FACULTY AND STAFF HANDBOOK
SY 2019 – 2020

Welcome to D'NVSFPI, where building habits and learning emanate together.

Introduction

This handbook has been prepared to introduce you to our school. It will acquaint you with policies, rules, pay and benefits, which apply to all employees at D'NVSFPI. The information contained in this handbook applies to all employees of D'NVSFPI. It is presented as a matter of information only and its contents should not be interpreted as a contract between the school and any of its employees. This handbook is only a summary of our policies, however, so please review it with your supervisor if you have any questions. Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents.

D'NVSFPI Vision Statement

D' new VICTORIA SCHOOL Foundation of the Philippines Inc. WILL BE A COMMUNITY OF ENDURING LEARNERS CHILD AND ADULTS ALIKE, DELIVERING ACADEMIC AND CHARACTER EXCELLENCE

D'NVSFPI Mission Statement

…D' New Victoria School Foundation of the Philippines Inc., is dedicated in developing ACE learners and critical thinkers, that will produce elegant ideas that will TOUCH PEOPLE'S LIVE and make a DIFFERENCE to the WORLD.

…The teachers will be the very medium of instruction, giving real life application to every lesson thus creating the best value for the students and parents.

…All stakeholders will be notified of every progress inside the school community.

DNVSFPI Values

Share our **VISION** – ARTICULATE our vision clearly and passionately, ensuring stakeholders understands how their individual efforts contribute to higher level goals.

Integrity – LEAD by example, demonstrate the behavior that we want people to follow

Consideration – Giving CARE and RESPECT to all is part of our life.

Tenacity – to have a MORAL strength to resist opposition, temptation and hardship

Obedience – Where RULES are for the obedience of fools and guidance for wise men

Responsibility – Own up to our MISTAKES pointing it to others, doesn't make it right

Inspiration – Drive the TEAM forward with passion

Audacity – Make hard DECISIONS

Professional Ethics

Principles of Good Practice at D'NVSFPI for Teachers

1. Makes the well-being of students the fundamental value in all decision making and actions.

2. Fulfills professional responsibilities with honesty and integrity.

3. Supports the principle of due process and protects the civil and human rights of all individuals.

4. Obeys local government, and national laws.

5. Implements the school education policies and administrative rules and regulations.

6. Accepts academic degrees or professional certification only from duly accredited institutions.

7. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

8. Honors all contracts until fulfillment or release.

9. The teacher collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of the vision and the mission statement of DNVSFPI School.

10. The teacher welcomes administrative supervision in the context of clearly defined and well-communicated criteria of evaluation.

Principles of Good Practice

1. Educators and all personnel who interact with children, have appropriate training and knowledge regarding the developmental characteristics and needs of the age group.

2. School educators create a safe and secure environment in which students grow in both autonomy and the ability to work and play together.

3. School educators design and implement programs that actively engage students in making connections, solving problems, and thinking independently.

4. School educators teach to individual learning styles and intelligences and assess learning in a variety of ways.

5. School educators support the child's emerging identity by respecting and providing for each student's voice.

6. School educators build relationships with their students in which each child feels understood, nurtured, and challenged.

7. School educators work to create a relationship with parents that facilitates the exchange of information necessary to ensure the child's progress.

8. School educators create opportunities for children to become increasingly responsible for the many communities in which they live.

9. School educators defend the dignity and worth of each member of the community and create an environment that fosters respect, understanding, and acceptance of differences.

Principles of Good Practice at D'NVSFPI for Administrators

1. The supervisor has a thorough knowledge appropriate to her or his supervisory assignment and stays abreast of recent developments in the field. The supervisor also exemplifies in her or his own work with faculty members the qualities that he or she hopes to develop in the faculty.

2. The supervisor develops and administers a comprehensive system of hiring, consistent with the policies of the school, which results in the appointment of the best qualified candidate and a well-informed match between school and teacher. Throughout the hiring and supervisory processes, the supervisor values racial, cultural, and gender diversity.

3. The supervisor ensures that faculty members new to the school receive orientation and support sufficient for them to work effectively and with confidence that they are carrying out the educational mission, policies and procedures of the school.

4. The supervisor ensures that teachers are informed of both praise and criticism of their work and that useful support and assistance are available to each teacher to improve the quality of teaching.

5. The supervisor makes available to all faculty members on an equitable basis whatever resources the school can provide for professional growth and development, both inside and outside the school. The supervisor encourages and challenges teachers to initiate curricular improvement by providing the necessary time and resources, and by creating structures to foster faculty collaboration on curriculum development.

7. The supervisor leads faculty members in upholding high standards of professional behavior and responds immediately when behavior occurs which is harmful to children or harmful to the school community.

8. The supervisor evaluates and works to improve teaching through classroom visits, discussions with teachers and other methods that are fair and consistent with the practices of the individual school. Evaluation is based on clearly articulated criteria that teachers have helped define, and occurs in a context of respect for the teacher's professional knowledge and decision making capability. The supervisor also monitors her or his own work by inviting suggestions and critique from teachers.

9. When a faculty member's future in the school is in question, the supervisor devotes sufficient attention and resources to ensure that the situation is resolved or that the faculty member's departure from the school is handled with attention to due process and to the dignity of the individual.

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

Professional Expectations and Standards

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

Faculty is expected to:

• be positive, enthusiastic, patient, and flexible.
• be prepared to begin class on time.
• keep current in academic and professional knowledge.
• be available and show willingness to help students.
• ensure that all students get assistance as required.
• evaluate according to established criteria and within a reasonable time frame.
• return assignments, tests, and projects as promptly as possible.
• assess student's need for remedial help and to direct said students to the appropriate services.
• use diverse teaching methods to make the learning environment dynamic.

• encourage student participation and feedback whenever and wherever possible.
• make available, on-line, a course outline to each student at the beginning of the course, to review the outline with students.

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

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

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

Employment Policies

Employment At-Will

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

Equal Opportunity

D'NVSFPI is an equal employer and makes employment decisions on the basis of merit. We want to have the best experienced person for the job. Therefore, school policy according to Republic Act No. 10524 SEC. 5. *Equal Opportunity for Employment.* – No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able bodied person.

"At least one percent (1%) of all positions in all government agencies, offices or corporations shall be reserved for persons with disability: *Provided,* That private corporations with more than one hundred (100) employees are encouraged to reserve at least one percent (1%) of all positions for persons with disability."

Employment of Relatives

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

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

Employment of Minors as a scholarship grant

• A minor under the age of 15 may not be employed or permitted to work unless the child is a model, performer or entertainer with a special permit. Special permits are issued only by the Department of Labor and Employment (DOLE). Minors 15 through 17 years of age may only work with a work permit.

16 and 17 years of age:

• May spend no more than 12 hours in a combination of school hours and work hours each day.

• Must be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period.

• May not be permitted to work more than 5 consecutive hours without a nonworking period of at least 30 minutes.

Temporary Employment

Part-time workers must typically comply with the same company rules, policies and procedures as full-time employees, including working regular stated hours. The part-time workers and temporary employees are not subject to strict rules that men and women doing the same job must be paid equally. An employee will not change from temporary status to another status unless specifically informed of such a change in writing by the principal.

Definitions of Employment Status

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

Full Time

Full time employees are faculty members who teach a full complement of classes and /or duties, and other employees regularly scheduled to

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

Part time

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

Salary Paid

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

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

New *Hires*

Probationary Period for New Employees

For new employees, the first ninety (90) days of employment at the school will be considered a probationary period. The probationary period for new employees lasts up to ninety (90) days from date of hire to verify skills, capabilities, and suitability to their particular position and the adaptability to the school's mission. During this time, you have your first opportunity to evaluate our school as a place to work, and administration has the opportunity to evaluate you as an employee. As during your regular employment, you and the administration each have the right to terminate employment without advance notice and without cause. At the end of the ninety (90) day, the principal may extend the period for another sixty (60) or (90) days at his/her discretion. Upon completion of the probationary period, the school will review your performance. If the school finds your employment satisfactory and decides to continue your employment, it will advise you of any improvements expected of you. At this time, you will be given the opportunity to comment on your employment and make any suggestions to improve the school's efficiency and operation. Employees are eligible for the benefits in this handbook after the 90-day probationary period. The probationary period involves evaluation of performance. Upon satisfactory completion of the probationary period (1st year of completion), you will become a regular employee. All employees, regardless of classification, status of length or service, are expected to meet and maintain school standards for job performance and behavior.

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

New Employee: Should submit Fit to Work Medical Certificate's and NBI/Police Clearance.

New Employee: Tuberculosis

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

Job Duties

During the orientation and probationary period, if needed, you supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked

to work on special projects or to assist with events that are necessary or important to the school. Your cooperation and assistance in performing such additional work is expected. The school reserves the right to alter or change your job responsibilities, re-assign or transfer job positions, or assign additional job responsibilities. In addition, employees may be required to work overtime on times other than those normally scheduled whenever necessary.

At 6:30 a.m., all staff members must be present for the morning assembly. Teachers and assistants are to remain in view of their classes and assist students as necessary. Our assembly starts promptly at 6:45.

In the elementary school, a dismissal bell will sound at the proper time base on their class schedule.

Teachers must line their class up and walk them to the activity area, have them sit on the floor and wait for their family number to be called.

There will be absolutely no bouncing of balls, running around, throwing footballs, or playing with toys while in the activity area. While in the activity area, students should read. Encouraging this practice supports a quieter and more orderly dismissal. Homeroom teachers are responsible for their students at dismissal so that is a permanent duty.

