

# BARAKA ISLAMIC SCHOOL



## **Baraka Islamic School**

*Sharing the gift of knowledge*

STAFF HANDBOOK  
2025 - 2026

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## INTRODCUTION AND DEFINITIONS

Baraka Islamic School Staff Handbook is designed to provide staff members with information related to their employment at BI School. The handbook describes essential BI School policies with which all staff members must comply. Please read the handbook in its entirety and retain it for future reference. Use of the pronouns “he” and “his” specifically refer to both male and female employees. Should you have any questions regarding any of the policies described herein, please ask school administrators for assistance.

- The term "employee" as used throughout this handbook means those who are employees of BI School and the ISNEO .
- The term "employment" as used throughout this handbook means a staff member’s employment with BI School and the ISNEO.
- The term "**Employer**" as used throughout this handbook means BI School and the ISNEO.
- The term “school Administrator” or “Administrator” as used throughout this handbook means the members of the Board of Education, as agents of the Board of Trustees (BOT) of the ISNEO, and the school Principal.
- The term “PSG” as used throughout this handbook means the “Parent Support Group.”

This handbook is not a contract guaranteeing employment for any specific duration. Both the employee and the Employer have the right to terminate employment at any time. No school administrator has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the foregoing. An employment agreement entered into by a school administrator shall not be enforceable unless it is in writing and signed by both the employee and Employer.

## RACIAL NONDISCRIMINATORY POLICIES

“The governing board of Barak Islamic School located at **6978 Promway Ave NW, North Canton, OH 44720** has adopted the following racial nondiscriminatory policies.”

“The Baraka Islamic School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

“The Baraka Islamic School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

## CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the Employer. We will notify employees of these changes by appropriate means. Changes will be effective on dates determined by the Employer, and employees may not rely upon policies that have been superseded. No supervisor or school administrator has any authority to alter the foregoing except as specified above.

If an employee is uncertain about any policy or procedure, he should check with his supervisor or school administrator.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

BI School provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related) or sexual orientation in accordance with applicable federal, state and local laws. In addition, the Employer complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Employer has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

If an employee requires accommodation, he must inform his supervisor that there is a need for an adjustment or change at work for a reason related to a medical condition. The employer will respond promptly and try, to the best of its ability, to accommodate the needs of the employee.

## **EMPLOYMENT POLICIES**

### **1. Application Procedures**

All persons seeking employment at BI School are required to submit a resume along with other documents, as requested or needed. Falsifying an application is grounds for termination. The school reserves the right to terminate the employment of any employee who has provided any such incorrect or misleading information.

### **2. Employment References**

An employee must provide a minimum of two professional references with the application form. It is the policy of BI School to check all references during the hiring process in order to ensure that employees are qualified for prospective positions.

### **3. Criminal Records Verification**

All new teachers, school administrators, school counselors, school psychologists, school nurses or school social workers (if applicable) must agree to a state and FBI criminal records check. Upon hiring, an employee must submit a B.C.I. (Bureau of Criminal Investigation) fingerprinting report to the school office. In addition to the Ohio Civilian background check, applicants who have not lived continuously in Ohio for the past 5 years must also submit to a background check from the Federal Bureau of Investigation. Employment at BI School will be conditional until the records check is completed.

#### **4. Consulting the "Educator Profile" on the Ohio Department of Education and Workforce website.**

The school will include the following notice in boldface type in each employment application:

**"ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE".**

The school shall consult the "educator profile" database maintained on the web site of the state board of education prior to making any hiring decision. After consulting the "educator profile" database, the school may further discern the employment, disciplinary, or criminal record of an applicant for employment in either or both of the following ways:

- a) Consulting the state board of education's office of professional conduct to determine whether the individual has been the subject of either: any notice to the superintendent of public instruction or any disciplinary actions conducted by the state board.
- b) Consulting any prior education-related employers of the individual.

#### **5. Immigration Reform and Control Act Requirements**

All employees must submit documentation confirming their identity, citizenship and/or work eligibility status. Employees will be required to complete the Employment Eligibility Verification Form I-9. Questions regarding this policy should be directed to the school administrator.

#### **6. Probationary Period**

New employees are considered to be in a Probationary period during their first ninety (90) school days of employment. The probationary period gives the employee time to adjust to the new position and gives the school administration time to evaluate the employee's suitability for the position. Satisfactory completion of the probationary period will result in a change to either regular full-time or part-time status. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to demonstrate to the Employer that the new employee's performance meets the Employer's expectations. The Employer uses this period to evaluate the employee's capabilities, work habits, and overall performance. It is an opportunity for the employee to acquaint himself with fellow employees, his supervisor, the Academy's culture, the tasks involved in his job position, and the school environment.

