



STAFF HANDBOOK

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TABLE OF CONTENTS

[Arizona Cultural Academy & College Prep](#)

[INTRODUCTION](#)

[ABOUT ACA](#)

[Motto](#)

[Mission](#)

[Vision](#)

[I. SECTION ONE](#)

[HUMAN RESOURCE & EMPLOYMENT POLICIES](#)

[EMPLOYMENT](#)

[LEGAL WORK STATUS](#)

[ACA EQUAL OPPORTUNITY EMPLOYER](#)

[DPS CLEARANCE CARD AND BACKGROUND CHECK](#)

[PROBATIONARY PERIOD](#)

[EMPLOYEE ATTENDANCE](#)

[MEETINGS](#)

[OTHER SCHOOL ACTIVITIES](#)

[ABSENCE AND LEAVES](#)

[GUIDELINES FOR PTO USE](#)

[PTO FOR SUBSTITUTE HOURS](#)

[PART TIME EMPLOYEES](#)

[SUMMER WORK EXPECTATIONS](#)

[LEAVE POLICES](#)

[Family Medical Leave and Leave of Absence](#)

[BEREAVEMENT LEAVE](#)

[Immediate Family Defined for Bereavement Leave:](#)

[Additional Bereavement Time Off:](#)

[LEAVE DONATION POLICY](#)

[Eligibility](#)

[Guidelines](#)

[Donation of PTO](#)

[Requesting Donated PTO](#)

[OVERTIME AND HOURS WORKED](#)

[EMPLOYEE BENEFITS](#)

[HOLIDAYS](#)

[The Holy Month of Ramadan:](#)
[Holiday Rules](#)
[EMPLOYEE HEALTH AND SAFETY](#)
[EMPLOYEE INJURY](#)

[II. SECTION TWO](#)

[EMPLOYEE CONDUCT & WORK ENVIRONMENT](#)

[CODE OF ETHICS](#)

[OVERVIEW](#)

[PRINCIPLE I: Ethical Conduct Toward Students](#)

[PRINCIPLE II: Ethical Conduct toward Practices and Performance](#)

[PRINCIPLE III: Ethical Conduct Toward Professional Colleagues](#)

[PRINCIPLE IV: Ethical Conduct Toward Parents and Community](#)

[GENERAL EMPLOYEE CONDUCT \(PROFESSIONALISM\)](#)

[PUNCTUALITY:](#)

[COMMUNICATION:](#)

[COURTESY & EQUAL TREATMENT](#)

[COOPERATION & FLEXIBILITY](#)

[INTEGRITY](#)

[LOYALTY & PRIVATE TUTORING](#)

[ACA PROPERTY](#)

[SCHOOL ID BADGES](#)

[INTERNAL COMMUNICATIONS](#)

[HANDBOOKS](#)

[BULLETIN BOARDS & FLYERS](#)

[MEETINGS](#)

[WRITTEN COMMUNICATIONS](#)

[E-MAILS](#)

[EXTERNAL COMMUNICATIONS](#)

[UNAUTHORIZED ELECTRONIC SURVEILLANCE](#)

[ACCEPTABLE USE OF TECHNOLOGY \(AUP\)](#)

[PURPOSE](#)

[RESPONSIBILITIES](#)

[SCHOOL LIMITATION OF LIABILITY](#)

[DUE PROCESS](#)

[SUSPENSION, SEARCH, AND SEIZURE](#)

[UNACCEPTABLE USE](#)

[REQUIREMENTS](#)

[STUDENT INFORMATION AND STUDENT ACCESS](#)

[WEB PUBLISHING](#)

[PERSONAL COMPUTERS](#)

[PLAGIARISM AND COPYRIGHT INFRINGEMENT](#)

[DRESS CODE](#)

[FEMALE](#)

[MALE](#)

[CONFIDENTIAL INFORMATION](#)

[CLASSROOM SEATING POLICY](#)

[NON-FRATERNIZATION AND SOCIALIZING AT WORK](#)

[NON FRATERNIZATION](#)

[SOCIALIZING AT WORK](#)

[DIGNITY AT WORK](#)

[SEXUAL HARASSMENT](#)

[WORKPLACE HARASSMENT](#)

[BULLYING](#)

[DEALING WITH SEXUAL & WORKPLACE HARASSMENT](#)

[RETALIATION](#)

[BULLYING & AGGRESSION BY PARENTS](#)

[INFORMAL PROCEDURES](#)

[FORMAL PROCEDURES](#)

[EFFECTS OF HARASSMENT AND BULLYING](#)

[PROBLEM SOLVING AND GRIEVANCE PROCEDURE](#)

[STEP 1 – ACA](#)

[Informal Stage](#)

[Formal Stage](#)

[STEP 2 – THE HR DIRECTOR](#)

[STEP 3 – ACA BOARD](#)

[EMPLOYEE CORRECTIVE PROCEDURES](#)

[VERBAL WARNING](#)

[WRITTEN WARNING](#)

[PROBATION/IMPROVEMENT PLAN](#)

[TERMINATION](#)

[CLEAN AIR POLICY](#)

[DRUGS, ALCOHOL & WEAPON FREE CAMPUS](#)

[MANDATORY REPORTING](#)

[III. SECTION THREE](#)

[ACA ORGANIZATIONAL ROLES](#)

[THE GOVERNING BODY](#)

[THE BOARD](#)

[PARENT TEACHER ASSOCIATION](#)

[PTA Objectives](#)

[Basic Policy](#)

[PTA President](#)

[ACA SCHOOL COUNCIL](#)

[Mission](#)

[ACA FACILITY MANAGEMENT DEPARTMENT & SECURITY](#)

[Transportation](#)

[On Campus Help and Repair Person](#)

[ACA SCHOOL COUNSELING DEPARTMENT](#)

Arizona Cultural Academy & College Prep

“Quality Education Is An Islamic Mandate”

“In the name of Allah the beneficent the Merciful”

INTRODUCTION

Dear ACA Staff Member,

Assalamu Alaikum, and welcome to the ACA family. We would like first, to thank you, sincerely for your commitment to education, and to ACA in particular. I hope your ACA employment will be your most fulfilling work experience. The ACA was founded with a well-defined mission: delivering “high standards of youth education”.

