ISS)

### **Consequences**

Our fundamental expectation for students is that their actions align with Islamic teachings and values; they'll act responsibly, they'll tell the truth, do their work, take care of property, get to class on time, and treat each other with respect, fairness, and friendliness. However, we recognize that this will not always happen. When those instances happen, it is time to reteach, remind, and when necessary remove the relevant privilege. The use of natural and logical consequences is not intended to be a punishment. Natural consequences teach students about the direct outcomes of their actions, empowering them to make informed choices and learn from their mistakes. On the other hand, logical consequences guide students towards positive behavior by instilling a sense of accountability for their actions. There are 3 types of logical consequences:

1. Individual Loss of Privilege
2. Break It, Fix It: When students' mistakes result from simple carelessness, impulsivity, or forgetfulness, "break it, fix it" gives them the opportunity to take responsibility by fixing the damage they have caused.
3. Space and Time, Refuel Chair

### **Bullying**

All forms of bullying or harassment are strictly forbidden at Hidayah Academy and carry significant consequences. Bullying is defined as physical and/or emotional harassment that is deliberate, repeated, and demonstrates a power imbalance.

### **Bullying Behavior**

Examples of bullying behavior include the following:

- **Verbal:** Verbal harassment and name-calling, including but not limited to: "put-downs"; hurtful personal comments about another's appearance, taunting; or another's social, cultural, or religious beliefs; threats; offensive acronyms; spreading malicious rumors; belittling others' abilities and achievements; negative references to a person's family or ethnic background.
- **Physical:** Physical contact that is negative, including but not limited to: hitting; poking; pushing; punching; tripping, kicking; spitting; invading personal space; taking, hiding or damaging belongings; non-verbal signs and gestures designed to intimidate.
- **Emotional:** Hurting the feelings of others intentionally, including but not limited to: excluding; alienating; influencing others not to like or associate with someone; ostracizing; controlling or dominating someone by withdrawing or threatening to withdraw friendship; pressuring others to act against their will – such as giving

up possessions, money; providing homework for copying or stealing; circulating offensive notes; offensive graffiti.

- **Electronic:** Using sources of technology to intimidate others, including but not limited to: sending offensive text messages, instant messages or emails; putting offensive material on the Internet; putting someone's personal information or material on the Internet without their consent or knowledge.
- **Retaliation:** Retaliation includes any form of intimidation or harassment in connection with the filing of a complaint or assisting with an investigation under Hidayah Academy's policy. Retaliatory or intimidating conduct is specifically prohibited, and as detailed in this policy, shall be treated as another incident of bullying.

### **Hidayah Academy's Expectations for Providing a Safe School Environment**

Hidayah Academy is committed to providing:

- An environment conducive to promoting positive relationships between all members of the school community- students, staff, and parents.
- Curriculum materials, programs, and opportunities which help develop appropriate social skills, positive relationships, respect, and resilience.
- Communication from all teachers to students about the policy.
- A safe and confidential place to report the actions of bullies.

#### **Hidayah Academy expects all students to:**

- Not participate in any bullying situations.
- Report the actions of bullies.
- Be accountable for their actions

#### **Hidayah Academy expects all staff to:**

- Provide a positive and safe environment for all.
- Model appropriate language and actions.
- Respond sensitively to signs of distress or suspected incidents of bullying.
- Be observant regarding the actions and interactions of students.
- Identify possible bullying situations and persons.
- Intervene in situations where bullying is directly observed.
- Report and follow the procedures for all incidents of bullying.
- Discourage activities that enable exclusion e.g. distribution of invitations in class, choosing of working groups by students; saving of seats.

#### **Hidayah Academy expects parents to:**

- Promote respect for others and accountability for behavior; model behavior that treats others with respect and kindness.
- Communicate with the school any signs of distress in their children regarding suspected bullying.
- Discuss with their children any incidents of bullying and appropriate strategies and/or relationship skills to deal with them.
- Support the school in its endeavors to assist your child if they are aware or involved in a bullying situation.
- Take advantage of resources provided by Hidayah Academy and other avenues outside of school i.e. recommended support programs for academic, emotional, physical, and behavioral improvement.