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

Job Description and Key Performance Indicators

At the school we use job descriptions to aid in staffing, wage and salary administration and training. They also help employees and supervisors communicate job responsibilities. However, job descriptions are not fixed school policy; they are only guidelines and can normally be expected to change overtime. From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If over the months, the new duties and responsibilities remain a significant part of the assignment; the job description may be changed.

Hours of Work

Our normal work week consists of forty hours, worked eight hours per day with half an hour lunch break for five consecutive days. The standard work hours are from 6:30 a.m.to 3:40 for those teachers that have full schedule, and 5:45 p.m. fot those who are in broken time schedule from time to time, your supervisor or the principal may need to change your schedule to meet scheduling faculty meetings, open house, committee meetings and parent teacher conferences.

Time Keeping Requirements

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

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

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

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

Any time used for personal reasons between 6:30 – 5:45 (except lunch) may be used from personal

days. Tardiness and having over 6 personal sick days after for full-time employees will be deducted from paychecks. Remember all personnel must be in the activity area by 6:30 a.m. for assembly except for those who are working in the administrative staff there work hours will start at 8 a.m. to 5:00 p.m.

Performance Evaluation

Employees will receive periodic performance reviews. Reviews will consist of formal evaluations at least two times per year, as well as informal observations throughout the year. A self-evaluation form will be given to the staff member to help him or her reflect on their own personal growth. This will be handed in at the time of evaluation. The review for staff members will be conducted by the administration and/or the principals.

The review for principal will be conducted by the School Head. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties or recurring performance problems.

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

Positive performance evaluations do not guarantee increases in salary or promotions.

Salary increases and promotions are solely within the discretion of the School Head upon many factors in addition to performance. After the last review in February, employees will be required to sign the evaluation report simply acknowledge that is has been presented to you and discussed with you by your administrator, and that you are aware of its contents.

Involuntary Termination and Discipline

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

Voluntary Termination

An employee who voluntarily resigns his/her employment or fails to report to work three (3) consecutively scheduled workdays without notice to, or approval from his/her administrator or the

Principal will the considered to have voluntarily terminated his/her employment with the school. All school-owned property (keys, books, radios, tools, etc.) must be returned immediately upon termination of employment.

Wage and Salary Policies

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

Our wage and salary plan classifies each position based on:

Knowledge and ability requirements

Variety and scope of responsibilities

Physical and mental demands

Established wage or salary ranges normally are reviewed once a year and adjusted as necessary.

Pay Period

For all salaried, contracted staff members, the standard pay period is bimonthly. All staff members

are paid on the fifth and twentieth of each month. When a payday falls on a weekend or holiday, paychecks will be distributed on the last working day prior to the holiday.

All salaried staff members are hired for a eleven-month period, starting with June 1st and ending with April 30th. The first paycheck will be issued on June 20th. The last paycheck will be issued on May 5th. All salaried employees receive twenty-four (24) checks throughout the year. Orientation, faculty meetings, committee meetings, open house, celebration of excellence and parent-teacher meetings are considered part of salaried work.

Payroll Deductions

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

Bureau of Internal Revenue Tax Withholding

Social Security System (SSS)

Philhealth

Retirement Fund

Wage or Salary Increase Policy

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

Overtime Policy

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

Employment Benefits and Services

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

Health and Welfare Benefit Plan

Medical Insurance

All full time salaried, contracted staff members are eligible for medical insurance.

Temporary and part-time staff members working less than thirty-five (35) hours per week are not eligible for the D'NVSFPI Medical Insurance. Benefits begin on the first of the month following the three (3) month probationary period. The school makes available and pays 100% of the premium for a health insurance program for regular, salaried, contracted, full time employees. If you select dependents' medical coverage, you will be responsible for the

additional premium and it will be deducted from your paycheck. For more details and official terms of these plans, contact the Head of Human Relation.

Social Security

All employees are covered by the National Government Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the EE portion of this protection, and the school is responsible for ER contribution. The plan is designed for your future security and that of your dependents and provides for retirement, disability, death, survivor and Medicare benefits. Detailed information about your Social Security benefits can be obtained from the Social Security System Administration.

Worker's Compensation

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

Vacations

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

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

Holidays

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

Holidays Date Usually Observed

There are 12 regular holidays in the Philippines, namely:

New Year's Day – January 1
Araw ng Kagitingan – April 9
Maundy Thursday – No specific day
Good Friday – No specific day
Labor Day – May 1
Independence Day – June 12
***Eid'l Fitr** – To be announced
National Heroes' Day – Last Monday of August
***Eid'l Adha** – To be announced
Bonifacio Day – November 30
Christmas Day – December 25
Rizal Day – December 30

*Note: Official announcement from the Office of the President for the specific dates for Eid'l Fitr and Eid'l Adha will be issued after approximate dates of these Islamic holidays have been determined (in accordance with the Islamic calendar *Hjira*, the lunar calendar or upon Islamic astronomical calculations, whichever is possible or convenient).

Compensation for National Regular Holidays

a. If it is an employee's regular workday

- If unworked, employee shall be paid 100% of his/her daily rate – (Daily Rate x 100%)
- If worked, employee shall be paid 200% of his/her daily rate for the 8 hours – (Daily Rate x 200%)
- Excess of 8 hours – plus 30% of hourly rate on said day

b. If it is an employee rest day

- If unworked – 100%
- If worked – 1st 8 hours – plus 30% of 200%
- Excess of 8 hours – plus 30% of hourly rate on said day

Special (Non-Working) Holidays

Chinese New Year – No specific day
EDSA Revolution Anniversary – February 25
Black Saturday – No specific day

Ninoy Aquino Day – August 21
All Saints' Day – November 1
Last Day of the Year – December 31

Special Days

All Souls' Day – November 2, 2019 (Saturday)
Christmas Eve – December 24, 2019 (Tuesday)

Compensation for National Special Holidays

For declared **special days** such as Special Non-working Day, Special Public Holiday, Special National Holiday, in addition to the two national special days, November 1 (All Saints Day) and December 31 (Last Day of the Year), the following rules shall apply:

a. If unworked

- No pay, unless there is a favorable company policy, practice granting payment of wages on special days even if unworked

b. If worked

- First eight (8) hours – plus 30% of the daily rate of 100%
- Excess of eight (8) hours – plus 30% of hourly rate on said day

c. Falling on the employee's rest day and if worked

- First eight (8) hours – plus 50% of the daily rate of 100%
- Excess of eight (8) hours – plus 30% of hourly rate on said day

Special Working Holidays

For work performed, an employee in the Philippines is entitled only to his basic rate. No premium pay is required since work performed on said days is considered work on ordinary working days.

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

Paid Personal Time Off

Sick Leave

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

All salaried, contracted full time employees after one year of service earn three (3) sick days leave per year, and additional one (1) day after the 3rd year. Maximum total sick leave is five (5) days per year.

Vacation Leave

All salaried, contracted full time employees after one year of service earn three (5) vacation leave per year, and additional one (1) day after the 3rd year. Maximum total sick leave is ten (10) days per year. Unused earned leave may be carried over to the next year and is convertible to cash at the end of each year.

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

Bereavement

In the event of death in your immediate family, you may have two (2) working day, with pay, to handle family affairs and attend the funeral. "Immediate family" in defined as: current spouse, children, parents, grandparents, brothers, sisters, mother-in-law or father-in –law.

Elections

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

Leaves of Absence without Pay

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

Family Leave

Full time, salaried, contracted, eligible employees who have completed at least three (3) years of continuous service may be granted up to four (4) months of unpaid leave within a twenty-four (24) month period. Family leave is permitted for the birth or serious illness of a child, or to care for a parent or spouse, or for a serious health condition of the employee.

The following procedures shall apply when requesting a family leave.

1. If the need for leave is foreseeable, the employee must provide reasonable advance notice to the principal. If the leave is needed for a planned medical treatment, the employee must make a reasonable effort to schedule the treatment after school to avoid disruption to school operations.

2. If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certificate from the health care provider which states:

- *Date of commencement of the serious health condition*
- *Probable duration of the condition*
- *Estimated amount of time the health care provider will provide care*
- *Confirmation that the serious health condition warrants the participation of a family member*

3. The school allows employees taking family leave to use any unused vacation and/or sick/personal time during the period of leave.

4. A request for family leave may be denied where undue hardship to the school's operation would result.

5. The school may deny a family leave request to care for a child where the child's other parent in already taking family leave or is unemployed.

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

Maternity Leave

It is the policy of DNVSFPI to strictly comply with all government laws mandating non-discrimination against pregnant employees in matters of employment. DNVSFPI will allow a pregnant employee to continue in her job so as long as she and her doctor agree that she is capable of performing her job duties, as described in the applicable job description. Employees are asked to notify the principal as soon as possible after the fact that their doctor confirms pregnancy. DNVSFPI requests this notification in order to allow sufficient time to make staffing arrangements during the employee's disability. In addition, employees are to discuss with the principal their pregnancy schedule and delivery date. Within four (4) weeks after delivery and employee must notify the principal and indicate when and if she intends to return to work.

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

Professional Development

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

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

Duties

Specialists will be assigned units for their duties.

All staff will be on duty every morning and afternoon for dismissal. Homeroom teachers must be with their class. Remember teachers are responsible for the children until they are all pick-up in school for primary and left the campus for junior high school. Non-homeroom teachers will be placed at other areas of the building.