The probationary period does not affect the employment status of the employee being "at will," meaning that the employment relationship may be terminated at any time and for any nondiscriminatory reason by either party.

### **OPERATIONS POLICIES**

#### **APPEARANCE**

BI School supports a safe and healthy environment. Given the close proximity of employees to one another and health conditions such as asthma and allergies, we employees to be sensitive to their environment and their co-workers.

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image that BI School presents to students, parents, and visitors. During business hours, employees are expected to present a clean, neat, and professional appearance and to dress in conformity with high standards of modesty.

BI School staff members are held to a standard of conduct and dress that is following Islamic etiquette, as they are role models for the students. The general dress code for staff members is as follows:

Females:

- Wear loose fitting clothing (this extends to no tight or skinny jeans)
- Wear longer loose-fitting tops
- No low necklines
- No short sleeve tops and no shorts
- Wear ankle-length skirts
- **Recommended:** Wear hijab (Muslim Faith)

Males: Male employees are expected to dress modestly in accordance with Islamic rules of etiquette.

## PERSONAL PHONE CALLS AND PERSONAL BUSINESS

During school hours, employees are requested to keep personal calls to an absolute minimum. Furthermore, personal calls and cell phone usage should take place during lunch or off hours, not during school time. **Cell phone ringers should be turned off at the beginning of each school day. Cell phone use is permitted during regular school hours in emergency situations only.**

**If an employee needs to leave the work site to conduct personal business, he must first inform the immediate supervisor.** This will allow supervisor to make modifications to the work schedule if necessary and will keep the supervisor aware of the employee's activities during the day. **Personal visits of friends and family members to the school are discouraged, unless the visit is part of an educational program or serves other school business.**

## USE OF COMMUNICATION SYSTEMS

BI School provides the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include but are not limited to the telephone, electronics, modems, and software. Employees are permitted use of school property and must comply with school policies and procedures regarding this use.

The communication systems are owned and operated by the school and are to be used for the business of the school. Employees should have no expectation of privacy of any correspondence, messages, or information in the systems.

The school reserves the right to access and disclose all such messages sent for any purpose. All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security, and scrutiny as any other corporate correspondence. E-mail communications must be written following customary business communications practices typical of school correspondence. E-mail communications are official internal school

communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the affected employee(s) rather than sending a global message to all employees.

The school's communication systems shall not be used as a forum to promote political causes, or any illegal activity. Offensive or improper messages or opinions, transmission of sexually explicit images, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), or sexual orientation are also prohibited on the school's communication systems.

Employees shall not attempt to gain access to another employee's communications system and messages. The school, however, reserves the right to access an employee's messages at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action, up to and including termination.

## **INTERNET CODE OF CONDUCT**

Access to the Internet is provided to staff members for the benefit of the organization and its employees. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the school's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive internet users and are protecting the school's public image, the following guidelines have been established for using the Internet:

### **- Acceptable Use of the Internet**

Employees accessing the Internet are representing the school. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official school business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business correspondence.

### **- Unacceptable Use of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-school business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the school network or the network of other users. It must not interfere with an employee's productivity.

### **- Communications**

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the author's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted

through the system. Employees who wish to express personal opinions on the Internet must use non-school Internet systems.

- **Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. **All software downloads require prior administrative approval. No unauthorized software may be installed on school computers.**

- **Copyright Issues**

Staff members, while using the Internet, may not transmit copyrighted materials belonging to entities other than the school. One copy of copyrighted material may be downloaded for use in research. **Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users, unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the school, up to and including immediate termination, or legal action by the copyright owner.**

- **Security**

All messages created, sent, or retrieved over the Internet are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **A staff member cannot change a computer password without permission from his supervisor.**

- **Harassment**

Harassment of any kind is prohibited. **Messages with derogatory or inflammatory remarks** about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), or sexual orientation **will not be permitted.**

- **Violations**

Violations of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, the school will advise appropriate law enforcement officials of any illegal violations.

## **VISITORS IN THE WORKPLACE**

BI School is committed to maintaining a safe work environment. To ensure workplace safety, all visitors are required to enter through the main building entrance. **Employees who are expecting visitors, outside of normal business hours, should meet their guests at the main entrance door only.** For the safety and security

of all BI School students, employees and visitors, all other entrances should remain closed and locked at all times.

