

## **DRUG-FREE WORKPLACE**

The School reserves the right to perform drug testing on all employees for the presence of drugs or alcohol. All employees are hereby notified that it is a condition of employment for an employee to refrain from reporting to work or working with the presence of illegal drugs, controlled substances, or alcohol in his or her body. In addition, an employee may be terminated automatically for refusing to take a drug or alcohol test when requested.

## **INSPECTIONS/SEARCHES FOR PROHIBITED MATERIALS**

The school reserves the right to perform a search or inspection whenever reasonable suspicion is established. The School believes that maintenance of a workplace that is free of drugs, alcohol and other harmful materials is vital to the health and safety of the School community.

## **SCHOOL PROPERTY POLICY**

No property belonging to the school shall be removed without proper authorization from the Administration.

## **GENERAL OBLIGATIONS AND RESPONSIBILITY OF FACULTY**

Alazhar is committed to providing the best environment that is conducive to the professional development and goal achievement for all employees. In line with our belief in the importance of enhancing the individuality of each member of the Alazhar family, we encourage our employees to share their own individual ideas and to work together to develop a spirit of teamwork to attain a common goal.

Alazhar provides a comfortable and progressive workplace where communication is open and problems are discussed and resolved in a mutually respectful atmosphere. We take into consideration the individual circumstances of our employees. Alazhar also encourages its employees to maintain open communication in order to resolve any difficulties or issues that may arise and in order to develop a mutually beneficial and respectful relationship.

## **CODE OF ETHICS & PROFESSIONALISM**

Alazhar School expects the highest standards of conduct from its faculty. Therefore, all our teachers and staff will strive for professional growth and will seek to exercise the best professional judgment and integrity.

1. Expectations concerning the student require that our instructional personnel:

- Shall act at all times in accordance with the Islamic ethics and standards of integrity.
- Shall strive to complete his/her work and deliver results to the best of his/her ability.
- Shall promote the objectives, philosophy and policies of Alazhar School.
- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse point of view.
- Shall not unreasonably suppress or distort subject matter relevant to a student's academic program.



- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall exhibit the highest standards of excellence in your professional field through preparation for classes and timely evaluation of student work. Competence, creativity, and an ability to work well with colleagues are expected of all faculty members.
- Shall maintain strictest confidence when dealing with the personal lives of students and parents.
- Shall set an example for students through personal conduct during and after school hours.

2. Expectations concerning colleagues require that our instructional personnel:

- Hold in confidence all information obtained about the school and the students.
- Respect the privacy of all students, staff members, volunteers and donors.
- Be available on the school campus at all times throughout the school day. Meet all classes and fulfill all recordkeeping responsibilities on time.
- Attend all functions/activities during school hours.
- Observe the no-smoking policy. Smoking is not allowed on the school campus.
- Attend all events (outlined in the school calendar) that take place beyond the regular school day, such as open houses, back to school night, school picnics, specified PTO meetings and events, awards nights and graduation. All faculty members are required to attend graduation.
- Have weekly lesson plans appropriate to your subject or subjects. These must be up-to-date at all times and will be reviewed by the Principal/Director. In case of illness, it is the responsibility of the teacher to get lesson plans to the Principal or main office before school begins.
- Support the school, the administration and your colleagues.
- Not use his/her school relationship to advance his/her own interests.
- Not discuss any of the organization's private matters in public. This includes gossiping about school issues, students, complaints, or salaries between employees or outside of school to other people.

## Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Please note: The administration solicits and welcomes constructive criticism. Every effort will be made to ensure that Alazhar School is an outstanding school in which to teach and learn. However, criticism of the School or colleagues in other circumstances is inexcusable and unprofessional. Your loyalty and support of one another and the School are expected.

Additional responsibilities are as follows:

1. To discharge acceptable service to the time indicated by the published annual calendar including Teacher Workdays.
2. To stand ready to perform tasks unforeseen at the beginning of the year.



3. To return all parental inquiries within 24 hours of receipt of message and, when deemed necessary, and report calls to the Principal/Director.
4. To be responsible for the neatness of the classrooms, checking at the end of each period and especially at the end of each day for misplaced student property, messy floors and neatness of lockers.
5. To be attentive to hall duty (if applicable) pickup and general housekeeping performed at the end of each day. Rooms and hallways should be in proper order at the end of each day.
6. To share responsibility for arrival and dismissal procedure, lunch and recess duties.
7. To attend all faculty meetings unless previously excused by Administration.