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

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

Detailed Lesson Plans/Substitute Folders

A substitute folder will be handed out on the first day of teacher attendance. This folder must include a variety of generic already taught activities to supplement your lesson plans. All substitute folders must be in the office by the third Friday of school. An administrator will check this folder for completeness and developmentally appropriate activities. Reminders to update your folder will be sent by memo. It is mandatory that all teachers have detailed (step by step) lesson plans with time durations available for a substitute teacher to follow when you are sick. You may e-mail these plans to the school office by 5:00 A.M. No text message will be permitted. There will be no exceptions to this policy because you are the only one that knows and understands the needs of your class.

Unit Meetings

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

Staff Meetings

Staff meetings are scheduled for communication, feedback, complaints, planning and in-service purposes. All staff members are required to be in attendance. No one is exempt. There will be a two (2) week notice of any meeting scheduled. Students are generally dismissed early on faculty meeting days. Meetings begin at 6:00 p.m. and commence at 8:00 p.m. There will be one whole faculty meeting and one individual school/ unit meeting per month. Individual unit and/or school meetings will occur

after school is dismissed at 3:30 for high school and 3:45 for primary school.

Bulletin Board

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

Suggestions

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

School Office

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

Complaint Handling Procedures

Under normal conditions if you have a job related problem, questions, or complaint, you should discuss it with the administration. The simplest, quickest and most satisfactory solution will often be reached at this level. If the discussion with the administration does not answer your question or resolve the matter

to your satisfaction, you may then present your complaint in writing, to the principal. It will be forwarded to the Chairperson of the Board of Directors who will render a final decision on the matter after appropriate investigation.

Employee Arbitration

We believe that in any organization differences about the way the school interprets and applies policies are bound to occur. We also believe that discussing and settling differences promptly and fairly will make the organization more productive and a better place to work for all employees. Therefore, any regular employee may use the arbitration procedure after exhausting the complaint procedure.

Media Relations

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

Guests

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

Internal/Email Policy

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

1. Acceptable Use: D'NVSFPI provides computers, email, and internet connection (facilities) to further educational interests and objectives. You should use those facilities only for D'NVSFPI School business or support of student learning, research, and communication amongst staff members and parents. Using Salam School's facilities for other purposes such as playing games, chatting online, or doing your

homework is considered wasteful and unacceptable during work hours when you are expected to fulfill your work related responsibilities to students.

D'NVSFPI has the right to monitor all communications and downloads that pass through its facilities, at its sole discretion.

2. Improper Activities: You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of D'NVSFPI facilities, including offensive jokes, pictures and cartoons. You may not use D'NVSFPI's facilities for personal, homework research or commercial advertisements, solicitations or promotions and tutorial services except if it is school sanction tutorials. Student's educational needs to come first use the facilities to supplement your lesson plans.

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

Cell Phone Policy:

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

Teacher Aides:

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

Student Dismissal:

Teachers will walk the whole class to the dismissal area and stay with them until they all left unless the teacher will have a new class to attend to (primary unit) and 3:40 (junior high school). Official dismissal time for faculty is 6:00 p.m. for broken schedule and after the nine (9) hour work load is rendered minus the one (1) hour break. An adult will be assigned after that time to supervise children who are not picked up on time.

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

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

School Canteen:

Food may be sold in the activity room after school at the middle and high school. Classes will be called to that area. It is the teacher's responsibility to remind her/his students to clean up after themselves.

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

Curriculum:

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

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

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

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

Themes will be evaluated every June 15 to see if the staff needs to add more vocabulary, upgrade the skills taught in this unit or create stronger objectives for our curriculum. At this time, we may even take out a theme and add a new one. Then discuss how to develop it.

Multicultural Education:

Mark 9:35 "And he sat down and called the twelve. And he said to them, IF ANYONE WOULD BE FIRST, he must be last of all and servant of all". In order to teach the students, the beauty of the different countries and cultures we will be integrating multicultural education within our teaching. When issues are discussed regarding different religions or beliefs the Personality Development department will explain the different perspective on all religion.

Music:

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

Employment Safety and Health

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

Emergencies:

IN CASE OF AN EMERGENCY, DIAL 911

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

Accidents or Injury:

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

Life-Threatening Illnesses:

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

Return to Work:

If you are on a medical disability leave of absence, you must return to work when your physician's

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

Standards of Conduct and Corrective Action

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

Violations of our standards will result in one of the following forms of corrective action:

Oral Warning

Written Warning

Deduction of Pay

Suspension without Pay

Discharge

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

The seriousness of the infraction

The past record of the employee

The amount of times the action happened

The circumstances surrounding the matter

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

• Falsifying an employment application, timecard, personnel or other school documents.

• Unauthorized possession of school or employee property, carrying weapons, or violating criminal laws on school premises.

• Using Cell Phones during school hours

• Using Micro-Soft Word and internet to do homework for classes that you are attending while you are to be teaching students or planning for your next class. Homework is to be done at HOME, not during work time.

• Fighting, throwing things, or playing practical jokes on others is disorderly conduct which may endanger the well-being of any employee or student on school premises.

• E-mail that is not within the school building or amongst colleagues is not considered school business.

• Taking longer breaks than the sixty (60) minutes you are allowed.

• Non-business interactions in the school office.

• Engaging in any illegal or criminal conduct whether or not related to job performance.

• Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.

• Causing physical or emotional harm to students.

• Insubordination or refusal to comply with instructions or failure to perform reasonable duties, which are assigned by units or administration.

• Unauthorized release of confidential information about the school, its employees or students.

• Damaging or destroying school property due to careless or willful acts.

• Abuse of paid sick or personal time off.

• Sleeping or malingering on the job.

• Failure to observe working schedule including: duty time, planning/break time, starting time and excessive absenteeism.

• Unreported absence of three consecutive scheduled working days.

• Not being present at morning assembly or afternoon dismissal.

• Excessive use of the school's telephone for personal calls except for emergencies.

• No detailed (step by step) lesson plans when absent.

Confidentiality:

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

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

1. All requests to review pupil records are to be submitted to the school registrar's office of D'NVSFPI.

2. Such requests shall be in writing, signed by the requesting parent, stating the pupil's full name, address, and date and place of birth. Such requests shall also indicate parental status: natural, adoptive or guardian, and right of custody.

3. Except as otherwise may be require by law, only natural or adoptive parents, or legal guardians (or if divorced or separated, only the parent having legal custody) may review such records. The requesting parent must also be present and consent in writing to such review.

4. Except as otherwise may be required by law, pupil record will be made available for review in the school office, during regular school hours, or at any other time as may be mutually agreed upon.

5. Except as otherwise required by law, DNVSFPI will not release records directly to a third party without the prior written consent of both parties or legal guardian.

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

Confidential Information

" Confidential Information" means information disclosed to the Employee, or known, developed or learned by the Employee as consequence of or through the Employee's employment by the employer concerning employer's services, product, pupil, contributors, management, organization, accounting, financial information, records, marketing information and data, and all other special information, concepts and ideas in or reasonably related to the Employer's service and products that have not previously been publicly released by a duly authorized representative of the Employer, and including confidential information of

third parties received by the Employer under an express or implied binder of secrecy.

Attendance Standards

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

employee of the school, you are expected to be punctual and regular in attendance. Any tardiness or absence reduces the effectiveness of the students' learning experience. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for the entire work schedule, except for meal periods and authorized absences. Unauthorized late arrivals, early departures or other absences from scheduled work hours are disruptive and would not be tolerated. Planning time may not be used to leave school premises for personal needs.

Release of Student Information:

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

Absence without Notice

For us to operate our school effectively, we ask that you keep us informed of your status when you are off work because of illness or accident from any cause.

If you fail to notify us after three days of consecutive absence, we will presume you have resigned, and you will be removed from the payroll.

Likewise, you must call your supervisor daily while off work due to short-term illness or accident, or will presume you have resigned, and your will be removed from the payroll.

If you must leave work for any reason before the end of the day, you must inform your supervisor.

If you are unable to report for work for any reason, if you will arrive late, or must leave early, notify the

principal, prior to the time you are scheduled to begin working for that day.

If you notify your supervisor after you scheduled time to begin work, you will be considered tardy for that day.

In all a cases of tardiness or absence, employees must provide their supervisor with a reasonable and honest explanation and the expected duration of any absence.

Excessive absenteeism (excused or not) or tardiness will result in pay reduction or termination of employment.

Computer / Hardware Distribution

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

Solicitation and Distribution

Soliciting by one employee of another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature, personally or electronically, and circulating petitions during work time or in work areas at any time is also prohibited.

Trespassing, soliciting or distributing literature/ flyer by anyone outside the school is prohibited on

school premises unless approved by the principal or the School Head.

Smoking

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

Alcohol and Drugs

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

Unless it is approved or sanctioned by the School Head beforehand.

The use, possessions, sale, transfer, purchase or being under the influence of intoxicating liquor, illegal drugs or other intoxicants by the employees at any time on school premises or while on school functions is prohibited.

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

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

Harassment, Including Sexual Harassment

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

Dress and Personal Appearance

We take great pride in the way you represent Salam School. So, your personal grooming and attire should

always reflect a professional image. Employees are expected to maintain an appropriate appearance that is modes, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to parents or other employees. Appropriate appearance includes:

Apparel:

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

- *Sweatshirts/sweatpants*
- *Jogging suits*
- *Shorts*
- *Overalls*
- *Jeans (blue or any other color)*
- *Tightly fitting shirts or pants*
- *Sleeveless attire*
- *Spaghetti straps*
- *Shorts top that may reveal midriffs and back*
- *Shorts skirts (skirts should be ankle length)*

- *Low –cut tops*
- *Revealing or provocative clothing*

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

Hair:

Hair should be clean, combed and neatly trimmed or arranged. This is also pertaining to sideburns, mustaches and beards. Shaggy, unkempt hair is not permissible.