At Arizona Cultural Academy & College Prep we take great care and pride in selecting our staff, because we consider you the key to accomplishing our mission, therefore you are our most valuable asset.

This is your ACA Staff Handbook, made available for your use during your work with Arizona Cultural Academy & College Prep. It is required that every employee of ACA read and become familiar with all of the ACA rules, procedures and policies, including the ones contained in this book. If you need clarification on any policy, please consult with your ACA administrator. Otherwise, it is presumed that you fully understand and are willing to comply with these rules. These policies have evolved from real situations, to comply with Federal, State, and local codes and statutes, and will continue to develop over time. Some rules are made in anticipation of near future development to minimize policy revisions. Your feedback about this handbook would be highly appreciated.

We thank you again for your interest and support of the ACA. We highly appreciate your hard work, and look forward to your constructive input.

ACA Board

ABOUT ACA

Arizona Cultural Academy is an Islamic private prek-12 school and college prep, with leadership that aspires to build a dream educational and cultural institution.

We hold the following truth to be self-evident: *“Quality education is an Islamic mandate”*

Motto

“We are ACA. We empower our community with knowledge, spirit and service. “My Lord, increase me in knowledge”

Mission

Here at Arizona Cultural Academy we strive to promote high morals and values based on the authentic teachings of mainstream Islam. We aspire to create a nurturing learning environment and to create a culture of responsibility and self-reliance. In this setting, we desire to promote scholastic success with student-centered instruction, challenging curriculum, and high academic standards utilizing the best Islamic and Arabic curriculums with the leading national academic standards of the Cognia (formerly known as North Central Association – AdvancED) organization.

We strive to teach interfaith tolerance, respect, harmony and reject violence as means of promoting the faith or advancing Muslims interest. We inspire curiosity through technology integration, the arts, and extracurricular activities. These practices are put in place to encourage students to graduate from high school, make positive post-secondary plans, and become productive members of their community.

Vision

We envision ACA to be a leader among Islamic schools in the country serving as a model for learning, working and thriving in an Islamic environment for the community at large. ACA will become the home for the best and brightest students, each of whom will mature into upright, tolerant and law-abiding citizen, who will aspire a unique, grand purpose of life, and play a leadership role in society by becoming a major center for youth activity, promoting positive friendship, offering a variety of programs in education, sports and entertainment for the local community. ACA will be a model for a fast track academic education and for steady institutional growth in size, stature and performance. We strive to become a model for a fully integrated and diverse community and the preferred Muslim employer in the region, with the capacity to recruit and retain highly qualified, and effective faculty. ACA will be the recipient of major support from the community in general, and philanthropists in particular, who will provide ACA with long term financial stability.

I. SECTION ONE

HUMAN RESOURCE & EMPLOYMENT POLICIES

EMPLOYMENT

LEGAL WORK STATUS

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ACA within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact the ACA Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

ACA EQUAL OPPORTUNITY EMPLOYER

Arizona Cultural Academy is an Islamic school with a specified mission and goals. ACA will employ qualified candidates who will best be able to achieve these specific goals. While doing so, the ACA will comply fully with all federal and state laws and regulations governing religious schools and designed to assure nondiscriminatory employment. It is the policy of ACA that all potentially qualified applicants for employment are recruited, and the most qualified be hired and assigned on the basis of merit without regard to race, color, sex, age, national origin, religion, disability, covered veteran status, or any other Federal, State, or local Protected Class.

All qualified employees are treated equally with no discrimination in compensation, opportunities for advancement (including promotions and transfers), and discipline based on race, color, religious beliefs, sex, age, national origin, disability or covered veteran status.

DPS CLEARANCE CARD AND BACKGROUND CHECK

It is Arizona State law that every ACA staff member and volunteer working with the students apply for a Department of Public Safety (DPS) clearance card, which requires fingerprinting. This is to comply with the Arizona Department of Education and the Arizona Department of Health Services' rules of child care licensure.

Follow the link for New Hire Documentation on our website for fingerprinting locations or call DPS at (602) 223-2279 to receive an application. You must have your DPS clearance card before you can begin employment at ACA if you will be working with students directly. You are also required to renew your clearance card in a timely manner. It is your responsibility to ensure that the ACA Administration has a current copy of your DPS clearance card. It is ACA policy to require a background check as part of the pre-employment process. Prospective employees will receive information concerning this process from Administration as part of their employment process.

Employment with the Arizona Cultural Academy & College Prep will be conditional until the records check is completed, and DPS issues a Clearance Card to the employee.

PROBATIONARY PERIOD

New employees are considered to be in a probationary period for ninety (90) school calendar 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 an employee being considered on a non-probationary full time or part time status. Employment remains At-Will and may be terminated by either party at any time.