### **Probation and Dismissal of Students for Behavioral Reasons:**

Recommendation for Withdrawal or Expulsion from School: If the behavior is egregious, or previous disciplinary actions have not corrected the behavior, the Administration may recommend a family withdraw their student or recommend to the Hidayah Board that a student be expelled from school. Withdrawal or expulsion may be effective immediately, as determined by the Administration. Examples include but are not limited to:



- Repeated bullying of any kind - cyber or otherwise (on or off campus) that did not resolve following an action plan.
- Violence
- Recurrent issues indicating a lack of honesty and integrity (e.g. plagiarism, lying, cheating)
- Bringing dangerous items to school (or on school sponsored trips) such as knives, matches, drugs, alcohol, etc.
- Repeated disrespect toward faculty and/or Administration
- Repeated disregard for behavioral expectations
- Prolonged academic and/or behavioral probation

### **REPORTING DRUG VIOLATIONS to AUTHORITIES**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity: A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

### **105 ILCS 5/10-27.1B REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no 21 later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

### **105 ILCS 5/27.1A, 5/34-8.05 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well.

### **Professional Development**

Hidaya Academy expects the best from its teachers, and this includes the need for ongoing professional development for all teachers. Teachers are required to attend all professional development meetings, courses, and assignments that are assigned to them by the Administration. They include the following:

- In-Services/Staff Meetings: This supports active learning where teachers are part of designing and trying out teaching strategies. This will also give teachers an opportunity to engage in the same style of learning that they are designed for their students.
- Teacher Collaboration: This creates a sense of community and will allow teachers to share their ideas, teaching styles, techniques, and tips that can be utilized in the classroom in order to improve teacher instructional strategies and to help improve student learning outcomes.
- Additional Professional Development: At times, teachers will be required to attend courses such as:
  - CISNA/ISNA Conferences
  - Responsive Classroom Training
  - Training centered around the Muslim American identity

## X. DRESS CODE ENFORCEMENT POLICY

At Hidaya, we strive to create an Islamic environment, and this is included in the way we present ourselves. Thus, all students and employees must dress modestly and adhere to the school's dress code policy.

**Student Dress Code: Please see parent handbook**

### Student Violations

The homeroom teacher will determine if the uniform policy has been violated. Any prohibited items of clothing will be taken by school staff and returned to the parent only. On special school days, the administration may not require students to wear the uniform. During these times, students must wear attire that is in accordance with school policy and the Islamic dress code.

### Student Consequences for Violations

- **First Offense:** The student will receive the Dress Code Violation Form regarding the offense which must be signed and returned.
- **Second Offense:** Parents will be contacted and allowed the opportunity to bring the missing item(s) to school or may take the child home to dress in the proper uniform.
- **Third Offense:** Parents will be asked to pick up the student for the remainder of the day.

## XI. ELECTRONICS USE POLICY

### Ethical Use of Technology

In an effort to support student safety, develop responsibility, and keep students accountable, the Hidaya Academy Administration and staff have the discretion to determine the appropriate use of electronic devices and cell phones during school hours.

Students and Staff are expected to use computers and iPads in a manner that is consistent with the school's ethical principles. Responsible use of the Internet includes: research, web-based applications, communication, and collaboration. Unacceptable activities are not permitted. These include, but are not limited to:

- Harassing, insulting, attacking others, and/or using obscene language
- Sending or displaying offensive messages or pictures
- Taking pictures or videotaping others without permission
- Participating in interactive email and chat rooms without permission
- Changing default settings on school computers
- Downloading or installing software on school computers without permission
- Intentionally wasting limited resources or requesting unnecessary and lengthy material that ties up system resources
- Violating network security systems, using another's password or account, or trespassing in another's folder or files
- Damaging computers, computer systems or computer networks
- Violating copyright laws

### Internet Usage

It is important that students accept responsibility in using the Hidaya Academy network services and the internet. Parents are to sign an agreement with the school before students are allowed to use the internet services. This access is

for the sole purpose of obtaining information in order to perform relevant tasks, such as class assignments. Expectations of high standards of behavior apply to those using the network services and the internet. Failure to comply will result in withdrawal of the right to use these tools. Gross violation where inappropriate sites are accessed may result in a suspension or expulsion. Irresponsible practices include the following:

- Violation of copyright
- Accessing offensive material
- Violating the privacy of others
- Not reporting violation of privacy
- Posting anonymous messages
- Degrading equipment
- Corrupting data
- Wasting finite resources
- Using the internet without permission and supervision of the class teacher

#### **Mobile Devices**

- Students are prohibited from operating cell phones, smartwatches (excluding personal fitness trackers), or other personal communication devices during school hours. Such devices may only be operated by students before or after school hours. Staff is highly discouraged from using smart devices unnecessarily.
- If students bring mobile devices to school, all devices are to be turned off, checked in at the front desk upon arrival, and checked out at dismissal time.
- On certain occasions, students may bring in mobile devices ONLY with administrations or teachers and parental permission to be used for events and class activities.