Employees who terminate their employment with BI School or who leave the school without proper notice are not permitted in Baraka Islamic School offices outside of normal business hours, and they may not travel through the building unescorted during normal business hours.

## **CONFIDENTIAL INFORMATION**

As BI School grows, so will the interest of vendors, customers and the financial community regarding its success and future plans. BI School employees may be asked about non-public or confidential knowledge or information concerning BI School. **Employees are obligated to not disclose this information unless it is specifically required by the nature of the employee's position.**

## **SCHOOL PROPERTY**

To ensure the safety and welfare of students, employees and invitees, the school reserves the right, on reasonable suspicion that school policy is being violated, to conduct searches or inspections which include, but are not limited to, an employee's work area, desks, and any other property located on school premises or work sites. Entry onto school premises or work sites constitutes consent to searches or inspections.

## **WEAPONS**

It is the intent of the school to provide a safe and secure workplace for students, employees, visitors, and others business associates. BI School expressly prohibits the possession of firearms on school property. BI School has "zero tolerance" for possession of any type of weapon, firearm, explosive, or ammunition. School property includes, but is not limited to, all school facilities, vehicles, and equipment, whether leased or owned by the school. In addition, firearms in employee-owned vehicles parked on school property are strictly prohibited.

The possession of firearms on school property may be cause for discipline, up to and including immediate termination of employment. In enforcing this guideline, BI School reserves the right to request inspections of any employee and his personal effects, including personal vehicles while on school premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as if he were found to be in possession of firearms.

Employees within the school share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to his on-site supervisor.

## **SMOKING**

To maintain a safe and comfortable working environment, smoking in school offices and facilities is strictly prohibited.

## **TRAVEL**

BI School reimburses employees for the expenses of travel, including the cost of transportation, meals, lodging, and compensation when appropriate, provided such travel and related cost and expenses are pre-approved and performed in the course of conducting school business.

Activities that normally justify the reimbursement of travel expenses include attendance at conventions, seminars, workshops, annual meetings, or other selected educational functions related to the employee's job.

Common carrier transportation will be utilized for trips, provided suitable scheduling is available. Employees are expected to exercise prudence in their selection of local transportation to their destination. When practical, employees are expected to use a school car or personal car for short distance travel.

All employees are expected to travel coach or economy class and to stay and eat in moderately priced establishments while traveling on school business.

## **PERSONAL VEHICLES**

Employees may use their personal vehicles on official school business provided prior approval has been obtained from their supervisor. A mileage rate based on acceptable and current school guidelines will be paid to an employee who uses his personal vehicle on official school business. Minimum insurance requirements as specified by the school's insurance carrier must be in effect at the time that the employee's personal vehicle is used, and the employee may be required to provide proof of insurance.

## **TEACHER EXPECTATIONS**

The following is a partial list of teacher expectations. It is not meant to be all-inclusive, but rather to give guidelines in some areas. In general, staff members are expected to be professional educators with a focus on meeting student needs. Individual initiative and independent decision making within the context of the school adopted policies and professional standards is encouraged.

### **Accountability**

The teacher shall be personally and professionally accountable for the responsibilities outlined in his contract as well as all applicable expectations as detailed in the staff/faculty handbook.

### **Curriculum and Instruction**

BI School maintains curriculum objectives in all areas. The teachers should follow and align their lesson plans to the Ohio Academic Standards. Each instructor has flexibility in meeting these objectives (outcomes). Teachers have flexibility in adding materials to the standard curriculum, but the minimum shall be met.

### General Guidelines

- **The morning monitoring teachers providing supervision in the foyer and the lunch room should be in school at 7:35 A.M. on their assigned day of the week.** The dismissal monitors will be responsible for closely and actively supervising the dismissal procedure until 4:15 P.M. If a student has not been picked up by 4:15 P.M., the dismissal monitors shall escort the student(s) to the After-school Care where students may spend time learning Arabic/Quran, get help finishing their homework, etc. Staff children shall remain with their homeroom teachers until 3:45 P.M.
- Teachers shall be responsible for closely monitoring their surroundings and, in the event that strange persons are seen in or around school grounds, the office should be immediately notified.
- **Teachers shall not leave their classrooms unsupervised at any time.** Taking care of phone calls and other personal business must be done before or after school or during planning time. It is necessary that teachers use preparation periods for school related activities and not personal business.