EMPLOYEE ATTENDANCE

Daily Tour of Duty In order for school operations to function smoothly, all employees must report to work, classes, duties, and meetings on time and remain at school until the school day has ended. Every effort should be made to avoid absenteeism.

Contrary to popular belief, a substitute teacher is no real substitute for the assigned classroom teacher. Many students feel insecure, disoriented, and anxious in the teacher's absence. However, if a teacher is planning to be absent, it is his/her responsibility to have detailed lesson plans made available to the office.

It is expected that teachers arrange for substitutes to cover all classes and duties in their schedule. If every effort has been made by the teacher to find coverage and they have not been able to do so, they should contact the /Principal/designee for assistance. Teachers should not leave it to the office to arrange for their substitutes unless they are incapacitated or experience an extreme emergency.

Unless prior arrangements have been made, employees who cannot report to work are required to directly notify the school Principal/designee each day they will not be attending work. Employees should also not depart the school campus before the end of the normal school day when students have early-release days. Employees must confirm with the /Principal/designee that they have completed all duties and assignments before they leave (such as lesson plans, grading, citizenship codes, or other duties as assigned).

An employee who is consistently tardy, absent, or departs early for three recorded incidents will be given a verbal warning and may receive additional consequences, up to and including separation from employment, with additional infractions.

MEETINGS

Please note that staff meetings are required as part of the workday, therefore attendance is mandatory. Meetings are used to discuss instructional program needs, general employment issues or problems, etc.

OTHER SCHOOL ACTIVITIES

All teachers may be required to participate in and attend school conferences, meetings, functions and activities that take place other than regular days or hours, as outlined below:

- Parent/Teacher Conferences
- Professional Development Training
- Back-to-School Orientation
- School Fairs Fundraising/ School Events
- Workshops / Seminars Weekly Staff Meetings
- ACA Committee Meetings as assigned
- Meetings with parents Student Graduations

ABSENCE AND LEAVES

Permission to Leave Campus Teachers may be granted permission to leave the campus during the school day in case of an emergency only. Please contact the Administrator/ if an emergency arises. DO NOT leave your classroom until arrangements have been made to relieve you of your duties. Doctor appointments, classes, etc. should be scheduled so as not to interfere with the teacher's school day.

Paid Time Off (PTO) The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, and other activities of the employee's choice. Employees are responsible for managing their PTO and ensuring that they do not exceed their annual allotment. Employees will be granted up to 40 hours of PTO per school year. PTO is accrued at a rate of 2.66 hours per pay period for Full Time employees and one (1) hour per 30 hours worked for

Part Time employees. Accrued and unused PTO hours may not be carried over from one academic year to the next and are paid out at 100% at the end of the school year (after pay period 22).

GUIDELINES FOR PTO USE

ACA appreciates as much notice as possible for scheduled absences to ensure that your job responsibilities are covered. Unless the PTO is used for legitimate, unexpected illness or

emergencies, you should receive prior approval from the /or Principal/designee. Please use the Time Off Request Form to document your request.

Employees who miss more than three (3) consecutive unscheduled days, may be required to present a doctor's release to the Principal/designee that permits them to return to work. ACA reserves the right to require documentation related to unscheduled PTO used before or after a paid holiday. Unscheduled PTO that is taken after a PTO request is denied may result in progressive disciplinary action up to and including employment termination.

PTO taken in excess of the PTO allotment may result in progressive disciplinary action up to and including employment termination. This time will be unpaid. If the employee is in a negative PTO balance, ACA will apply new accruals to the PTO bank to bring the employee to a positive balance.

PTO will run concurrent with any other leave of absence and must be taken before the start of any unpaid time. Employees will not accrue PTO while on unpaid leave of absence for an entire pay period. Employees who give a two-week notice of employment termination must work the notice period without utilizing PTO.

Employees who voluntarily resign before the end of the academic school year and employees who are involuntarily terminated are not entitled to any unused PTO payout. Accrued and unused PTO hours may not be carried over from one academic year to the next and are paid out at 100% at the end of the school year (pay period 22).

PTO FOR SUBSTITUTE HOURS

Full Time Employees When a Full Time teacher substitutes for a colleague they earn PTO credit for the hours they sub for. Full Time teachers are not capped on the amount of PTO hours they can earn through substitute hours.

When a full time employee is out of PTO credit, the school will document absences in one (1) hour increments in the form of negative PTO. Negative PTO will be deducted from the employees next pay check in the form of unpaid time. Generally speaking full time salaried employees may miss upto half a work day (approximately four (4) hours) before their PTO is deducted. FMLA and other leaves will be deducted in one (1) hour increments.

If an employee misses a school half day their PTO bank will be charged for a full day of work. Generally speaking school half days are intended for students, while staff are required to fulfil a full day of work.

The school reserves the right to require teachers with negative PTO balance to substitute for other teachers when needed.

PART TIME EMPLOYEES

When Part Time teachers substitute for their colleagues they are paid for the time they worked as hourly employees. Part Time employees cannot exceed 80 hours per pay period when combining scheduled and substitute hours without prior approval. The school reserves the right to mandate teachers with negative PTO balance to substitute for other teachers when needed.

SUMMER WORK EXPECTATIONS

ACA has several categories of employees with different roles and responsibilities that are all equally valued and necessary for the success of ACA. Based on the nature of work of each employee category, PTO and work expectations will vary. Specifically, the ACA team is composed of teaching staff, administration staff, and classified staff also known as administration support staff.