#### **Violation of Technology Guidelines for Students**

Using the internet and carrying a cell phone/telecommunications device in the school building is a privilege, not a right. All internet and phone violations beyond the first offense shall result in consequences including the loss of internet access and temporary loss of carrying the device at school and shall be communicated to parents.

All offenses are cumulative throughout the year.

##### **1st Offense**

- Written warning.
- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- Internet use will be suspended for the rest of the day.

##### **2nd Offense**

- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- The student is not allowed to bring the device to school for 1 week.
- Internet use will be suspended for the rest of the day and week.
- Parents will be notified.

##### **3rd Offense**

- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- The student is not allowed to bring the device to school for 1 month.
- Internet use will be suspended for the rest of the day, week and month.
- Parents will be notified.

##### **4th Offense**

- The item will be confiscated by the administrator and MUST be picked up by a parent/guardian.
- Internet use will be suspended for the remainder of the year.
- The student is not allowed to bring the device to school for the remainder of **the school year**.

## **XII. HEALTH AND SECURITY**

### **General**

Students' health and safety is of major importance. Each child has different needs and at times these needs may be special medical needs. Although confidential, all staff must be aware of these needs. This information may be sought from the students' file in the office.

### **Illness or Injury to Students**

If a child is injured, escort the child to the front desk for immediate medical attention. Staff are to assess if this is an emergency. In case of an emergency call 911. If the injury is minor, ice packs are available in the freezer. Staff may wear masks and gloves when assisting injured students. Cleanse the wound appropriately and place the appropriate bandages. An incident report must be completed in school cues. The teacher is to report any illness or incident to the office immediately. The parent will be contacted. The teacher is to fill-out the “Incident/Accident Report Form” and submit it to the Senior Administration team. If the sickness/injury is serious and the parent does not respond, we will call the emergency number, or the child’s physician.

#### **Accident/Incident Notification Form**

Please use SchoolCues to report incidents. With every occurrence of any accident to a student under your supervision is to be reported. Write up and submit to the parent on schoolcues.

#### **Medication Administration**

The State of Illinois discourages the administration of medication to students during regular school hours and during school related activities unless absolutely necessary for the critical health and well-being of the student. Without parent permission, the school personnel are not permitted to dispense medication to children. A special form, available in the school office, must be signed by a parent to be kept on file. This form must be updated annually. Medication must be clearly labeled in the original prescription bottle. All prescription medications, except inhalers, are kept in the school office. Over the counter medicines, even cough drops, are not allowed without a note from the parent. These may be held by the school office until needed at which time the child may self-administer. Hiday Academy policy does not allow the dispensing of medicines by school personnel without the specific authorization of the student’s parent and or doctor.

- 1) All medicines and forms will be collected and released by the Office Staff. The school will keep all medications in a central, locked location with the exception of those students who need the medication with them at all times. (Ex. Inhaler, Epi Pens, etc.). Such medications require written notification signed by a physician filled in the office.
- 2) No internal medication, orally or otherwise, will be administered by any school personnel without the written permission of the parents.
- 3) The school will keep a log of all medications dispensed. The form must be completed indicating each day the medicine is to be given and the exact dosage.
- 4) All medicine spoons must be included and labeled with the child’s name.
- 5) According to the State law, students are required to administer their own medication under the supervision of designated school personnel.
- 6) A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

#### **Illness Policy**

Hiday Academy requires that students not attend school if they have the following symptoms.