### Lesson Plans

- Instructional activities shall be planned in advance with clear outcomes focused on the objectives.
- Lesson plans need to be available as a personal guide for substitute teachers, or teachers may prepare a written guide for a substitute to follow. When a teacher is being appraised, it can be useful to present a lesson plan for the respective lesson.
- Teachers shall prepare lesson plans on a weekly basis using their Digital Academy account provided by the school. Teachers will receive feedback on these plans if the need arises. Teachers needing help preparing lesson plans should seek the assistance of Administration.
- Lesson formats shall be reflective of student learning styles and needs.
- Teachers are encouraged to integrate Islam into all subjects where it is possible. Teachers can consult with the Islamic Studies teacher/Imam of the masjid for assistance, when needed.
- The relevance and purpose of each lesson shall be clear to the teacher and the students. Materials, methodology, and format shall support desired outcomes and motivate students to learn.

### Class Schedule

- Each class/grade teacher must display his grade schedule in a prominent place in the classroom.
- Any variation in the schedule must be done with the approval of the principal.
- Teachers are to facilitate smooth transitions from one subject to the other, or one classroom to another.
- Please make sure to start and end class on time.

## Student Well-Being

Student safety at school is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire drills, safety drills, and tornado drills and accident reporting. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

### Health Care

Control of communicable illness among children is a prime concern. In order to protect other children, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- **Temperature:** 100 F orally or above. Your child may return to school when the temperature has been normal (98.6) for 24 hours.
- **Vomiting and/or Diarrhea:** Your child may come to school after being free of vomiting/diarrhea for 24 hours. Call your child's doctor if symptoms continue for more than 48 hours, your child has a fever, or his/her condition worsens.
- **Rashes:** All rashes must be diagnosed and/or treated for your child to remain in school.
- **Bacterial infections:** Your child may return to school after taking prescribed antibiotics for 24 hours.
- **Pink Eye:** If your child has thick mucus or pus draining from the eye (pink eye) he/she can attend school after medical assessment/treatment. If an antibiotic is prescribed, the child must be on medication for 24 hours in order to return to the school.
- Unusual or unexplained loss of appetite, fatigue, irritability or headache.

The school secretary, who is licensed in CPR and First Aid protocol, will assess children who become ill at school. If, based upon this assessment, it is determined that a student exhibits any of the above listed symptoms, the student will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing them.

If your child becomes ill or injured at school, we will notify you immediately. In most cases, we will ask you to speak to your child and decide, with us, if it is best for him/her to leave school. If you work and cannot get here, you must make arrangements ahead of time for someone who could pick your child up in these circumstances. (A child can only be picked up by those who are authorized on the emergency list).

It is absolutely essential that we have an emergency medical form completed and signed by parents or guardians and current telephone numbers where you or someone else authorized to pick up your child can be reached in an emergency. If your home or work number changes or the number of one of your emergency contacts changes, be sure to notify the school immediately.

Routine injuries are treated with soap and water, band-aids and ice only.

### Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to your child's pediatrician. Immunizations should be recorded

by month/date/year.

### **Allergies and Specific Health Problems**

Parents/guardians are responsible for informing the school of their child's specific health problems, especially allergies to bee stings or peanut butter. In case of bee sting or peanut butter allergies, the parents/guardians are responsible for providing the school with the appropriate medication and a doctor's statement about how the medication is to be administered.

### **Regulation for Administration of Prescription Medications**

Only the school administrative assistant or the school appointed nurse are authorized to administer prescribed drugs to a student at school. A training will be conducted every august by a licensed health professionals for the school administrative assistant and school appointed nurse.

1. Written request must be obtained from the physician and the parent/guardian before the school administrator may administer any medication. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.
2. The administrator must receive medication in the original container in which the doctor or pharmacist dispensed it.
3. New request forms must be submitted each school year and as necessary for changes in medication order.
4. Whenever possible, the medication and signed permission forms should be brought to school by the parent/guardian.
5. Accurate records of the administration of medication will be kept on file for one year.
6. A student shall not carry his/her own medication, nor shall a student administer his/her own medication unless she/he does so under supervision by the school administrator after completing a request form.
7. Medication must be stored in a locked area by the school administrator unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
8. Over the counter medications will not be given without completion of a request form by the parent/guardian. Medication permission may be faxed to the school.
9. The School Board designates the school administrator to administer medicine only after reviewing the applicable request form, including physician's instructions.
10. If a teacher is taking his/her class on a field trip the teacher may dispense the prescription medication only if a physician has signed the appropriate form.
11. Notwithstanding the foregoing, a student may carry and administer his/her own medication via inhaler if a request for the student to do so per form REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION TO BE DELIVERED BY INHALER is completed by a physician and a parents/guardians in advance.
12. Cough drops or throat lozenges can only be dispensed with parent's authorization.