## **PROFESSIONALISM**

- 77782952 Smoking by any personnel is not permitted under any circumstances on school campus.
- 77782953 Food should not be consumed during your teaching times.
- 77782912 Coffee or hot drinks are permitted only when they are in a mug with a safety lid.
- 77820712 All cell phones must be turned off during your teaching time.
- 77819984 Personal calls must be kept to a minimum on the school phone lines.
- 77819944 Discussion of a child with anyone except the parent and school personnel is prohibited.
- 77819904 All written and oral reports about children are confidential.
- 77820112 Never label a child as "bad, spoiled, stubborn," etc.
- 77820072 All of the school staff members are to present themselves as role model. Therefore, whatever is prohibited for students to do is equally prohibited for teachers to do.

## **ALAZHAR SCHOOL PERSONNEL CODE FOR FACULTY MEMBERS**

1. Administration will screen candidates resumes and credentials for the most appropriate experience
2. The Principal / Preschool Director shall be responsible for the initial review of all candidate's resumes
3. The Principal / Preschool Director will conduct an initial screening interview with the candidate
4. Administration will then schedule the candidate to come to the school to:
  - a. Interview with a Team Lead, (a) teacher, and a board member
  - b. Submit lesson plans for a class and teach a 50 minute class period
5. Employment will be pending contacting previous employer for reference, background and FDLE clearance, fingerprints, as well as other appropriate and required documents.
6. An offer will be made to the candidate, pending the board's approval.

Upon being employed, faculty and staff are expected to:

1. Complete Alazhar Application Form.
2. Submit a copy of a driver license, Social Security card, and any documents required, which outlined in the I-9 forms.
3. Review and sign Alazhar Offer of Employment.
4. Complete the Employee Information Form, the VECHS Waiver Form and Fingerprint form (Live Scan Fingerprinting).
5. Complete the health insurance enrollment or waiver forms.
6. Fill out a W-4 form.
7. Obtain a copy of this personnel code.



7. The teacher is personally and professionally accountable for the responsibilities outlined in his/her contract as well as applicable expectations.
8. **The first three months (90 days) of the initial year of employment shall be considered a probationary period.** Such a period gives the teacher the opportunity to demonstrate his/her ability to achieve a satisfactory level of performance and to determine if the new position meets the employee/employer expectations. At the end of this three-month period, Alazhar School shall have the option of continuing the agreement or advising the teacher that this contract is terminated, at which time the provisions of the contract shall be null and void. Upon satisfactory completion of the initial probationary period, teachers enter the regular employment classification. During the initial probationary period, teachers are eligible for statutory benefits. Statutory benefits are mandated by federal, state or local law and include Social Security, Workers' Compensation insurance and unemployment compensation insurance. Upon becoming a regular full time employee, the teacher is eligible for other provided benefits, subject to the terms and conditions of each benefit's program.
9. Teachers or other employees who are promoted or transferred within Alazhar School must complete a secondary probationary period for each new position. If the teacher or employee does not meet the expectations for the new job, s/he may be allowed to return to his/her former position or a comparable job for which the teacher or employee is qualified, depending on the availability of the position and the needs of the school.

## **REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS**

(Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator)

Alazhar School expects all its staff members to follow rules of conduct that will protect the interests and safety of its students, employees, guests, and the school. Alazhar School expects the highest standards of conduct from its faculty. The responsibilities of the faculty go beyond the "job description" to a style of professional life that exemplifies and follows the expectations of parents, students and colleagues for first-rate performance. All employees must comply with the standards of Ethical Conduct for Instructional Personnel and Administrators defined by Sections 1002.01 (2) & (3). (See attached document Ethics in Education Act Senate Bill 1712 (Chapter Law 2008-108).

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be reported to the school's Principal who will launch an investigation. Reports of misconduct committed by administrator should be made to Head of Elementary and she/he will investigate the situation.