Generally speaking, the following positions are grouped in the following categories:

Administration Staff:

- Principal
- Vice Principal
- Deans
- Director of Facilities & Real Estate

Teaching Staff:

- Early Childhood teachers
- K-12 Teachers
- Teachers Aides
- Instructional Coaches
- Interventionists

Classified Staff (AKA Administration Support Staff):

- Custodial/Facility staff
- HR Staff
- Library Staff
- IT Staff
- Registrar
- Lunch/Title/Testing Coordinator
- Health Aide/School Nurse
- Student Services Coordinator
- School Counselor
- Media Coordinator

- Principal's Assistant
- Office Manager
- Any Administrative Support position (that is not a teacher or administrator).

All employee categories are subject to either full time or part time, holiday, school break, as well as PTO accrual and use policies during the school year. The school year is generally defined as the time period school is in session and includes the staff orientation session.

Once the school year has concluded the summer school break period begins. This period is generally defined as the time period from the last day of students being on campus until the first day (but not inclusive) of staff orientation. Staff Orientation marks the beginning of a new school year for salary and work purposes. During this period the following expectations apply:

Teaching Staff: do not have any assigned work once all Year End Checklist items have been completed. Their summer break period is included in their annual salary if full time and is unpaid if they are part time. If teachers participate in summer teaching/camp/activities they will be given a predetermined stipend at the end of their assignment.

Teaching staff will have their accrued and unused PTO/Sub PTO balances cashed out at the end of the school year per ACA's PTO policy (typically in any pay period ranging PP 23-25). Teaching staff will not accrue PTO during any summer teaching assignments and any missed time will be a prorated deduction from their stipend.

** Instructional Coaches/Interventionists are expected to perform work during the summer break in preparation for staff orientation/school year. Two weeks prior to the start of orientation (or a comparable amount of time during the break) Instructional Coaches are expected to be on campus working. Instructional Coaches/Interventionists are not eligible for Sub PTO hours when subbing in a classroom.

Administrative Staff: are considered year-round positions and their salary calculation is inclusive of this period. During the summer break period they are expected to work the entire summer break period with the exception of a two-week (80 hour) paid break to be taken between the last day of school and two (2) weeks before the start of staff orientation. This 80 hour accrual is in addition to the 40 PTO hours accrued for all full time employees during the school year. During their summer work period, Administration staff may work a modified schedule and may work some days remotely. Any schedule modifications or paid break time must be approved in advance and in coordination with the /Principal/designee. Administrative staff do not receive Sub PTO hours for any substitute teaching, as it is an expectation of their position to step into classrooms when needed by school operations.

Employees in this category will receive their PTO payout for the balance of the accrued but unused FT PTO in the final pay period of the salary year (PP26). There is no payout or carry over

for the 80 hour paid break (ie use it or lose it stipulation). Any unworked time in excess of the 80 hour summer break allotment and balance of FT PTO allotment will be unpaid.

Classified Staff (AKA Administration Support Staff): Summer work is included in the salary of full time classified staff and is based on the operational needs of ACA. A summer commitment may vary from year to year depending on specific tasks, projects, assignments, or support needs of ACA. Employees in this category should generally not expect to have no work during the summer break period. Even if they have completed tasks assigned to their work area, classified employees are expected to assist any other support areas if needed. Summer work for classified staff is further broken down into two categories:

1. *Year Round Support Staff:* The following positions within this category are considered year round support positions:
 - Custodial/Facility staff
 - HR Staff
 - IT Staff
 - Registrar

During the summer break period this category of classified employees are expected to work the entire summer break period with the exception of a two-week (80 hour) paid break to be taken between the last day of school and two (2) weeks before the start of staff orientation. This 80 hour accrual is in addition to the 40 PTO hours accrued for all full time employees during the school year. During their summer work period, year round support staff may work a modified schedule and may work some days remotely. Any schedule modifications or paid break time must be approved in advance and in coordination with the /Principal/designee.

2. *Classified Support Staff:* All other full time classified employees are expected to work 40 hours per week on campus for the first two weeks of the summer break and the last two weeks before staff orientation. Employees in this category may take the remaining summer break while receiving their salary with prior approval of the Principal/Principal/designee. Any time not worked according to the above schedule may have accrued and unused FT PTO balances as well as 80 hours of paid summer break time applied. Any remaining unworked time may be unpaid.

All classified employees will receive a FT PTO or PT PTO payout for the balance of the accrued but unused FT PTO in the final pay period of the salary year (PP26). There is no payout or carryover for the 80 hour paid summer break (ie use it or lose it stipulation).

All full time classified staff are not eligible to receive Sub PTO hours for any substitute teaching during the school year, as it is an expectation of their position to step into classrooms when needed by school operations. (PT employees are paid for any hours worked).

Part time classified employees are subject to the PT PTO policy. Employees in this category may also have required tasks and responsibilities during the school summer break. Part time employees are expected to coordinate with the /Principal/designee on summer work expectations in advance of the summer break.

LEAVE POLICES

Family Medical Leave and Leave of Absence

Some employees may be eligible for Family Medical Leave (FML) to care for their own serious medical condition or that of an eligible family member. Employees should contact the Administrator for more details if they believe their circumstances warrant such a leave. ACA allows eligible employees to take an unpaid leave of absence for medical or personal reasons. Employees are eligible to request a leave of absence after having completed one calendar year of continuous employment. The school grants a maximum of 45 days leave during a school year. Medical leave may be granted for an extended period depending on the nature of the condition. Whenever possible, an employee should provide a written request for a 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 condition and its beginning and expected ending dates.

Requests for personal leave will be evaluated based on a number of factors, including anticipated staffing and load requirements. Wages and Benefits will be suspended during the leave and will resume upon return to active employment.