### **Regulation for Use of Inhalers**

The intent of this policy is to provide a medical override in response to a LIFE-THREATENING situation. Students who use their inhalers on a set schedule need to come to the school office where the inhaler will be stored. Only inhalers to be used "as needed" may be carried by a student, and then, only with this completed form on file in the school office.

Inhalers should be properly labeled with your student's name and the name of the medication clearly visible. If a rotohaler or spinhaler is used, the extra capsules of medication will be kept locked in the school office.

One capsule of medication will be kept in the inhaler and replaced as needed. If a lost inhaler is found, it will be returned to the school office and the parents/guardians notified.

Please be sure your student understands the danger of using his/her inhaler too frequently. Also, discuss with them how their inhaler will be stored; carried so it will not be lost or accessible to another student. A new request form must be submitted each school year and as necessary for changes in medication order.

Medication forms may be picked up at the end of each school year so that your student may begin carrying his/her inhaler on the first day of the new school year (with properly completed medication form on file).

### **A Seizure Action Plan Policy**

Parents of a student who has an active seizure disorder diagnosis must notify the school in writing and schedule a meeting with the school appointed counselor to create an individualized seizure action plan for their child. The individualized seizure action plan will contain information and procedures about the case of the student and the steps taken in case of a seizure episode. The action plan form can be found in the appendices of the parent and student handbook.

The individualized seizure action plan will have the following components:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

The school has designated the administrative assistant and the appointed school nurse to receive training on the implementation of seizure action plans every two years. In addition, each person employed as an administrator, guidance counselor, teacher or bus driver will complete a minimum of one hour of training on seizure disorders by Oct. 3, 2025.

### **PART-TIME EMPLOYEES**

Part-time employees will be compensated with a maximum of one hour of pay for participation in staff meetings and any non-contact school-related activities.

### **EVALUATION**

The school maintains an evaluation process for all employees for the purposes of assessing performance, promoting professional growth and for improving classroom instruction.

### **POLICY**

The principal will complete a written evaluation of employees once annually. Members of the teaching staff write professional goals and instructional objectives at the beginning of each school year and submit them to the principal. The principal discusses these goals with the teacher periodically, and reports the progress toward the goals, as key elements in the evaluation of a teacher's overall performance.

Professional growth and improved classroom instruction are the objectives of the staff evaluation process. Through in-service workshops and on-the-job experiences, staff members will be afforded the opportunity to improve the quality of their teaching skills.

Employees who are not members of the faculty meet with the principal at the beginning of each school year to review their job descriptions. The purpose of this meeting is for the employee and supervisor to review the employee's job duties, responsibilities, and performance standards for future reference.

During the faculty orientation meeting prior to the start of the school year, the principal will present the evaluation process and discuss the evaluation criteria with all faculty members. All faculty members will receive a copy of the evaluation criteria.

Evaluation Criteria:

1. Personal Qualities
2. Professional Qualities
3. instructional Planning Skills
4. instructional Process
5. Classroom Management Skills
6. Knowledge of Subject Matter and Use of Materials and Technology
7. Communication Skills and Human Relationships
8. Care and Concern for Students
9. Compliance with the Ohio Academic Standards
10. Professional Growth

Faculty evaluations will consist of the following:

1. Informal observations: These observations will take place throughout the year. Observations are conducted by the principal/designated supervisor or assistant. The principal or any designated supervisors or assistants make frequent unannounced classroom observations.
2. Formal observation: The formal observations will be conducted by the principal and will entail a pre-observation conference, an observation, and a post-observation conference.
3. Self-evaluation.
4. Parent feedback (forms distributed to parents twice a year).

Notes on the results of all the above matters will be maintained in the teacher's personnel file.

## **Process**

The evaluation process will be conducted in a professional manner. Each teacher will have a scheduled formal classroom observation. For a formal observation, a conference will be held with the teacher within five (5) days after the classroom observation. This process may include self-evaluation by the teacher. This conference will clarify areas which need improvement and/or strengthening. A copy of all completed reports shall be given to and signed by the teacher, acknowledging receipt.