- Fever greater than or equal to **100.5** degrees Fahrenheit: Children must stay home **24 hours** after fever subsides. **They are not to be given fever-reducing medication and sent to school.**
- Heavy drainage (clear or discolored) from the mouth, nose, eyes, or ears
- Red discoloration to the whites of the eye(s)
- Skin rashes of any kind which have not been diagnosed by a doctor
- Severe abdominal pain, vomiting, or diarrhea
- A painful, red throat, even if fever is not present
- A deep, hacking cough
- A vomiting child
- Lice or nits: Any student found to have either lice or nits will be asked to remain out of school for a minimum of 2 days or until lice or nit free. Upon returning to school, students will be rechecked determining that they are nit free by the administration.
- Any other communicable disease not listed
- If a student becomes sick during the day, the office staff will contact the parent to pick up the child.

If any of the students are found to have any of these symptoms above, their teachers will escort them to the front desk. The administrative assistant will give them a mask to wear and parents are called to pick up their child immediately.

### XIII. EMERGENCY POLICIES

#### Illness or Injury/ Accident Reporting

- In case of an accident, the teacher on duty must make the proper arrangements to seek help and to notify the office as soon as possible. An accident report will be completed and given to the parent. The teacher will file the report in the accident folder.
- Parents may be notified immediately depending on the severity of the incident. If it is a minor injury it will be treated and the child will return to his/her class.
- In case of suspected broken bones, the teacher should avoid moving the student, and should make the necessary arrangements to have the accident/injury reported to the office as soon as possible.
- When the injury takes place in the play area, one of the recess supervisors should notify the office.
- When the injury occurs in an area where there are no other adults present and no phone is available, the teacher should send a student to the office for help.
- In case the nature of the injury allows moving the student, the staff member should make the necessary arrangements to take the student to the office.
- In case of a small injury that is cared for at the school level, the office staff will contact the parents to report the incident the same day.
- Feedback from parents should be reported to the Senior Administration team, if deemed necessary. If the illness/injury is serious and a parent does not respond, then we will call the emergency number.
- The office staff will call 911 if it is judged that the situation warrants it, even if the parents cannot be reached.
- If no one can be reached, the child's physician will be called.
- **It is critical for any change in address; telephone number, doctor, or emergency contact person should be reported immediately to the school's office.**
- **Parents must include on the Hidaya Academy Registration Form all known prior medical conditions.**

#### Fires, Tornadoes, and Active Shooter

Hidaya Academy complies with all fire and tornado safety laws and will conduct fire and tornado drills in accordance with State law. Specific instructions on what to do or where to go will be provided to students by their teachers and posted in each area since they will be responsible for safe, prompt, and orderly evacuation of the building. Instructions will also be posted in all classrooms. Fire drills may be supervised by the local fire department. Please refer to our Emergency Policy Document.

#### False Fire Alarm

In the event the fire alarm is activated by a student, not due to a true fire or hazard, parents will incur the costs from the Fire Department.

#### Personal Safety

All visitors to the school enter through the main entrance and report to the main office to sign in and receive a **visitor pass**. All students should be picked up by 3:40 PM. **The school is not responsible for any student unsupervised in or outside the building after 3:40 PM on regular days or after 12:00 PM on early dismissal days.** Students should not arrive before 8:00 AM. The school is not responsible for students who are dropped off before 8:00 AM. Students must report directly to the gym area upon arrival and remain there until they are dismissed.

#### School Closing

Teachers should check the Hidaya Academy schoolcues messages or the staff whatsapp group for the latest communication regarding school closings. These are the primary sources of school closing communication. School closing will be communicated no later than 7:00 AM the day of closing. If there is no update on either Hidaya Academy website or whats app group until 7:00 AM, then Hidaya Academy is open.

### XIV. TEACHER QUALIFICATIONS

#### Criteria for Selection of Professional Staff

The professional staff is employed on the basis of educational background, academic accomplishments, and number of certifications in various subject areas, experience, recommendation letters, and conduct during the initial interview with the staff selection committee and any subsequent interviews, as well as their knowledge and understanding of the

Muslim culture and religion. The school employs its teachers without regard to their age, sex, religion, handicap, or national origin.

### **Qualifications of Teachers and Other Professional Staff**

The vast majority of teachers at Hidayah Academy have a Bachelor's degree or Graduate degree. Teachers carry certifications and endorsements in areas of expertise as well.