Personal Hygiene:

Good personal hygiene habits must be maintained.

Reporting Child Abuse

The Child Abuse Reporting Law requires certain professionals and lay persons who have a special working relationship or contact with children to report suspected abuse to the proper authorities. All such employees are required to sign an acknowledgement that they have knowledge of this law and will comply with it. The following is an excerpt from the law RA 7610:

ARTICLE XI

Remedial Procedures

Section 27. Who May File a Complaint? – Complaints on cases of unlawful acts committed against the children as enumerated herein may be filed by the following:

(a) Offended party;

(b) Parents or guardians;

(c) Ascendant or collateral relative within the third degree of consanguinity

(d) Officer, social worker or representative of a licensed child-caring institution;

(e) Officer or social worker of the Department of Social Welfare and Development;

(f) Barangay chairman; or

(g) At least three (3) concerned responsible citizens where the violation occurred.

Section 28. Protective Custody of the Child. – The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.

Section 29. Confidentiality. – At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case.

It shall be unlawful for any editor, publisher, and reporter or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party.

For the purpose of this article,

"reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training an experience, to suspect child abuse. For the purpose of this article, the pregnancy of a minor does not, in and of itself. Constitute the basis of reasonable suspicion of sexual abuse.

A "child care custodian" includes a teacher, instructional aide, teacher's assistant, librarian,

school counselor and administrator who has been trained in the duties imposed by this article.

A "health practitioner" includes a licensed nurse, marriage, family and child counselor, psychiatrist, psychologist, emergency medical technician and paramedic.

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

Information should include the following:

a. name of the person making the report

b. name of the child

c. present location of the child

d. nature and extent of the injury

e. any other information, including information that led the reporting person to suspect child abuse, requested by the child protective agency.

Additional material on this law, including reporting forms and educators' responsibilities, is available in the School Community Well-being and Support office.

Changes in Policy

Since our school is constantly growing, we expressly reserve the right to change any of our policies, including those covered here, at any time. Normally, we will notify you of these changes by posting them on the bulletin board or by other appropriate means.

Changes will be effective on dates determined by the school, and you may not rely on policies that have been suspended. Only the School Head and the Board of Directors has any authority to alter the foregoing.

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

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

Addenda

Job Description Checklist
POSITION TITLE: BUSINESS MANAGER/ADMINISTRATIVE ASSISTANT
POSITION PURPOSE:
The Business Manager/Administrative Assistant is accountable to the Principal of Salam School.
MAJOR DUTIES AND RESPONSIBILITIES
• Develops a process for the generation of an annual budget and then creates one in consultation with the Principal.
• Supervises, controls, records and reports all purchases to the school in accordance with the budget accounting procedures
• Prepares monthly financial statements for the Principal and the Board of Directors
• Oversees the administration of all employee salaries and benefits programs
• Safeguards all school assets by maintaining sufficient insurance coverage and handles all claims and reports
• Oversees the management and purchasing activities of the school including the Food Services Department
• Reviews all contracts which obligate the school

• Manages the process for tuition collection and prepares monthly statements for the
parents and reports of delinquency for the principal
• Works with the principal to insure accurate recording of those receiving financial
assistance of whatever variety
• Maintains a Purchase Order system to insure internal control of the budget
• Attends Board of Director meetings at the request of the Principal to provide
information and act as a resource person for pertinent agenda items
• Create and maintain student database system for the school
• Create and maintain annual reports related to school accreditation and school's
academic standards/performance objectives
• Maintains handbooks for parent/guardians/employees related to school policies and
procedures
• Create/develop administrative/record keeping forms necessary for the smooth and
successful operation of the school

Job Description Checklist

POSITION TITLE: SCHOOL SECRETARY

POSITION PURPOSE:

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

School Principal.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide secretarial support to the School Principal, teachers and others as

authorized by the Principal. This is accomplished by typing, word processing,

proofreading and editing materials. Incumbent duplicates and distributes

materials, composes correspondence as requested, and processes incoming and

outgoing mail.

2. Assures the school has receptionist services. This is accomplished by answering all

incoming calls, taking messages and referring callers to the person requested

and/or providing information and referral to callers. Incumbent also provides

assistance to school visitors.

3. Assures the establishment and maintenance of a comprehensive filing system for

both the student personnel files and records, and the Principal's files. Incumbent

maintains and updates student's records, including data on grades and, when

requested, attendance promptly.

4. Assures the maintenance of accurate tuition records for the school. Incumbent

develops and updates computer program on an annual basis to insure that tuition

bills are accurately computed. Incumbent also posts/updates all tuition payments,

prints monthly statements and mails them to parents, and compiles list of

delinquent payments as needed.

5. Assures the registration process for a new student is completed in a timely

manner. This is accomplished by assuring parents have received and accurately

completed all necessary forms, by requesting transcripts as necessary, checking

space availability, and by processing all registration paperwork.

6. Assures that all processes as stated by the DPI regarding School Parental Choice

are taken care of. Meets all required deadlines.

7. Takes care of transportation contracts for parents.

8. Administers medication after having parents fill out the authorization form.

9. Orders approved materials for the Principal/staff/school

10. Student attendance, staff attendance, PTO

11. Contact substitutes for teaching staff as needed

SALAM SCHOOL

JANITORIAL/MAINTENANCE DUTIES

DAILY WEEKLY MAINTENANCE

1. Vacuum offices of

Principal, Business

Manager and Secretary

2. Remove trash from

offices

3. Clean classrooms in use

4. Clean bathrooms. Check

for cleanliness every 1-

1/2 hours.

5. Ensure there is enough

supply of soap, toilet

paper and paper towels

6. Sweep hallways

7. Remove trash, debris,

and any other obstacles

from school hallways

1. Clean windows

2. Pick up outside debris

1. Install opaque window panes in

ladies restroom

2. Remove cleaning supplies from the

bathroom window

3. Remove trash from boys bathroom

(1st floor)

4. Clean/scrub all floors

5. Clean window panes in entire school

building

6. Paint all classrooms

7. Patch up work

8. Paint hallway windows

9. Move s

Complete tile work in basement

hallway

11. Need keys to the cafeteria

12. Cleaning supplies, broom, buckets,

etc. may not be stored in the

hallways or behind doors.

13. Remove closet doors located in the

first floor hallway. Clean and paint

same.

14. Change EXIT signs in the hallway to

automatic.

SALAM SCHOOL

Islamic Society of Milwaukee

JOB DESCRIPTION-TEACHER ASSISTANT

The main responsibility of the Teachers' Assistant is to assist the homeroom teacher in

providing the best possible learning environment for the students, inside and outside

the classroom. It is not the responsibility of the Teacher's Assistant to plan lessons,

teach or interfere in the teaching process. It is also not the responsibility of the

Teacher's Assistant to convey any news of student's behavior, learning

patterns/abilities, etc. to the parents of the students.

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

following:

• Supervision arriving students in the morning, prior to 7:30 a.m. in the gym.

• Assisting students as they enter classroom: Placing book bags in proper places,

guiding students as they prepare for class, etc.

• Reinforcing any rules, policies, procedures, etc. outlined by the homeroom

teacher and school

• Assisting in passing out textbooks and/or supplies as needed.

• Assisting in maintaining appearance of classroom as needed. This will include

straightening desks, tidying bookcases and cabinets, etc.

• Overseeing students during naptime (if applicable), lunch, recess, salaat and at

any other time that the homeroom teacher is not present with the students.

• Assisting in grading papers

• Teaching groups of students under the teacher's supervision and according to

teacher's planning. Teacher cannot devolve an entire subject on the assistant to

teach and plan by him/herself.

• Assisting in preparation of folders, bulletin boards, etc.

• Assisting students as they prepare for dismissal

• Assisting in the supervision of students at dismissal.

In order for the relationship between the teacher and the assistant to be successful,

there must be regular, open communication between the two. If, at any time, there

arises a problem or concern that cannot be resolved through this avenue of

communication, the matter should be referred to the principal.

JOB DESCRIPTION-TEACHER ASSISTANT

The principal function of a Teacher Assistant is to assist teachers in the day-to-day

running of the classroom. Specific areas would be:

A. Making teaching aid

B. Preparation of art materials

C. Mounting work and setting up and dismantling classroom

displays

D. Helping with assembly programs

E. Working with individual and/or groups of children, under the

supervision of or directed by the classroom teacher

F. Supporting the classroom teacher in establishing discipline and

acceptable standards of pupil behavior that is consistent with

the school philosophy. This applies both in and out of the

classroom.

G. Supervision arriving students in the morning, prior to 7:30 a.m.

in the gym.

H. Assisting students as they enter classroom: Placing book bags in

proper places, guiding students as they prepare for class, etc.

I. Reinforcing any rules, policies, procedures, etc outlined by the

homeroom teacher and school

J. Assisting in passing out textbooks and/or supplies as needed.

K. Assisting in maintaining appearance of classroom as needed.

This will include straightening desks, tidying bookcases and

cabinets, etc.

L. Overseeing students during naptime (if applicable), lunch,

recess, salaat and at any other time that the homeroom teacher

is not present with the students.

M. Assisting in grading papers

N. Teaching groups of students under the teacher's supervision and

according to teacher's planning. Teacher cannot devolve an

entire subject on the assistant to teach and plan by him/herself.