### **Preliminary Conference**

- a. The teacher and the principal make arrangements for a formal classroom observation.
- b. Goals, based upon adopted criteria, will be developed by the teacher and Principal/designated assistant or supervisor.
- c. The preliminary conference and the first formal observation will be completed by the end of the first quarter of the academic year.
- d. The preliminary conference work sheet will be kept on file by the principal and a copy given to the teacher.

### **Interim Conference**

- a. The purpose of the interim conference is to evaluate the teacher's progress in relation to criteria, goals, and observations made.
- b. A summary of this conference will be attached to the preliminary conference work sheet / professional development plan in the principal's office, and a copy of the summary will be given to the teacher.

### **Annual Conference**

- a. The purpose of the annual conference is to evaluate progress toward achievement of goals established in relation to the criteria, to make any additions or revisions which may be appropriate, and to determine continued employment.
- b. Annual conferences are completed prior to the end of the fourth quarter.
- c. After the annual conference, an Annual Evaluation Summary is prepared for the teacher's personnel file. The summary is reviewed and signed by the teacher and a copy is provided to the teacher.
- d. All annual evaluation summaries will be in the personnel files by June 20<sup>th</sup> of each year. Summaries of all Principal/teacher conferences will be kept on file in the principal's office until the academic year is completed.

If it is determined that a teacher's instructional performance needs improvement or is unacceptable, the following procedures will be enforced:

- The individual will be notified of deficiencies that exist and advised that if such deficiencies are not corrected, this could lead to the termination of his contract.
- Assistance and suggestions for improvement will be provided as needed.
- Corrective actions will need to be demonstrated by a deadline that is established by the administration.
- The principal/designated supervisor or assistant will periodically conduct further classroom observations to verify that improvements are being made.

## **CORRECTIVE PROCEDURES**

BI School has established guidelines to assist employees in correcting performance problems. Through corrective procedures, the employee is made aware of unacceptable behavior/performance and the changes necessary to meet BI School standards.

The following steps outline the corrective process. However, an employee may be terminated or put on probation without prior warning when BI School deems it to be appropriate:

1. Verbal Warning: This is used when an employee's actions do not meet BI School standards. The administrator informs the employee that the performance/behavior must improve. No formal write-up is necessary; however, the discussion will be documented in the employee's file.
2. Written Warning: A formal memo is given to the employee stating the nature of the warning, the expected behavior/performance change and the time allotted to show improvement. The memo will also state the consequences should the employee fail to improve his behavior/performance. In addition, a copy of the memo will be placed in the employee's file.
3. Probation: A formal memo is given to the employee stating the nature of the probation, the expected behavior/performance change and the time allotted to show improvement. The memo will also state the consequences should the employee fail to improve his behavior/performance. Both the employee and the school administrator must sign the memo and a copy will be placed in the employee's personnel file.

Employees who disagree with their probationary status may submit a letter for the school Board to review. This letter will be placed in the employee's file to reflect the situation from the employee's point of view. However, it should be noted that an employee's refusal to sign the letter of probation does not nullify the terms or conditions of the probation.

4. Termination: BI School reserves the right to terminate employment immediately as deemed necessary by the school administration or school Board. In most instances, however, an employee may be terminated only after other corrective procedures have been used and/or performance has not improved.

### **5. Types of Infractions That Require Corrective Procedures**

Examples of behavior/offenses that require verbal and/or written warning:

- Violation of personnel policies, including Baraka Islamic School dress code
- Inadequate or unsatisfactory job performance
- Consistent absenteeism or tardiness
- Lack of cooperation with co-workers or administrative staff
- Other infractions of a similar nature that violate the Islamic code of conduct

Examples of behavior/offenses that require probation or immediate termination:

- Dishonesty, including falsifying any school documents, records, employment applications, or

time sheets

- Working under the influence of drugs or alcohol
- Theft or inappropriate possession of school property
- Unauthorized disclosure of confidential information
- Immoral conduct or indecency
- Undermining the religious ideals of the school
- Administering physical punishment or abuse of any kind to a child

Note: The above items are examples of offenses that require corrective procedures and should not be considered as an all-inclusive or exhaustive list.

### **Sexual Harassment Policy**

The BI School prohibits sexual harassment of, or by, all persons within the School premises including, by way of illustration but not by way of limitation, all students, employees, applicants for employment, and non-employees who transact business within the school with or without compensation. This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and all school business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances.