### **Teacher Competency in Assigned Areas**

Teachers must demonstrate competency in the following areas:

- Planning, delivery, and evaluation of instruction.
- Classroom management.
- Participation in school committees and extracurricular activities.
- Effective and positive communication with students, parents, colleagues, and administration.
- Teachers are evaluated according to the school's teacher evaluation procedures.
- These procedures are described in the teacher handbook and are explained during the in-service week prior to the beginning of the school year.

### **System of Selecting Teachers with Less Than a Bachelor's Degree**

Teachers with less than a bachelor's degree demonstrate their competence by:

- Working towards a bachelor's degree based on a schedule agreed to by the school.
- Having a satisfactory number of courses or extensive successful teaching experience prior to joining Hidayah Academy.
- Being closely monitored by the administration.

### **System of Evaluating Teachers and Encouraging Improvement of Teaching Competency**

- 1) Evaluation: Teachers are evaluated formally by the administration. The evaluation is based on two or more formal appraisals, walk-throughs, review of lesson plans, review of grade book, review of assignments of supervision, staff meeting attendance, and punctuality.
- 2) There are a variety of ways in which improvement in teaching competency is encouraged:
  - a) Mentoring system for new teachers
  - b) In school in-service
  - c) Out of school in-service

### **Proof of Degree**

All teachers must provide Hidayah Academy with copies of unofficial transcripts from their highest completed degrees. If a teacher is currently in progress of completing a degree, the employee must provide unofficial transcripts of completed course work thus far. This employee must also send written documentation of their anticipated graduation date with their major to the administration to keep on record. All teachers who completed their degrees abroad must obtain proof through a third party website [www.ece.org](http://www.ece.org).

## **XV. TEACHER PERFORMANCE APPRAISAL**

The ability of Hidayah Academy to deliver high quality learning experiences depends on every employee performing at a high level on the job. Evaluation is a continuous and growth process. Hence your performance will be reviewed on a regular basis. To assist in this process, Hidayah Academy has developed an evaluation form which will be used to record your performance on the job.

The evaluation process is designed to help your evaluator to rate your level of performance at various aspects of your job. The form will provide feed-back on areas that you excel and suggestions for areas that may need improvement. Your performance appraisal will be reviewed by the Board if you are being considered for promotion and/or retention.

The effectiveness of each faculty member will be evaluated regularly - twice per term. The final appraisal will be done at the end of the school year. The instructional and overall evaluation will focus on:

- 1) Records
- 2) Interest and response to school matters and activities
- 3) Relationships with other teachers, administrative staff, parents, and students
- 4) General performance of any assigned duties or responsibilities
- 5) Actual lesson presentation for which you are to give a detailed lesson plan

6) Punctuality and regularity

Before any evaluation is effected, the staff member will be informed of the system of evaluation to be applied.

After each evaluation session, a post-conference will be held between the staff member and Senior Administration team. Any corrective action will be expected to be taken by the evaluated personnel.

Attendance and punctuality are important factors in your performance appraisal. An employee who exceeds his/her leave for the year, without prior approval, will have that noted in the performance appraisal.

**Tardiness and regularity will play a heavy role in your overall evaluation. An employee who is tardy 3% or more of the school year days (and/or exceeds leave) will lead to disciplinary action.** Teachers should be at school prior to 8:00 AM.

### Evaluation Criteria

- I. Observation-Based Formal Evaluation
  - A. Completion of Pre-Observation Conference Evaluation Form
  - B. Pre-Observation Conference
  - C. Formal Classroom Observation
  - D. Completion of the Reflection Form
  - E. Post-Observation Conference
  
- II. Domain 1: Planning and Preparation for Student Learning
  - A. Student Background Knowledge
  - B. Learning Goals
  - C. Lesson Structure
  - D. Student Evaluation
  - E. Instructional Methods/Activities/Materials
  
- III. Domain 2: Environment for Student Learning
  - A. Student Relationships
  - B. Expectations
  - C. Behavior Management
  - D. Physical Environment
  
- IV. Domain 3: Teaching for Student Learning
  - A. Understanding of Learning Goals
  - B. Clear Content
  - C. Higher Level Thinking
  - D. Adapting to Student Needs
  - E. Monitoring of Understanding
  - F. Use of Instructional Time
  
- V. Domain 4: Teacher Professionalism
  - A. Reflection
  - B. Supports Initiatives
  - C. Use of Resources and Professional Development
  - D. Relationships with Colleagues
  - E. Parent Communication
  - F. Records





# APPENDIX

**APPENDIX I**  
**Hidaya Academy**  
**STATEMENT OF NO CRIMINAL CHARGE**

This statement is required from all new employees of Hidaya Academy of Champaign- Urbana prior to assumption of duties. It is a condition for employment at Hidaya Academy.