Reports of misconduct committed by administrators should be made to the school's Principal. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

**The Following behavior may be indicative of misconduct that should be reported:**



- 1 Being alone with a student in a dark or closed room or secluded area.
- 2 Behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student.
- 3 Using forceful or unnecessary physical contact with a student.
- 4 Administering discipline not compliant with the school policy.
- 5 Accepting or offering of gifts for return of a favor or privilege from students, parents or colleagues.
- 6 Badgering or habitually teasing a student.
- 7 Mocking or belittling a student.
- 8 Chronically embarrassing a student.
- 9 Displaying prejudice or bigotry against a student.
- 77820032 Theft of school, staff or other individuals' property.
- 77820240 Falsification of the employee's or another employee's attendance records.
- 77820200 Making false claims of injury, violation of safety procedures and rules, violation of health rules or practices or refusal to use safety equipment.
- 77820160 Possession of firearms, explosives, knives, or any other weapons or school property, or in school vehicles.
- 77820368 Threatening, intimidating, harassing, attempting bodily harm, or engaging in physical confrontation with another employee, school representatives, visitors, parents, students, or other individuals while on school business, at school functions, or in connection with school employment.
- 77820328 See drug policy...
- 77820288 See sexual harassment policy....
- 77823952 Using profane, threatening or abusive language toward another employee, school representative, student, visitor or parent, etc.
- 78254080 Refusal or failure to obey the verbal or written instructions of a supervisor.
- 78254120 Unauthorized disclosure of confidential information.
- 78254160 Violation of safety or health rules; or any act that might endanger the safety or life of others.
- 78254208 Gambling of any kind.
- 78254248 Undermining the religious ideals of the school.
- 78254288 Negligent, abusive or inconsiderate treatment of a student.
- 78254336 Willful damage, abuse, destruction, negligence or improper conduct leading to damage of school-owned property or the property of others.
- 78254376 Violation of personnel policies, including Alazhar dress code.
- 78254416 Failure to observe working hour schedule, starting and ending time of work and break times.
- 78254464 Smoking on school premises.
- 78254504 Reckless driving on school premises and while on business functions.
- 78254544 Engaging in gossiping, backbiting or other forms of non-constructive criticism between employees in or outside of school.

#### **Apply the litmus test**

1. If you feel uncomfortable.
2. If you question the person's motives or actions.
3. If you are unsure

#### **Protect the students and yourself and report.**

#### **How to report Misconduct**



- ☐ Report allegations or suspicion of misconduct by an instructional personnel member or volunteer to your immediate supervisor (principal, head of middle school, head of elementary school, or preschool director).
- ☐ Report allegations or suspicion of misconduct by your immediate supervisor or administrator to the principal at [principal@alazharschool.net](mailto:principal@alazharschool.net). Report allegations or suspicion of misconduct by the principal to Alazhar Board of Directors at [alazharboard@gmail.com](mailto:alazharboard@gmail.com)
- ☐ Document the activities or details of the event.
- ☐ Secure evidence (if applicable).

### **Who should report misconduct?**

All employees and agents of Alazhar School have a duty to report any misconduct.  
If you are aware of or observe misconduct **REPORT IT IMMEDIATELY!**

### **Who should you report?**

- ☐ Classroom teachers and assistants
- ☐ Paraprofessionals
- ☐ Substitute teachers
- ☐ Volunteers
- ☐ Librarian, guidance counselors and social workers
- ☐ Career Specialists and school psychologists
- ☐ Principal, Administrators and other office personnel

### **If someone tells you about misconduct, be a leader:**

- ☐ Listen
- ☐ Evaluate
- ☐ Act immediately
- ☐ Document
- ☐ Encourage
- ☐ Report

### **Failure to Report Misconduct**

Possible penalties for Instructional personnel or Alazhar administrators who fail to report misconduct may include:

1. Written reprimand
2. Suspension with or without pay
3. Termination of employment
4. Discipline/Sanctions on an educator's certificate (Florida Statutes s. 1012.795 provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate)

### **Resolution Procedures:**

1. Alazhar School will conduct a thorough and prompt investigation with due concern for the dignity of those involved.
2. Document the activities or details of the events.
3. Secure evidence if possible by using the necessary forms.
4. Allow the accused to respond to specific allegations
5. Not retaliate against any employee or student who report harassment or cooperates in the investigation