When personal or medical leave ends, every effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. If an employee does not or cannot report to work at the end of a leave of absence, Arizona Cultural Academy will assume the employee has voluntarily resigned.

BEREAVEMENT LEAVE

When a death occurs in an employee's immediate family, all regular full time employees may take up to three (3) days off with pay to attend to their family affairs. The pay for time off will be prorated for a part time employee. ACA may, at its discretion, require verification of the need for bereavement leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Additional Bereavement Time Off:

ACA understands the deep impact that death can have on an individual or a family, therefore additional unpaid time off may be granted on a case-by-case basis. Employees may be granted a maximum of four unpaid days off.

LEAVE DONATION POLICY

ACA recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available PTO (Paid Time Off). To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. Participation in this policy is strictly voluntary.

Eligibility

Employees must be employed with ACA for a minimum of 90 days to be eligible to donate and/or receive donated PTO.

Guidelines

Employees who would like to make a request to receive donated PTO from this program must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PTO available.

An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of PTO

- The donation of PTO is strictly voluntary.
- ACA reserves the right to not disclose the recipient identity or the identity of donating employees.
- Donated PTO time will go into the PTO bank for use by eligible recipients and deducted from the leave bank of the donating employee and forfeited.
- The donation of PTO is in hourly increments, without regard to the dollar value of the donated or used leave.

- Employees will not receive donated PTO in excess of needed leave time. If there are more donated PTO hours from employees than needed by recipients, ACA will keep the donated hours for future employee PTO donations (donation pool).
- The minimum number of PTO hours that an eligible employee may donate is 1 hour per academic year; the maximum is 40 hours of PTO. PTO donations will first be taken from the Substitute PTO bank and then from the regular PTO bank. Employees cannot borrow against future PTO to donate.
- Employees who are currently on an approved leave of absence cannot donate PTO.

Requesting Donated PTO

Employees who would like to request donated PTO time are required to complete a Donation of PTO Request Form and submit it to the Principal/ Principal/designee.

Requests for PTO donations must be approved by the Principal/Principal/designee and HR Committee.

If the recipient employee has available PTO in his/her balance, this time will be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request.

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

OVERTIME AND HOURS WORKED

Employees are expected to adhere to their schedule. Occasional exceptions may occur due to operational necessity. Any changes to an employee's schedule or hours worked must be approved by the /Principal/designee in advance. Only non-Exempt full time employees are eligible for overtime. Overtime or additional hours may not be taken without prior approval of the Principal/Principal/designee.

EMPLOYEE BENEFITS

Benefits eligibility is dependent upon employee status (i.e. Full Time or Part Time). The administration can identify the programs for which you may be eligible. Some benefits may include:

- Child tuition discount
- Health insurance
- Employer matching contribution to Simple IRA plan up to 3%
- Paid holidays
- Paid Time Off

HOLIDAYS

Holiday pay is available to full time employees only who work the last scheduled day preceding the holiday and the first scheduled day following it. If a recognized holiday takes place on a Saturday or Sunday or during an employee's paid absence, the employee will be ineligible for holiday pay.

ACA celebrates the following Islamic holidays if school is in session:

The Holy Month of Ramadan:

It is a lunar month extending (29 or 30 days). It is a month of fasting for Muslims but it is not a paid holiday. Older Muslim children (10 years and above) are encouraged to observe the fasting from food and drinks from dawn to sunset during this month, especially if their parents so desire. Children (6-9) are encouraged to fast any part of the day they can without undue hardship if their parents so desire.

Staff members are free to practice the religion of their choice; therefore whether to fast or not, is their own choice. We do ask non-fasting adults to refrain from eating in front of fasting children and adults as a common courtesy. Lunch options in the cafeteria may be limited during the month of Ramadan. Eid-alFitri, the day following the end of Ramadan is either a day off or a day of school celebration with fun and games. Eid-al Adha, the 10th day of the Hajj (lunar month) is either a day off or a day of school celebration with fun and games.

ACA will be in recess during the following Federal Holidays (if school is in session):

- December 25 and January 1, as they coincide with the winter break
- Thanksgiving and the day after (fourth Thursday and Friday of November)
- Memorial Day (Last Monday of May)
- Freedom Day (AKA Juneteenth, June 19th)
- Independence Day (the 4th of July)
- Labor Day (first Monday of September)

Holiday Rules

Since the society at large does not observe Islamic holidays, ACA may be the only source of information or cordial celebration of these holidays. The ACA faculty and staff members are requested, but not required, to emphasize and celebrate these Islamic holidays with their students.

Students should be advised of what each American or non-Islamic holiday means by explaining the origin of such holidays. It is up to individual families to decide if they want to celebrate American or non-Islamic holidays. Special practices or costumes of such holidays are not allowed

on school campus (Halloween costumes, fireworks etc.). ***Staff or student birthdays should not be celebrated at school.*

EMPLOYEE HEALTH AND SAFETY

Each staff member must provide documentation to show that s/he is immunized against measles, rubella, diphtheria, mumps, and pertussis. A report showing results of a tuberculosis (TB) test (within 1 year of starting), or a chest x-ray (within 6 months of starting), indicating the employee is free of any TB contagion is required.

Employees are encouraged to take good care of their health and avoid harmful behavior, action or substances. Keeping the work area clean and unobstructed at all times is the responsibility of each employee.

No staff member may be at the school with any sign of illness such as fever, cold, cough, fever, diarrhea, etc. regardless of how well they may be feeling. The same expectation is set for both staff and students. This is to attempt not to infect others as illness may spread quickly in our work environment.