I

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

hereby state that I have not been charged with any criminal offense, and that there is no criminal charge pending.

I, further, state that this statement is true and accurate.

This statement is made as a requirement for employment at Hidaya Academy of Champaign-Urbana.

I also understand that should this statement be false, my employment at Hidaya Academy will be terminated immediately.

\_\_\_\_\_

Staff Name (Please Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Administration team Signature

\_\_\_\_\_

Date

**APPENDIX II  
HIDAYA ACADEMY  
DAY OFF REQUEST FORM**

**Employee Time-Off Request Form**

Complete and email to Contact@hidayaacademycu.com

**Employee Information**

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

Starting On: \_\_\_\_\_ Ending On: \_\_\_\_\_

Will Return to Work On: \_\_\_\_\_

Type of Request (Check one of the following)

Vacation                       Personal Leave                       Funeral/Bereavement Leave

Jury Duty                       Family and Medical Leave

Other

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification**

**I understand that time away from work is subject to approval.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval**

Approved:  Yes  No

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

**APPENDIX III  
HIDAYA ACADEMY  
DAY OFF REQUEST FORM**

\_\_\_\_\_  
NAME OF PERSON MAKING REQUEST

I am requesting the following day(s):

Dates expected to be absent:

<input type="checkbox"/> <b>Conference or Workshop</b> (Name of Conference/Workshop: _____)	_____ _____
<input type="checkbox"/> <b>Personal Day</b> (Request at least 1 week in advance except in cases of emergency)  Sick/Personal days remaining after this request. _____	_____ _____
<input type="checkbox"/> <b>Sick Time</b> (Please specify on this form if sick time is for self or family) _____  Sick/Personal days remaining after this request. _____	_____ _____

\_\_\_\_\_  
SIGNATURE OF PERSON MAKING REQUEST

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
SIGNATURE OF HIDAYA ADMINISTRATION

\_\_\_\_\_  
DATE

Approved       Not Approved

Comments:

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX IV  
HIDAYA ACADEMY  
FULL-TIME STAFF DAILY TARDY SLIP FORM**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

You are required to report for duties at \_\_\_\_\_ am / pm, each working day.

You were tardy by \_\_\_\_\_ minutes.

This is not acceptable. Reporting late for duties reflects on your performance and is not in keeping with the established norms of professionalism. Your tardiness affects the smooth functioning of the school. You are kindly reminded to be on time for reporting to duties. Punctuality is the policy of Hidayah Academy..

We appreciate your full cooperation in this matter.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**APPENDIX V**  
**HIDAYA ACADEMY**  
**PART-TIME STAFF DAILY TARDY SLIP FORM**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Your teaching duties start at \_\_\_\_\_. You were tardy by \_\_\_\_\_ minutes.

This is not acceptable. Reporting late for duties reflects on your performance and is not in keeping with the established norms of professionalism. Your tardiness affects the smooth functioning of the school. You are kindly reminded to be on time for reporting to duties. Punctuality is the policy of Hidayah Academy .

We appreciate your full cooperation in this matter.

\_\_\_\_\_  
Teacher Signature

Date

**APPENDIX VI**  
**HIDAYA ACADEMY**  
**LETTER OF CONCERN FOR REPEATED TARDINESS BY STAFF MEMBERS**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

It has been noted that you were tardy \_\_\_\_\_times for this month.

You were also tardy \_\_\_\_\_times for this school year. This record is a major concern for the Administration. You are reminded that each staff member is required to be regular and punctual.

Please refer to the Hidayah Academy Teachers Employee Handbook. You are advised to reverse this unacceptable performance. If the need arises for another “Letter of Concern”, it will result in the situation being referred to the School Board for disciplinary action.