O. Assisting in preparation of folders, bulletin boards, etc.

P. Assisting students as they prepare for dismissal

Q. Assisting in the supervision of students at dismissal.

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

1. Become familiar with the school curriculum and the day-to-day running of

the school, thus being prepared for any eventuality in/out of the

classroom during the course of a school day

2. Familiarize themselves with the individual teacher particular classroom,

equipment, books, topics, etc.

3. Attend regular in-services, staff meetings and grade meetings to keep

abreast of any developments in the school.

4. Keep an open line of communication with classroom teachers

5. It is vital that confidentiality in all matters pertaining to children, parents

and staff be maintained at all times – both in and out of school.

QUALIFICATIONS

GENERAL PROFESSIONAL EXPECTATIONS

1. Is flexible

2. Is able to jump right in and take over where needed during school hours.

3. Dress code (dress professionally at all times necessary)

4. Follow duties as assigned by the teacher/principal.

TARDINESS/ABSENTEEISM

1. Need to be on time and ready to begin work upon arrival

2. On time for classroom assistance of teachers unless communicated

otherwise

3. Chronic absenteeism resulting in others carrying the assistants load will be

cause for dismissal

4. Personal business/phone calls should be taken care of during prep time

PREPARATION OF TEACHING MATERIALS

1. Clean up work areas after assigned tasks are complete

2. Photocopy material given by teacher/principal

3. Cut out materials

4. Correct papers assigned by teacher

5. Help prepare and display student and/or teacher materials in hallway and

classrooms

6. Help with labeling and assembling books and booklets for classroom usage

7. Any "school-related" tasks

QUALITY OF WORK

1. Follow directions and teacher expectations. Pay attention to detail. Ask

questions if there is a need for clarification

2. Responsible for following a lesson plan when working with a group of

students

3. Be on time for all duties

4. Duties are not completed until all children are supervised by teachers or

another supervising adult on duty

5. While on playground duty, circulate around the entire playground while

interacting with all groups of children and resolving problems that arise

6. Listen and try to assist students in resolving disputes

7. Only when necessary, enforce consequences that the teacher has made,

such as TIME OUT

8. On days of inside recess remain with the children until teacher returns

9. If assigned for after school duty, bring any children remaining and make

the necessary calls to their parents

10. While supervising the children, be a model – monitor and enforce school

rules at all times

11. Do not eat candy or food in front of children

12. Move around the classroom and be observant at all times

13. No standing, hanging around or gossiping

14. Listen and try to assist children in solving disputes that arise daily

15. Relieve teacher for short periods of time (emergencies, bathroom)

16. Participate as a chaperone on field trips

CHILD INTERACTION

1. Use appropriate language and tone in the workplace

2. Use appropriate discipline

a) Approach child calmly

b) Listen to child

c) Do not physically touch a child in anger or corner the child in any way

d) Keep appropriate distance from the child in anger

3. Work with small groups and individual students as assigned

4. Always model professional behavior with students when in their presence

5. Communicate, Communicate, Communicate.

JOB DESCRIPTION – TEACHER

Organizes, supervises and teaches the grade of students assigned and integrates

religious beliefs with various knowledge bases while using educational approaches

based on current research. Creates an Islamic School atmosphere that is joyous,

flexible, creative and challenging; and communicates a love of the students taught, a

deep respect for the dignity and uniqueness of each child as person and learner.

QUALIFICATIONS

Education/Certification:

Academic degree appropriate for particular assignment and required

professional development/3 credits every year and six credits every 5 years to

maintain license status.

Bachelor's Degree and/or certified by the State of Wisconsin, Department of

Public Instruction or certifiable to teach grade assigned.

Personal Aptitude:

Loves and respects children and adolescents and celebrates the diversity

among children.

Recognizes and believes in the potential of others, both students and staff

and communicates this belief; views others in a positive way---transforms

problems into possibilities.

Relates in a gentle, respectful manner; assists students to develop a sense of

self-worth and responsibility as a Muslim, helping them to make

decisions and to solve problems from an Islamic perspective.

Listens perceptively to students concerns and communicates genuine love,

warmth and respect while challenging them to be their best selves.

Recognizes, respects and encourages parents in carrying out their role as

significant educators of their children; views parents as partners in

teaching-learning process.

Maintains a mutual respect for alternative points of view; is sensitive and

respectful to differences in individuals both staff, children and parents.

Is committed to personal, professional and spiritual growth for self and

others; views self as an ongoing learner.

Demonstrates an understanding and acceptance of philosophical

assumptions and values which underlie the school's approach to

education.

Is accountable and accepts professional evaluation of own performance;

Attendance/punctuality

Instruction

Plans, organizes and presents subject matter with clarity.

Prepares teaches/learning plans that establish realistic instructional

objectives

Provides teaching/learning plans for a substitute.

Shows openness to alternative teaching strategies and current educational

theories.

Instruction (Continued)

Diagnoses, respects individuals needs, and prescribes effective learning

experiences consonant with objective.

Provides effective and positive motivation for students.

Uses a variety of materials and resources.

Demonstrates the ability to structure learning strategies regularly into

instruction such that students exhibit continuing growth in the skills

needed to learn cooperatively.

Demonstrates the ability to personally use the computer and develops plans

to use the computer in classroom instruction.

Classroom Management:

Facilitates positive behavior through purposeful learning activities and

experiences, positive teacher-child interaction.

Resolves individual or group behavioral problems skillfully according to

principles of Islamic mediation and by modeling fairness, consistency,

respect and acceptance of difference.

Generates positive behavioral outcomes through the use of positive

language.

Provides a stimulating and healthy physical and social-emotional classroom

environment.

Instills self-motivating and self-directing learning habits.

Accountability:

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

required.

Prepares and submits school records and reports as requested.

Performs school-related responsibilities, as agreed upon; in addition to

regular classroom instruction.

Perceives significant or potential problems and refers them to proper

authority.

Uses oral and written English skillfully.

Demonstrates reliability in seeing a job through to completion.

Dresses appropriate in accordance with local guidelines for professional

dress.

Submits weekly lesson plans each Monday morning.

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

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

Communication and Rapport:

Regularly informs parents about classroom activities, homework

expectations, and progress in meeting academic goals.

Promotes an atmosphere of openness and trust where in parents may

discuss their hopes, fears, perceptions knowing that their concerns will

be heard and addressed with acceptance, understanding and respect.

GUIDANCE COUNSELOR JOB DESCRIPTION

The Position

As a founder of the of SHS Guidance Department, the counselor provides a

comprehensive guidance program which meets the needs of his/her assigned students

in grades 9—12. The counselor promotes and enhances academic, personal, social, and

career development of all students. He/she will report directly to the Salam School

principal and work collaboratively with SHS teachers.

Responsibilities/Duties

School Guidance Curriculum

-Academic skills support

-Organizational, study and test-taking skills

-Post-secondary planning and application process

-Career planning

-Education in understanding self and others

-Coping strategies

-Peer relationships and effective social skills

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-Communication, problem-solving, decision-making, conflict resolution and study skills

-Career awareness and the world of work

-Substance abuse education

-Multicultural/diversity awareness

Individual Learning Planning (ILP)

-Goal setting

-Academic plans

-Career plans

-Problem-solving

-Education in understanding self, including strengths and weaknesses

-Transition plans

Responsive Services

-Individual and small-group counseling

-Individual/family/school/school crisis intervention

-Peer facilitation

-Consultation/collaboration

-Referrals

System Support

-Professional development

-Consultation, collaboration and teaming

-Program management and operation

CONTRACT FOR A TEACHER OF A SCHOOL

This contract is made on _____ _, _____, by A SCHOOL,

_____, Wisconsin hereinafter designated as the Employer and

_____ (Teacher), hereinafter designated as the Teacher

(Employee).

THE TEACHER AGREES:

1. To teach and supervise the grade, grades or courses assigned by the principal of the school and to perform the other duties or responsibilities involved in said assignment. To devote his/her knowledge, skill and efforts to the performance of his/her duties as teacher and such other duties assigned from time to time by the principal.

2. To attend and participate in school faculty meetings during or outside of regular school hours and such other professional meetings as might be called by school authorities for improving and/or coordinating the work of the teacher in the school.

3. To comply with the legal requirements of _____ and the Department of Education regarding educational preparation of teachers.

4. To provide a healthy and positive school environment, leadership, and to serve the school community in a professional and caring manner.

5. To observe policies and rules of the school.

6. To teach and act consistently in accordance with the philosophy of the school.

7. To further his/her own professional growth.

THE SCHOOL AS EMPLOYER AGREES:

1. That the employer pay the teacher a yearly salary of $ «Salary» subject to deductions required by law. The salary shall be paid in installments as follows:

On the 5th and 20th of each month, beginning _____ and ending

_____

For a total of ___24_____ installments.

2. That when a teacher is unable to work due to illness or funeral leave, a paid

leave will be provided as specified by the School Faculty handbook. Such paid

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leave is limited by school policy but will provide a minimum of six days paid leave

in any one school year.

3. For absence other than specified in the School Faculty handbook, deduction may

be made from the teacher's salary at a rate of 1/180 of his/her yearly salary for

each day of absence. The number of work days shall be considered 180 days.

4. That the teacher shall not be discharged without "cause", which shall be

determined by the employer. Cause includes, but is not limited to, continued

unsatisfactory work or conduct, inability to teach, control or discipline the

classes, frequent absenteeism, unreasonable tardiness, unprofessional attitude,

noted inability to deal amicably with students, parents or staff, conduct or

teaching not in keeping with Islamic principles. The employer may terminate this

contract for such cause at any time by written notice, delivered or mailed to the

teacher.

5. In the event that the employer shall terminate the teacher's employment for

cause, the teacher shall have the right to the Grievance Procedures as outlined in

the School Faculty handbook.