If you will be absent for any reason, contact the Principal /Principal/designee the day before or as soon as you are aware of your condition. Please ensure you have received acknowledgement of your absence. Do not simply leave voice mails or send texts without ensuring your messages have been received.

EMPLOYEE INJURY

Immediately report any injury, no matter how slight, to the Principal/designee and file an industrial accident claim. If medical attention appears necessary, it is the Principal's responsibility to ensure that appropriate follow up occurs, such as calling an ambulance or referring the employee to a medical professional.

II. SECTION TWO

EMPLOYEE CONDUCT & WORK ENVIRONMENT

CODE OF ETHICS

All Staff members must follow the Association of American Educators (AAE) Code of Ethics at all times.

OVERVIEW

The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students. They act with conscientious effort to exemplify the highest ethical standards. The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics.

PRINCIPLE I: Ethical Conduct Toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others and for self.

- The professional educator, in accepting his or her position of public trust, measures not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the greater community of the republic.
- The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy. The professional does not intentionally expose the student to disparagement.
- The professional educator does not reveal confidential information concerning students, unless required by law.
- The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

- The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
- The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.

- The professional educator continues professional growth.
- The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
- The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
- The professional educator honestly accounts for all funds committed to his or her charge.
- The professional educator does not use institutional or professional privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct Toward Professional Colleagues

- The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.
- The professional educator does not reveal confidential information concerning colleagues unless required by law.
- The professional educator does not willfully make false statements about a colleague or the school system.
- The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

PRINCIPLE IV: Ethical Conduct Toward Parents and Community

- The professional educator pledges to protect public sovereignty over public education and private control of private education
- The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.
- The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
- The professional educator manifests a positive and active role in school/community relations.

GENERAL EMPLOYEE CONDUCT (PROFESSIONALISM)

As a faculty and staff member of an Islamic school, you are expected to abide by professional ethics as well as the moral codes of conservative community standards. Arizona Cultural Academy employees represent the school to the parents and children who put their trust in us. Parents form an opinion of us based upon the way we conduct ourselves at all times. As such, our

appearance, manners and demeanor should reflect a positive image of our school. The goal is that each of us should conduct ourselves in a manner that leaves parents with a good feeling that their child is safe and secure in a caring faith based environment.

Some key criteria that constitute professionalism:

PUNCTUALITY:

- Coming to school on time, starting and ending classes on time, attending all the required meetings and conferences.
- Giving the administration adequate notice in case of absence or tardiness.
- Completing all required grade entries, parent-teacher conferences, failing grade reports by the required deadline.

COMMUNICATION:

- Staying abreast of internal and external communication messages from administration, school Board, and . You are required to read all messages sent through official channels within the same business day and respond accordingly.
- Parent emails must be acknowledged within 24 business hours. Staff must actively work to resolve the query or concern within a week of the initial communication. Seek assistance from the /Principal/designee or administration if necessary.
- Non school related phone calls, messaging, and communication must not take place during contact hours such as duty time or class time.

COURTESY & EQUAL TREATMENT

- Being cheerful, especially when talking to or dealing with others.
- Treating all colleagues, parents and students with respect, regardless of gender, race, economic or social status, religion, age, disability, national origin or veteran status.
- Demonstrate business gratitude to customers (parents).

COOPERATION & FLEXIBILITY

- Showing willingness to perform all assigned tasks by their supervisors.
- Offering to help colleagues with their line of work.
- Taking initiative to perform extra tasks necessary to complete schoolwork and to meet school obligations

INTEGRITY

- Executing the assigned work with the best of one's abilities.

- Actively supervising students during any assigned contact time such as classes, duties, or events.
- Dedicating school time for carrying out one's assignments, promoting student education and the mission of the school.
- Taking care of personal business during school hours should be limited to break time, or in case of emergencies, with permission of the .
- Respecting school property resources (Telephones, computers, copiers and other equipment and resources) and using them only as intended, in the conduct of school business

LOYALTY & PRIVATE TUTORING

ACA Employees are expected to show loyalty to ACA and strive for its successful operation. That includes not engaging in any business transaction that may compromise or compete with the school's interests, achievements or compromise its reputation. Any breach of loyalty, such as defaming ACA in public, or slandering one of ACA's staff may result in consequences up to and including separation of employment.

Although ACA does not prohibit faculty members from giving private lessons to ACA students or others, ACA staff should be cautioned against any special treatment of private class students during ACA class time. Private tutoring may not take place on ACA property.

ACA PROPERTY

As ACA grows, missing property can become a major drain of ACA finances and addition to the budget deficit. ACA cannot afford to become complacent regarding its properties. ACA Board considers ACA property a trust by Allah (SW) and the Muslim community to serve a defined goal. Our trust is a collective obligation that must be guarded for the benefit of our students. This policy is not only sound financial and Islamic practice but also is required by the Internal Revenue Service and other government agencies, and to keep accurate accounting.

The ACA Board considers all ACA property, regardless of condition, as valuable. This applies to all non-disposable property. It does not apply to small amounts of disposable items of daily consumption.

ACA started a computerized inventory system as of June 2007, to account for all purchased and donated items. This will be facilitated by scanning equipment. All ACA Property shall remain in inventory until ACA Facilities Department disposes of it with the approval of the Board. No other employee of ACA is authorized to dispose of ACA property as "trash" or redundant without the Principal/designee approval.