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Administrator Signature

**APPENDIX VII  
HIDAYA ACADEMY  
CLASS OBSERVATION OR WORKSHOP REPORT**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date & Time of Visit or Workshop: \_\_\_\_\_

Class Observed/Name of Workshop: \_\_\_\_\_

Report: \_\_\_\_\_

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**Any photos taken? Yes/No If yes, please submit photos.**

**Would you like to implement what you have observed? \_\_\_\_\_ How? \_\_\_\_\_**

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**What materials would you need? \_\_\_\_\_**

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**APPENDIX VIII  
HIDAYA ACADEMY  
STUDENT ACCIDENT REPORT**  
(Please use school cues to submit, this is an example)

**Parent Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Time of Accident/Onset of Illness** \_\_\_\_\_ **Location** \_\_\_\_\_

**Specific Detail of Incident/Illness** \_\_\_\_\_

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Type of First Aid Treatment or Care Given: (Check all that apply)

- Washed/Soap
- Band-Aid
- Cold Pack
- Laid Down Away From Children
- Child Returned to Normal Activity
- Sent Home/Picked Up by Parent
- Referred for Further Medical Care
- Emergency Services Called
- Other (explain)

Staff Signature \_\_\_\_\_

Administration Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Notified Parent at \_\_\_\_\_ am/pm

**APPENDIX IX  
HIDAYA ACADEMY  
STUDENT DISCIPLINE LOG**  
\*Will be available digitally\*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Date	Class/Teacher	Behavior Problem	Action(s) Taken

**\*\*At the end of the year this form will be placed in the student's file.**

**HIDAYA ACADEMY**  
**STUDENT Behavior Form**

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Infraction #:** 1 2 3 4 5 6 7 8 9 10

<p><b>Date:</b> _____</p> <p><b>Time:</b> _____</p>	<p><b>Location</b></p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Hallway</p> <p><input type="checkbox"/> Restroom</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Playground</p> <p><input type="checkbox"/> Gym</p> <p><input type="checkbox"/> Bus</p>
<p><b>Behavior Issue</b></p> <p><input type="checkbox"/> Defiance/non-compliance</p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Inappropriate language</p> <p><input type="checkbox"/> Physical contact/fighting</p> <p><input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Tardy to class/salat</p>	<p><b>Intervention Used (Check all that apply)</b></p> <p><input type="checkbox"/> Reminder</p> <p><input type="checkbox"/> Redirection</p> <p><input type="checkbox"/> Physical Proximity</p> <p><input type="checkbox"/> Interactive modeling</p> <p><input type="checkbox"/> Logical consequence</p> <p><input type="checkbox"/> Positive Time-Out/Reflection</p> <p><input type="checkbox"/> Seat change</p> <p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Parent contact (Email, Phone): ___/___</p> <p><input type="checkbox"/> Other</p>

**Description of Events and/or comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>ACTION TAKEN (Office Use Only)</b>
<p><input type="checkbox"/> Parent conference with administrator</p> <p><input type="checkbox"/> Lunch with administrator</p> <p><input type="checkbox"/> Half-day ISS</p> <p><input type="checkbox"/> Full-day ISS</p> <p><input type="checkbox"/> Other: _____</p>

**APPENDIX XII**  
**Hidaya Academy**  
**STAFF MEMBER ACCIDENT/INCIDENT REPORT FORM**

**Staff Member Name** \_\_\_\_\_

<b>Date</b>	<b>Details of Accident/Incident</b>	<b>Action(s) Taken</b>	<b>Follow-up Action(s)</b>	<b>Comments and Signature of Staff Member</b>

**APPENDIX XIII  
HIDAYA ACADEMY  
MAINTENANCE/REPAIR REQUEST**

Please email to [HidayaAcademyCU@gmail.com](mailto:HidayaAcademyCU@gmail.com) with Subject: Urgent-Maintenance Request

Date of Request: \_\_\_/\_\_\_/\_\_\_ Teacher Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Description of work/repair:

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Requested Priority:

High - Must be done within 24 hours.

Medium - Within the week.

Low – When you get a chance.

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**For Office Use Only:**

Date Reviewed: \_\_\_/\_\_\_/\_\_\_

Authorized By: \_\_\_\_\_

Comment:

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Date Work Completed: \_\_\_/\_\_\_/\_\_\_ Number of Days to Complete: \_\_\_\_\_

Work Assigned To: \_\_\_\_\_