BOTH PARTIES AGREE:

1. That a regular program of supervision and evaluation will be followed.

2. That both parties will teach and act consistently, in accordance with Islamic

doctrine and Islamic moral and social teaching.

3. This contract is for the academic year only. It replaces any previous agreements

between the employee and the employer upon the effective date of the

contract. This contract shall be in effect from 8/15/__ through 6/15/__. The

employer is not obligated under terms of this agreement neither to continue

employment beyond the contract end date, nor to offer the employee future

employment. This contract may be terminated at will or with a 30 day notice by

either party. Failure to do so may result in a $1,000 penalty to the school.

Renewal of this contract shall be by mutual agreement of both parties.

4. That if the teacher desires to continue to serve in the school for the next school

year, a letter of intent must be given to the principal by _____.

5. This contract shall be terminated or altered only by mutual agreement in writing

signed by both parties, (except as appears herein).

6. This Contract is made solely between the undersigned parties and constitutes

the entire understanding with respect to the subject matter therein. There are

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no restrictions, promises, covenants or undertakings other than those expressly

set forth or incorporated by reference herein. This Contract supersedes all prior

negotiations, agreements and undertakings between the parties with respect to

such subject matter.

7. This contract may be amended/voided due to declining enrollment, reduction of

school budget, curriculum changes, and/or conditions that may necessitate

reduction in workforce (details can be found in Salam School Faculty Handbook).

8. This contract shall commence _____and shall end on

_____.

In witness whereof the parties hereto have affixed their signature this _____ day of

_____ 20_____ for and on behalf of the parties they represent.

_____

_____

TEACHER

By:

_____

___

_____

ADVISORY COMMITTEE CHAIR PRINCIPAL

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ISLAMIC SOCIETY OF MILWAUKEE

SALAM SCHOOL

Building Maintenance Services

The objective is to provide the highest standards of janitorial and maintenance

services at Salam School.

The goal is to provide a clean, safe and aesthetically pleasing school facility

through consistent efforts and preventative maintenance. The quality of service will not

be compromised.

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

INTERIOR SERVICES

The goal is to provide a building which is maintained on a first-quality basis.

Towards that end, you will undertake certain interior janitorial and maintenance

services on an on-going basis, as indicated below:

Janitorial personnel will be in the building from 7:00 a.m.-10:30 p.m. on all school days.

For Saturday, the hours will be 12:00-5:30 p.m., and for Sunday, the hours will be 9:30

a.m.-3:00 p.m. Day, time and hours for special events will be notified one week in

advance.

Janitorial personnel shall keep clean the restrooms, hallways and common areas of the

building at all times (must clean as many times as necessary on a daily basis). This

includes sweeping and mopping the floors, checking all restrooms for soap and paper

product needs, scrubbing, cleaning and disinfecting all restrooms. Common areas

include – but are not limited to hallways, stairways, gymnasium, cafeteria, mosque and

other non-classrooms areas. Janitorial personnel will clean the classrooms on a daily

basis. Restrooms must be scrubbed and disinfected daily.

1. Janitorial personnel shall, on a daily basis, empty all waste baskets and remove and

replace all trash can liners, where appropriate (classrooms restrooms, offices,

lunchroom, exterior, etc.)

2. The prayer areas in the mosque (men and women) will be vacuumed on a daily

basis.

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3. All offices will be vacuumed on a daily basis.

4. Janitorial personnel shall clean the windows at the main entrance of the building,

the mosque and the showcases glass on a daily basis.

5. Trophy case (front class) must be cleaned daily.

• Inside of the trophy case will be cleaned once a week.

6. Classroom windows will be cleaned once a week.

• Carpet deodorizer will be used once a week.

7. Janitorial personnel will clean the classrooms on a daily basis.

8. Ceiling fans should be cleaned twice annually.

9. Janitorial personnel will check the classrooms on a regular basis and provide

"report cards" to the school building principal on an on-going basis, notifying the

principal of any repair or maintenance concerns relating to any of the classrooms.

10. Janitorial personnel shall provide minor repairs and maintenance to the interior

portion of the building. This includes such items as painting, picture hanging and

minor faucet, door or desk repairs.

11. Janitorial personnel shall handle minor plumbing problems such as the unclogging

of drains, toilets and sinks.

12. Janitorial personnel shall assist the professional staff who works in the building as

necessary.

13. Janitorial personnel shall buff and wax the floors on an as-needed basis to

maintain a professional shine. Janitorial personnel shall shampoo carpets in

classrooms on an as-needed basis.

14. Janitorial personnel shall be willing to undergo training.

15. The school shall provide all cleaning supplies, chemicals and other supplies

required to perform such services.

16. The school shall provide all supplies to the restrooms, including such items as toilet

paper, hand towels and hand soap.

17. The school shall provide all tools necessary to keep the building clean.

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EXTERIOR AREA SERVICES

In order to maintain a clean facility, services needed to be extended beyond the

interior of the building to the exterior area surrounding the building. First-class

maintenance services to the exterior area surrounding the building assure a firstclass image of the building. The services to be performed related to the exterior

area surrounding the building are described below:

1. Janitorial personnel shall keep the grounds surrounding the building clean and free

of debris.

2. Janitorial personnel shall mow the lawn and remove weeds as needed.

3. Janitorial personnel shall salt and shovel the walkways to and around the building,

as needed.

4. Janitorial personnel shall provide and spread salt to melt snow and ice on the

walkways to and around the building.

5. Janitorial personnel shall place additional wood chips in the flower beds when

needed.

BUILDING SYSTEMS

1. Janitorial personnel will endeavor to assure that the building is properly heated and

air conditioned, and that the systems serving the building are operational.

2. Janitorial personnel supervisor shall check the fire stations regularly and maintain a record.

3. Janitorial personnel shall not engage in any repairs or maintenance to the electrical

system, the plumbing system, the HVAC system or the boiler serving the building.

In the event any repairs or maintenance on any of systems serving the building area

is necessary or desired, the Janitorial personnel will inform the principal

immediately.

GENERAL CONDITIONS FOR THE SUPERVISOR

Janitorial personnel supervisor will maintain an inventory. Request for replenishing the

products/items must be submitted to the Business Office two weeks in advance. Prior

written approval must be sought before any purchase is made.

• The supervisor maintains address, phone number, and emergency numbers of

all personnel.

• All janitorial personnel will call Ernesto Guerrero (Ricky), Supervisor, if they are

unable to report for duty.

• In addition, call must also be made to the School Office at 414-282-0504.

• In case of absence, the supervisor will be responsible for providing a substitute.

• Check all tools are clean and safe for use.

• Supervise work, etc.

EXPECTATIONS

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

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MEMORANDUM

TO: SALAM SCHOOL STAFF

FROM: Sandra G. Mayfield, Business Manager

RE: BUSINESS OFFICE PROCEDURES

I have attached a copy of the Business Office Procedures

manual. This will provide details on how to handle tasks

such as reimbursement requests, check requests, purchase

order and supplies request, and procedures for collecting

and submitting field trip funds. There is also information

on payroll processing, timesheets and payroll distribution.

I have also attached CHECK REQUEST form for your use.

Feel free to make copies as needed.

If you have any questions, please send me an e-mail, and

I'll answer as soon as I am able.

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SALAM SCHOOL

BUSINESS OFFICE

PROCEDURE MANUAL

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REIMBURSEMENT PROCEDURE

STEP 1. BEFORE MAKING ANY PURCHASE, get an approval and

authorized signature from the principal.

STEP 2. After making the purchase, fill out the check request form, and

attach the receipt(s).

STEP 3. Put the signed and dated check request in the Principal's

inbox. The Principal will pass the authorized check request

on to the Business Manager for payment processing.

REMINDER

CHECK REQUEST FORMS SUBMITTED TO THE PRINCIPAL'S INBOX AND

RECEIVED BY THE BUSINESS MANAGER ON WEDNESDAYS BEFORE 1:30 P.M.

– CHECK(S) WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY AFTER 2:30 P.M.

ANY CHECK REQUEST TURNED IN WITHOUT THE RECEIPTS ATTACHED TO

SHOW PROOF OF PURCHASE WILL NOT BE PROCESSED.

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CHECK REQUEST PROCEDURE

STEP 1. Make sure ALL documentation (receipt, sales ticket, etc.) is

attached to the check request.

STEP 2. Get the check request approved and signed by the

Principal. The Principal will pass the authorized check request

on to the Business Manager for payment processing.

STEP 3. Make sure all correct information is on the check request,

such as whom the check should be made out to and mailed

to. Also state the reason for the purchase/check request.

STEP 4. Make sure the correct dates are stated as to when the

payment is due. Also state if the check should be mailed or

handed over to you.

REMINDER

MAKE SURE ALL CHECK REQUESTS ARE TURNED IN BY WEDNESDAYS

BEFORE 1:30 P.M. CHECKS WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY

AFTER 2:30 P.M.

IF THERE IS NO DOCUMENTATION ATTACHED TO THE CHECK REQUEST,

THE REQUEST WILL NOT BE PROCESSED.

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PURCHASE ORDER REQUESTS/

ORDERING SUPPLIES

Shahbaz Tahir is the contact person for all purchase orders and

ordering of classroom supplies. Please submit your request

through him, as well as checking on the status of the orders.

All orders should include description of the item, item number

(ISBN), price of item, quantity of the item, and company name

and address.

REMINDER

IF THE ORDER HAS NOT BEEN APPROVED AND SIGNED BY THE PRINCIPAL,

THE ORDER WILL NOT BE PLACED.