Adoption of this policy is intended to help students and non-students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

### **Grievance Procedure**

At any time during employment with BI School, an employee has the right to discuss concerns, complaints, suggestions, or problems with his immediate supervisor *i.e.*, school administrator/Principal. For grievances, employees should follow the procedure below:

Submit to the school administrator/Principal a written statement of the problem/situation. The statement should be submitted within seven (7) working days of the incident. The administrator will attempt to resolve the matter as quickly as possible seeking advice from other staff and board members as necessary. The administrator will respond in writing within seven (7) days.

The grievance procedure is intended for active employees of BI School and does not apply to employees who have voluntarily or involuntarily terminated their employment.

### **LEAVE OF ABSENCE POLICIES**

#### **FAMILY AND MEDICAL LEAVE**

BI School grants family and medical leaves of absence to "eligible employees" for the following:

1. The birth of an employee's child or to care for the newborn child;
2. The placement of a child with the employee for adoption or state-approved foster care;

3. The care of an employee's spouse, child, or parent ("family member") who has a serious health condition; or
4. The employee's serious health condition which prevents the employee from performing any one essential function of the employee's position.

A serious health condition is an illness, injury, and impairment, physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

### **Eligible Employee**

An active full-time or part-time employee is eligible for family and medical leave under The Family and Medical Leave Act of 1993 ("the Act") provided that on the date the employee requests leave:

1. He has been employed by BI School for at least 12 months; and
2. He has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

### **Length of Leave**

An eligible employee is entitled to a total of 12 workweeks of unpaid leave within a 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken as an uninterrupted, continuous leave of absence and must be taken within 12 months of the birth or placement of the child. Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Leave of Absence: BI School allows eligible employees to take an unpaid leave of absence for medical or personal reasons.

An employee should provide a written request for a Personal leave of absence thirty (30) days prior to the day the proposed leave begins. For a medical leave request, a physician's statement must be provided verifying the medical disability and its beginning and expected ending dates. Requests for personal leave will be evaluated based on a number of factors, including anticipated staffing and workload requirements. Benefits will be suspended during the leave and will resume upon return to active employment.

**Maternity Leave:** Female employees of BI School will be granted two (2) weeks paid and two (2) weeks unpaid maternity leave per academic year. Unused sick days can be added to maternity leave. Any additional days will be deducted from the paycheck. The employee will need to advise the Administration sixty (60) days in advance of the expected due date and expected leave date.

### **Substitution of Paid Leave**

An employee taking family and medical leave due to the employee's serious health condition must

substitute all accrued sick leave, unused paid vacation, personal leave, paid time off and short-term salary continuation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave and paid time off before continuing leave on an unpaid basis. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

### **Employee Notification Requirements**

If an employee expects to take family and medical leave, the employee must notify BI School of the intention to take leave at least 30 days in advance of the expected leave. Following proper notification, the employee must complete a "Leave of Absence" Request form and provide any required medical certification. If the need for leave is not foreseeable, the employee must provide notification of leave to BI School as soon as is practicable under the circumstances. An employee's failure to provide 30 days advance notification for foreseeable leave may result in a delay of leave.

### **Medical Certification**

An employee who takes leave for the employee's serious health condition or to care for a family member with a serious health condition must submit to BI School written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in a delay of leave. BI School may request a second opinion at BI School School's expense for verification of an employee's serious health condition. In addition, while the employee is on leave, BI School may require the employee to provide periodic recertification of the employee's medical condition (not to exceed once every 30 days) and may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Failure to provide this certification may result in the delay or denial of job restoration.

### **Job Restoration**

An employee will be returned to the same or an equivalent position when the employee returns from family and medical leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with BI School is affected by a decision or event not related to the employee's leave of absence, e.g., job elimination due to a reduction in force, the employee will be affected to the same extent as if he was not on leave.

Certain "key employees" as defined under The Family and Medical Leave Act of 1993 may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the school. BI School will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

### **Workers' Compensation and Family and Medical Leave**

With some exceptions, an absence related to a workers' compensation injury is not counted against an employee's family and medical leave entitlement. If an employee who was injured on the job and as a result who suffered a "serious health condition" declines the offer of a medically-approved "light duty" position, the

employee should notify BI School administration that he chooses to exercise his family and medical leave rights, if he is so eligible. If the employee accepts the "light duty" position in lieu of any family and medical leave or returns to work within 12 weeks after the date of the injury subject to workers compensation, the employee will retain his right to be restored to the same or an equivalent position until 12 weeks have passed unless a decision or event not related to the employee's leave of absence occurs which results in the termination of the employee or the elimination of the job position.