All school equipment given to ACA employees during the academic year must be signed for by the employees, at the time of receipt. They all must be returned to the Principal/designee at the end of the academic year. Non-returned items shall be considered stolen ACA property. ACA reserves the right to recover the value of all returnable property from employees paychecks up to statutory limits, if not returned by the last day of school, or upon request by the Principal/designee or upon employee's resignation or dismissal. ACA reserves the right to take legal action regarding any non-returned or stolen ACA property.

SCHOOL ID BADGES

All ACA employees will be provided with school identification which they must display, on their outermost garment and above the waist. School identification must be returned upon ending employment with ACA. Employees who have lost their badge will be charged a \$5.00 replacement fee. The replacement fee may be waived if the employee provides a police report or other documentation indicating their badge was stolen. Lost or stolen badges must be reported to the Administration office.

INTERNAL COMMUNICATIONS

Each employee is required to remain informed about necessary information related to day to day ACA operations to be fully functional. Since one-on-one exchange of all information is impractical, group communication methods are necessary. Those include:

HANDBOOKS

Employees are responsible for reviewing the Staff and Student Handbooks and are held accountable to their contents. ACA posts its most updated Handbook editions on the ACA website. When a new edition of the Staff Handbook is published and distributed to ACA employees, its provisions supersede all prior editions and publications.

BULLETIN BOARDS & FLYERS

It is the employee's responsibility to read announcements and information posted on the staff bulletin boards. The Calendar of events is posted on the School Website. Boards display information required by law and also memorandums from the school office. Staff members who wish to place personal notices should submit them to the office for approval.

MEETINGS

Meetings are an important tool for obtaining and exchanging information and expected to be attended regularly. If an employee is unable to attend a meeting, the meeting minutes should be read if they are available.

WRITTEN COMMUNICATIONS

Whenever possible, verbal communications among employees and between them and the administration or parents should be recorded in writing immediately after the meeting to ensure accuracy of the event.

E-MAILS

Mass e-mails will be allowed only when it is sent to the employees by the administrators such as the Board Members, , Vice , Department Chairs, and Division leaders for the purpose of announcement. It is encouraged to share positive moments with colleagues, those comments can be sent to the administrators to be distributed at his/her discretion.

EXTERNAL COMMUNICATIONS

- ACA staff is expected to communicate with parents or other ACA stakeholders with their ACA (azacademy.org) email.
- Staff should use the most current ACA signature line and form email verbiage where assigned.
- Parent emails must be acknowledged within 24 business hours. Staff must actively work to resolve the query or concern within a week of the initial communication. Seek assistance from the /Principal/designee or administration if necessary.
- Staff are discouraged from texting parents on their personal devices or using non-school designated communication channels.
- Staff is prohibited from texting, communicating or establishing connections/communications via any social media platforms with students. Student communication may only be through school designated channels and of appropriate content.

ACA internal and external communication is monitored by the administration. Any inappropriate communication will be redirected at the discretion of the Principal/designee. Any concerns staff may have related to internal or external communication should be brought up to the attention of the administrators only. Any violation of the above may result in disciplinary action up to and including separation of employment.

UNAUTHORIZED ELECTRONIC SURVEILLANCE

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.

No employee may record, by any means, a conversation with another employee unless all of the following criteria are met:

1. A legitimate purpose for the recording.
2. A recording device is in plain view.
3. Written authorization from the /Principal/designee or supervisor of the employee who wishes to record the conversation.
4. Consent of all parties to the conversation has been obtained in writing.

Secret recordings are strictly prohibited unless authorized in writing by ACA legal counsel. A violation of this provision may result in disciplinary action, including separation of employment.

ACCEPTABLE USE OF TECHNOLOGY (AUP)

ACA recognizes the value of teacher inquiry, investigation, and innovation using technology tools to enhance learning. Arizona Cultural Academy & College Prep recognizes an obligation to teach and ensure responsible and safe use of technology by their staff. This policy addresses staff use of the school network, e-mail, web publishing, personal computers, and publicly available social media networks including personal web sites, blogs, wikis, social networks, online forums, virtual worlds, and any other sites considered social media. The use of professional social media is an extension of the classroom. Whether at home or in school, anything considered inappropriate in the classroom is also inappropriate in the use of social media.

1. PURPOSE

- Arizona Cultural Academy & College Prep provides employees and students access to the Arizona Cultural Academy & College Prep Local and Wide Area Network (hereinafter referred to as the network), that also serves as our gateway to the Internet.
- The network has been developed for educational purposes. The term “educational purposes” includes use of the network for curriculum activities, research, and professional or career development activities related to education.
- The network may not be used for personal and/or commercial purposes, such as (but not limited to) offering or purchasing goods and/or services for personal use without explicit permission of the /Principal/designee.

2. RESPONSIBILITIES

- The School I.T. Department will oversee access to the network and will establish processes for: authorization for software installation; virus protection; and compliance with the Children’s Internet Protection Act (CIPA)

- The or Principal/designee will maintain signed user agreements, and be responsible for enforcing the Technology AUP.
- When using the Internet for class activities, teachers will have previewed and selected material appropriate to the students and relevant to the course objectives. Teachers will develop critical thinking skills (i.e., assessing reliability of information found on the Internet) and provide guidelines and resources to assist their students in focused research activities.

3. SCHOOL LIMITATION OF LIABILITY

- Arizona Cultural Academy & College Prep makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network will be error-free or without defect.
- The school will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service, or personal physical, psychological, or monetary damages.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for unauthorized financial obligations arising through the use of the system.