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FIELD TRIP MONEY

STEP 1. As you collect field trip money, bring it directly to the

business office in the main campus or elementary office. A

receipt and spreadsheet will be issued to the staff member

that turns the money in.

STEP 2. Fill out a check request stating the exact amount needed for

trip, address of where the check should be sent, and day of

field trip. Be sure to attach the EDUCATIONAL OUTING

REQUEST form (obtain blank form from the School Office).

STEP 3. Get the check request signed and dated by the Principal. The

Principal will pass the authorized check request on to the

Business Manager for payment processing.

REMINDER

FIELD TRIP REQUEST FOR CHECKS MUST BE TURNED IN BY WEDNESDAYS

BEFORE 1:30 P.M. CHECKS WILL BE ISSUED ON WEEKLY BASIS BY FRIDAY

AFTER 2:30 P.M.

IF THERE WILL BE BUS TRANSPORTATION FOR THE FIELD TRIP, THE BUS

COMPANY INFORMATION SHOULD BE WRITTEN ON A SEPARATE CHECK

REQUEST.

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TIMESHEETS AND PAYROLL PROCESSING

Please be sure to verify that your timesheets are completed

correctly at the end of each payroll period.

Each employee is responsible for completing their timesheet in a

timely manner. Timesheets not completed by the employee will

not be processed.

All payroll transactions and disbursements are handled through

DIRECT DEPOSIT transmittals. Contact the Business Manager to

sign-up for DIRECT DEPOSIT, as well as initial questions about

procedures.

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Salam School's Chain of Command

Salam School Advisory

Committee—Presided by the

Chairman

Principal

Assistant Principals

Unit Leaders/Department Heads

Teachers

PS: The chain of command above simply advises of the protocol to be followed as far as

directives and conflicts resolutions are concerned. However, it does not restrict the

parties therein from information-sharing. Salam School strongly advocates for creating

a learning community that enjoys a free-flow of information and experience sharing.

It must be also noted that the chain above purposely excludes the administrative staff

members. They work closely with the administration—principal and assistant

principals— and solely report to it.

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SALAM SCHOOL VOLUNTEER

IDENTITY CONFIRMATION

It is a practice of Salam School to conduct background checks of all individuals seeking

to serve as volunteers. The required information provided below will only be used to

conduct background reference checks. Please be assured that this information is used

strictly for confirming identity for background reference checks. This information will

not be provided to individuals other than a limited number of school officials who have

direct responsibility in conducting background reference check.

Have you resided outside the State of Wisconsin within the last 10 years? If yes, please

provide the last five previous addresses. Please be advised that you will not be able to

begin volunteering at Salam School until the complete background check report has

been received. Out of state background checks may take up to two weeks.

NAME: Last First M.I.

STREET ADDRESS

CITY: STATE: ZIP:

TELEPHONE # BIRTH

DATE:

(mm/dd/yyyy)

ALIAS OR MAIDEN NAME

STREET CITY ST ZIP COUNTRY

1.

Dates of Residences:

2.

Dates of Residences:

3.

Dates of Residences:

4.

Dates of Residences:

5.

Dates of Residences:

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

Middle/High

__K4 __K5 __1 __2 __3 __4 __5 __6 __7 ___8 ___9 ___10 ___11 ___12

Signature:

_____

_____

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

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Tuition Reimbursement plan

I. Purpose:

Salam School administration team recognizes that the skills and knowledge of its

teachers are critical to the success of the school. The tuition Reimbursement Plan (the

"Plan") encourages personal development through formal education so that teachers

and staff can maintain and improve their teaching skills required by their teaching

assignment.

II. Eligibility:

The plan applies to all full time teachers and staff. An eligible teacher and staff

may participate in the Plan as of:

• The third year of their employment for teachers applying to earn a degree in

education.

• The first year of their employment for teachers applying to earn a teaching

license.

III. Plan Guidelines:

• Eligible teachers and staff may be reimbursed for courses of study that the

school determines are directly related to the teacher/staff current position or

that will enhance the teacher/staff potential for advancement to reasonably

attainable position within the school.

• Course must be taken at an accredited college or university.

• The school will reimburse the teacher/staff 70% of the cost of related academic

programs fees (i.e. tuition, registration fees) up to the annual maximum of

$1,500.00 and a total maximum of $ 3,500.00 in five years for teachers applying

to earn a degree in education. There will be no reimbursement for textbooks

cost or other related materials.

• The school will reimburse the teacher/staff 70% of the cost of related academic

programs fees (i.e. tuition, registration fees) up to the annual maximum of

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$3,000.00 and a total maximum of $ 9,000.00 in five years for teachers applying

to earn a teaching license. There will be no reimbursement for textbooks cost or

other related materials.

• Teachers/staff are expected to schedule class attendance and the completion of

the study assignment outside of their regular working hours and are expected to

maintain satisfactory job performance.

• The school reserves the right to amend, suspend or terminate this Plan at any

time without a notice.

• Teacher/staff must sign a contract with the school to work at least one year at

Salam School after the completion of their course of study.

IV. Course Approval Procedure:

• Only courses that would lead to a degree or certification will be approved.

• First submit your letter of acceptance from the accredited college or university

to your immediate supervisor for approval.

• To ensure the course/s qualifies for reimbursement, the completed form must

be submitted in advance of the course start date to your immediate supervisor.

• The school administration team will review your request and determine if the

course/s meet/s the Plan guidelines.

• The administration will evaluate the request for participation in the Plan using

the following criteria:

- The nature and purpose of the course study.
- The benefits to be derived by the teacher/staff and the school.
- The teacher's/staff's work performance and level of responsibility.
- The estimated cost.
- Any potential lost time or productivity while the teacher/staff participate

in the program.

V. Reimbursement Approval Procedure:

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Prior to receiving a reimbursement for an approved course/s, a teacher/staff must

submit the following items to the immediate supervisor:

- The following items must be submitted as soon as the course starting date:

1. The official school registration statement.

2. Course/s description/s.

3. Receipt for registration fees and course/s tuition.

4. The request for payment of tuition reimbursement.

☂ The following item must be submitted within 30 days of the course/s

completion:

1. The official school transcript.

2. Grade B or better or receiving a passing grade in a "pass-fail" course/s.

3. Teachers/staff will not be reimbursed for classes that they do not

complete.

Tuition Reimbursement Request

1. Teacher/Staff Data

Date of application: SS#

Name: Grade/Subject:

Degree: Expected graduation date:

2. Course data

College/University

Course start date: Course end date:

Check the course status that describe this course:

o Under-graduate course

o Graduate course

o Post graduate course

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Course number Course name Credits

3. Additional Information:

Will you receive financial assistance from any other government agency or

institution or from any other organization or scholarship funds?

Yes No If yes, how much? $_____

4. Approvals

Teacher/Staff signature Date

Approved by administration Yes No

Administration Team signature Date

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ISM SAFE ENVIRONMENT POLICY

It is the policy of the Islamic Society of Milwaukee ("ISM") that its places of worship and

facilities should be places of safety and that its employees and volunteers, including its

Executive Committee, Board of Trustees, Executive Director and imams, adhere to the

highest standards of Islamic conduct and behavior. Therefore, the following Safe

Environment Policy is adopted:

1. Integrity. Leadership roles at ISM possess inherent power with corresponding obligations,

responsibilities and limitations.

1.1 ISM leaders must recognize that there is power inherent in their roles that may

afford influence over another. They must be sensitive to that relative power and never use

it inappropriately. They must protect the interests of those with lesser power, especially

minors, mentally, physically or emotionally incapacitated, or otherwise vulnerable

individuals.

1.2 Sexualized interactions with persons (other than within the marital relationship)

are never part of the leadership role, and may incur reporting requirements for misconduct.

2. Conduct in Counseling. Counseling by ISM leadership is a specific type of interaction with

its own corresponding guidelines. Counseling includes both counseling by imams and other

qualified individuals.

2.1 Any counseling conducted by an ISM leader must be within the parameters of

his or her training or expertise.

2.2 It must always be clear to both the ISM leader and the person being counseled

that a counseling relationship is in process. Counseling relationships are characterized by

meetings at appropriate times and places, supported by a calendar record of contacts,

regardless of need for ultimate confidentiality. Counseling should not occur at times or

places that would be ambiguous or misleading to the person being counseled. If the ISM

leader is a volunteer with a separate licensed profession for which counseling services might

be provided, such as doctor, therapist or lawyer, or the person being counseled might

reasonably believe that the ISM volunteer has such expertise, it must always be clear to

both the ISM leader and the person being counseled whether the counseling taking place is

being done in the ISM leaders capacity as a volunteer or in some other capacity. As a

general rule, any counseling done by an ISM leader in a capacity other than as a volunteer

must be approved by the ISM imams in advance and the person being counseled must be

aware of that the ISM leader is acting in a capacity other than as a volunteer for the ISM at

all times.

2.3 ISM leaders must be cognizant at all times of the significance of boundaries in

counseling relationships. They should avoid unnecessary social contact with persons being

counseled during the course of counseling. Physical contact with persons being counseled

can be misconstrued and should be avoided. They must never engage in sexual conduct

with those whom they counsel.

2.4 When an ISM leader's independent judgment is compromised (e.g., by prior or

concurrent personal or professional relationships, when he or she becomes personally

involved, or when he or she becomes an advocate for one person against another), the ISM

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leader must advise the party/parties that he or she can no longer provide counseling and

make a referral to other counselors.

2.5 Any form of counseling requires knowing the limits of one's competence, and

making appropriate referrals as needed.