### **Questions About Family and Medical Leave**

Questions regarding rights or responsibilities under this policy should be directed to BI School administration.

BI School will comply with all applicable federal, state, and local laws in administering this policy.

### **MILITARY LEAVE OF ABSENCE**

A leave of absence without pay for military or reserve duty is granted to full-time regular and part-time regular employees. If an employee is called to active military duty or the reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of military orders to the school administration as soon as possible. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the employee is a reservist or a member of the National Guard, the employee is granted time off without pay for required military training. The employee may, however, use any accrued but unused Paid Time Off (PTO). Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

### **BEREAVEMENT LEAVE**

If a death occurs in the family of a full-time regular employee, the employee will be compensated for time lost from his regular work schedule in accordance with the following guidelines. The employee will be granted up to three days off from work with pay in the event of the death of a spouse, child, parent, sibling, or comparable step relation; and up to two unpaid days in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law. Request for bereavement leave should be made to the school administration.

BI School will grant up to a maximum of three (3) paid days of bereavement leave for employees wishing to take time off due to the death of an immediate family member. If additional time off is needed, the employee will need to request a Personal Leave of Absence.

### **JURY DUTY AND WITNESS LEAVE**

Employees must notify their supervisor as soon as it is known that jury duty will be extended. An employee is also permitted to retain the allowance he receives from the court for such service.

Full-time regular employees will be given time off without pay while serving jury duty. All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, an employee must submit to his supervisor a copy of the summons as soon as it is received. In addition, proof of service must be submitted to the school administration when the period of jury or witness duty is completed.

## **WORKERS' COMPENSATION INSURANCE**

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by BI School or based on state regulations. The number of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that the school can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness.

## **EMPLOYEE BENEFITS AND SERVICES**

### **HOLIDAYS**

Regular full-time employees are eligible for paid holidays during each calendar year.

The school observes the following holidays each year:

- Eid-ul-Fitr
- Eid-ul-Adha
- Labor Day - First Monday in September
- Thanksgiving Day – Fourth Thursday in November
- Martin Luther King Jr. Day – Third Monday in January
- New Year's Day - January 1st
- Memorial Day - Last Monday in May

### **PAID TIME OFF (PTO)**

#### **Personal/Sick Leave:**

Full-time employees shall be allowed up to seven (7) days of personal/sick leave per academic year. A minimum of one-week advanced notice is required for personal days to be granted. Personal reasons include emergencies or appointments that cannot be scheduled after working hours. Paid time off should be used for all needs, including vacation time, personal/religious holidays and personal or emergency days (funeral, sick child, etc.). Paid time off can be used in minimum increments of one-half day.

Employees who are unable to report to work due to illness or injury must notify the school administrator the night before by 9:00 P.M. or at least two hours before the scheduled start of their workday.

Personal Leave may not be used on the following days, except in unusual circumstances with prior approval of the principal:

1. On the day before or the day after a holiday or vacation
2. To extend a trip

3. On the first or last day of school
4. Parent-Teacher conference days
5. Teacher In-Service days

Time taken off on any of the above-mentioned days will be unpaid. The principal in consultation with the BOE may grant additional paid or unpaid personal leave to the staff members at his discretion.

If there is a discrepancy between the handbook and the offer letter/contract, the offer letter/contract takes precedence.

All Paid Time Off (PTO) should be requested and approved through the employee's supervisor. All non-emergency time off requests should be submitted at least 30 days in advance. PTO days will be paid through the regular pay cycle. Accumulated PTO will only be paid out to employees providing at least two-week notice before leaving the school.

Requests for personal leave within the first week of the school year or 2 weeks prior to the end of the school year will not be granted.

### **HANDBOOK ACKNOWLEDGMENT**

I acknowledge that I have received BI School's Employee Handbook ("the Handbook") and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for the school and that the school reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract. Either the school or I have the right to terminate my employment at any time. Should party at any time decide to terminate the employment without a stated reason, a thirty-day notice is required.

I further understand that no Officer or Director of the school Board, school administrator or representative, other than the Chairman of the Board of Education or the Director of the Board of Education, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such valid agreement, if made, will not be enforceable unless it is in writing and signed by both parties.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the school administrator.

Please sign and detach this sheet and return it to the principal's office no later than September 2, 2025.

Jazakum Allahu Khairan.

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*Employee Signature*

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*Date*

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*Name Printed*

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*Social Security Number  
(Last 4 Digits Only)*

Please sign and keep a copy of this acknowledgment for your records.