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

3.1 Minors should always be viewed as not having the capacity to make free and

voluntary decisions. Wherever they are and whatever they do should be with the explicit

knowledge of their parents or guardian.

3.2 In general, two adults should be present in situations involving minors. If this is

not possible under exigent circumstances, the following guidelines should be observed:

a. When meeting with a minor, the office door should have a window or be left open

with an adult somewhere in the vicinity. Do not meet with a minor if there are no

other adults in the general vicinity.

b. Never visit a minor's home without at least one other adult present.

c. Avoid driving alone with a minor on a regular basis, or for great distances.

d. All outings with minors, such as retreats, youth trips, sports-related activities, and

overnight trips, require at least two adults.

e. Sleeping quarters may not be shared with minors, unless accommodations are

bunk-style with multiple adults and multiple minors in the same room, each having a

separate bed.

f. Locker rooms or other dressing areas must not be shared with minors unless

another adult is present.

g. Avoid accompanying children into restrooms without another adult present,

unless it is unavoidable.

3.3 Physical force or demeaning language should not be employed in disciplining

minors. Physical force should only be used to protect oneself, another innocent party, or a

child who is out of control.

3.4 Caution must be exercised in using physical displays of affection, such as

hugging, with minors. This gesture has different meanings for different people. Consider the

age of the child, the situation, the setting, and your relationship with the child in all cases, as

well as whose needs are being met.

3.5 Adult chaperones of youth group activities should maintain a professional

presence at all times. Activities, topics or vocabulary that cannot comfortably or

appropriately be used in the presence of parents or another adult should not be employed

with minors.

3.6 Adults are prohibited from engaging in un-Islamic conduct or behavior of any

nature whatsoever with minors. Furthermore, un-Islamic behavior should never take place

in the presence of one or more minors by an adult who is functioning in an official ISM

capacity with minors.

3.7 If an ISM leader or volunteer finds him/herself in an embarrassing, strange, or

possibly compromising situation, it should be reported immediately to the ISM President,

ISM Vice-President or any member of the ISM Board of Trustees, in order to obtain

consultation and assistance.

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4. Conduct with Members of the Opposite Sex.

4.1 Islam generally prohibits a man and woman to be alone with one another in a

place of seclusion. The Prophet (peace be upon him) cautioned against this when he

said: "Never is a man alone with a woman except that Satan is the third party with

them." In general, a woman should always be accompanied by a mahrem when meeting

in seclusion with a male ISM leader or volunteer.

4.2 Where a mahrem is not possible, another adult should be present. If this is

not possible under exigent circumstances, then observe the following guidelines:

a. When meeting with a member of the opposite sex, the office door should have a

window or be left open. Do not meet with a member of the opposite sex if there are

no other adults in the general vicinity.

b. Never visit a member of the opposite sex's home without at least one other adult

present.

c. Avoid driving alone with a member of the opposite sex on a regular basis, or for

great distances.

d. All outings with members of the opposite sex require at least two other adults of

each sex.

5. Response to Misconduct

5.1 Misconduct of an Illegal Nature. ISM leaders, employees and volunteers are

required to report, to both the proper civil and ISM authorities, any behavior by another

ISM leader, employee or volunteer where there is a credible suspicion of illegal conduct.

5.2 Islamic Misconduct. In cases where there are clear indicators of un-Islamic, but

not illegal actions by an ISM leader, employee or volunteer, notification is to be made to a

supervisor, an imam or other proper ISM authorities.

5.3 Sexual Misconduct. ISM leaders must be knowledgeable of the laws of the State

of Wisconsin regarding sexual assault, sexual abuse, and sexual exploitation, and the

reporting requirements of the ISM and of civil law which apply to such misconduct.

a. All allegations and concerns involving the sexual abuse of a minor or vulnerable

adult, or sexual exploitation, as defined by Wisconsin laws, must be reported

promptly to the appropriate civil authorities.

b. The ISM President, ISM Vice-President and ISM Board of Trustees is available, as

needed, for assistance and consultation on all issues of sexual misconduct, including

the notification of proper civil authorities regardless of whether the alleged

behavior is past or present.

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SALAM SCHOOL ADVISORY COMMITTEE

RULES OF OPERATING PROCEDURE

The Salam School Advisory Committee (SSAC) is a standing committee of the Islamic

Foundation of Greater Milwaukee, Inc. d/b/a Islamic Society of Milwaukee (ISM),

operating at the pleasure of and charged by the Shura with the oversight of the

operation of ISM's Salam School, including its pre-school, elementary, middle and/or

high school operations.

The SSAC is intended to perform many of the functions of a typical school board.

Because Salam School is owned and operated by the ISM, the ISM shall exercise

complete authority over Salam School and the SSAC.

The SSAC has the task of maintaining the stability of Salam School, exercising oversight

over all aspects of the School, reporting any problems to the Shura, and maintaining

continuity during any transition of personnel on the SSAC.

These rules are being promulgated, subject to approval by the Shura, in order to assist

the school and community members in understanding how the SSAC functions. As such,

many of the rules set forth below are descriptive of how the SSAC operates and are not

intended to change current procedures. However, some of the rules are new and

reflect an intent by the Shura and the SSAC to change procedures. These changes are

largely in the area of appointment of parent representatives to the SSAC.

1. The SSAC is charged by the ISM Shura with the oversight of the operation of

Salam School and shall report to the ISM Shura as often as the ISM Shura

shall require.

2. The SSAC shall be composed of up to seven voting members as follows:

a. The ISM Shura president or designee

b. The ISM Educational Chair or designee

c. Another one to three members of the Greater Milwaukee Islamic

community appointed by the ISM Shura

d. One parent representative who has a child attending the elementary

school at the time of his/her election/appointment

e. One parent representative who has a child attending the middle school

or high school at the time of his/her election/appointment

f. SSAC members shall not be employees of Salam School. Spouses of SSAC

members shall not be employees of Salam School unless approved by the

Shura.

g. If a SSAC member has a conflict of interest with regard to any issue

brought for decision to the SSAC, he/she shall be recused from any such

decision.

3. The current ISM chief executive officer and the current Salam School

principal(s) shall be ex officio members of the SSAC.

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4. Quorum for SSAC meetings shall consist of three voting members if the total

number of SSAC members is five. If the total number of SSAC members is six

or seven, the quorum shall be four voting members.

5. The SSAC shall take its decisions by a majority of the votes cast.

6. The SSAC shall meet at least monthly during the school year. Missing more

than three consecutive meeting without valid excuse is grounds for removal

of an SSAC member.

7. The SSAC shall require the principal(s) to give a report at every meeting.

8. The SSAC shall require the principal(s) to prepare preliminary and final

budgets for approval.

9. SSAC members shall have complete access to all financial records of Salam

School. A member of the SSAC shall sign all checks.

10. The SSAC shall require the principal(s) to develop policies and procedures to

achieve the goals, missions, and visions of the ISM and Salam School.

11. The SSAC is charged with the direct hiring, evaluation of performance and/or

termination of principals.

12. The SSAC shall exercise oversight on all other hiring, evaluation of

performance and termination of assistant principals and teachers and shall

be given advance notice by the principal(s) of any such decisions, including all

the particulars. If there is a conflict of interest issue involving the principal,

the SSAC shall have at least one member directly involved in the hiring,

evaluation or termination of an assistant principal, teacher or other school

staff member.

13. In consultation with the Salam School principal and other administrative

personnel, the SSAC shall review all bonus and salary recommendations

made by the Salam School principal

14. The SSAC shall appoint a chairperson on a yearly basis.

15. The SSAC shall appoint a recording secretary for its meetings, which may be

one of the ex officio members.

16. The SSAC shall observe confidentiality with regard to any confidential

matters brought before it, including personnel and student matters. The

presumption is that all matters are confidential, unless stated otherwise or

implied from the fact that the matter is to be publicly disseminated. Most

importantly, if the principal(s) feel that they must bring a confidential matter

to the SSAC in which the identity of the student must be disclosed (which is

the exception rather than the rule), SSAC members must retain

confidentiality even with the ISM Shura, unless the legal guardian of the child

involved requests such disclosure. Violation of confidentiality is grounds for

immediate removal of an SSAC member. All SSAC members shall be required

to sign a confidentiality agreement provided by the Shura.

17. With respect to the two parent representatives, the SSAC shall solicit

nominations, screen potential candidates with the school's parent-teacher

association and send the name(s) to the Shura for approval to be placed on a

ballot to be sent to each family at the primary address for the student

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contained in the school's business records to be confirmed or not confirmed.

The ballots shall be required to be personally returned by a member of each

family. Position/Grade_____

Date _____

18. In addition to absenteeism or breach of confidentiality, any SSAC member

may be removed for cause by a supermajority of the other SSAC members,

which shall be defined as three of the remaining four members. If four

members are not available, a majority of the SSAC may request that the

Shura remove the SSAC member. (The Shura takes action by majority vote.)

19. While the ISM Shura has appointed the SSAC to oversee operations of Salam

School, the ISM Shura retains ultimate authority and has the power to affirm,

modify or over-rule any decision of the SSAC; to remove any SSAC member

on its own initiative, including a parent representative; or to disband the

SSAC. This enumeration of powers is not intended to be specific or limited.

20. Safeeyah's rules: no kicking, biting or scratching.

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Acknowledgement of Receipt

I _____ hereby acknowledge

receipt of the Salam School Faculty Handbook and agree to abide by all

the policies and protocols noted in the employee handbook.

Name _____ (printed)

Signature _____

School Year_2014-2015_____