4. DUE PROCESS

- When using the network, the user agrees to take full responsibility for his or her actions. The Arizona Cultural Academy & College Prep will not be held liable for the actions of anyone connecting to the Internet through this network. Therefore, all users shall assume full liability, legal, financial, or otherwise, for their use of the network.
- Violations of the Technology AUP can carry serious consequences and could result in the immediate suspension of the user's privileges. Further disciplinary action may be taken by the Administration of Arizona Cultural Academy & College Prep, State or Federal authorities. Disciplinary action may include termination of employment.
- Any question or allegations concerning adherence to the Technology Acceptable Use Policy should be brought to the attention of the school's /Principal/designee.

5. SUSPENSION, SEARCH, AND SEIZURE

- The Network and school issued email is the property of ACA and its storage systems are therefore subject to inspection by the administration at any time.
- System users have a limited privacy expectation in the contents of their personal files on the network.

- An individual search will be conducted if there is suspicion that a user has violated the AUP or the law. The nature of the investigation will be in the context of the nature of the alleged violation.
- ACA may suspend a staff member's Network or email rights at any time deemed necessary by the school administration. Such time may be during, but not limited, to an internal investigation or misconduct or AUP misuse by a staff member.

6. UNACCEPTABLE USE

- When faculty and staff of Arizona Cultural Academy & College Prep use the Internet connection they become an extension of the Arizona Cultural Academy & College Prep and are expected to follow the guidelines of this policy.
- Inappropriate use will not be allowed.
- Access to the Internet, other electronic resources, and the hardware is a privilege, not a right, and carries with it responsibilities for safe and respectful use.

7. REQUIREMENTS

- Employees must be respectful and professional in all communications (by word, image, text or any other means). Employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Employees should not engage in personal attacks, including prejudicial or discriminatory attacks or sexual harassment; they should not knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.
- Employees should not install unauthorized software or download unauthorized software from a remote location without express permission of the I.T. department.
- Employees should not attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- Employees should not disseminate passwords, codes, access telephone numbers, or account numbers to unauthorized persons.
- Employees should not use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Employees should not damage or vandalize computers, computer systems, or networks.
- Employees should not trespass in other folders, work or files, or use another's password.

8. STUDENT INFORMATION AND STUDENT ACCESS

- Online content monitoring and ensuring student personal information is not disclosed; as required under the Children's Internet Protection Act (CIPA) and the Family Educational Rights and Privacy Act (FERPA.)
- Staff are expected to monitor student internet use in such a manner to prevent access by minors to inappropriate matter on the internet, including attempts to access inappropriate materials and circumvent system security; and provide instruction to students on interacting with other individuals on social networking websites and in chat rooms, and response to cyber-bullying.

9. WEB PUBLISHING

- The school's Student Information Management System (FACTS) is designed to provide a portal to enable communication among teachers, students, staff, administration, and the community.
- Material posted on CACTS portal must reflect the educational standards of the school.
- To insure the safety of our students and the accuracy and security of school information, the guidelines and procedures listed below must be followed:
 - No student's personal information, such as last name, home address, and telephone number may be posted anywhere outside FACTS. Students must have signed permission from their parent/guardian granting permission to post the student's work.
 - Staff and teachers must have access to the report for the students who are not allowed to be photographed and/or have their pictures posted anywhere outside FACTS. A Report will be provided by the school's administration and updated as changes occur.
 - Student directory information may not be published or shared with anyone
 - It should be noted that the Arizona Cultural Academy & College Prep name or logo may not be used on a personal web page without permission from the Principal/Principal/designee.

10. PERSONAL COMPUTERS

- Faculty and staff personal computers may be configured on the Arizona Cultural academy & College Prep network with approval from the Technology Department.
- Personal computers must have up-to-date virus protection software in order to be placed on the school's network.

11. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- Existing copyright law will govern the use of material accessed through the school's network.
- The user will not plagiarize works found on the Internet. Plagiarism is generally defined as taking the ideas or writings of others and presenting them as if they were yours.

DRESS CODE

ACA strives to achieve a business professional image as well as a modest and conservative image. One of the hallmarks of Islamic behavior is modesty of dress for males and females. Part of being an ACA staff member is an understanding that, as Muslims, we should adopt fashions and lifestyles that adhere to Islamic values. Our pride and positive self-image are reflected in how we dress. In order to model professional and Islamic attire for students and parents, neatness, cleanliness, and modesty in dress are essential in an Islamic school environment. All employees must comply with the following dress code. The guidelines below may not be all inclusive and ACA reserves the right to address any dress that may not meet professional standards even if not included below. Repeated violations of this policy may result in an employee being sent home without pay to change their attire.

FEMALE

Female faculty and staff members are required to dress in a high standard of modesty and use good judgment when selecting their attire:

- Clothing must be non-transparent
- Clothing must be physically and obviously loose on the body (pinch an inch rule)
- Skirts and dresses should be ankle length
- Garments worn over pants should be loose fitting and covering the thigh, front and back
- No visible tattoos
- No facial piercings (small nose ring on the side of the nose permitted)
- Nails must be well groomed no longer than ¼ inch
- Clear, light pink, neutral, or french tips permitted (no dark, neon, or non neutral/pink tones permitted, no designs, crystals, or other embellishments, length is limited to ¼ inch)
- Shoes should be safety conscious and must have a closed back or strap in the back.
- All female Muslim employees should also:
 - Cover their hair at all times - hijab should fit securely with underpiece and pins required. No hair, neckline, or shoulders may show

- Wear loose clothing that covers from the neckline to the ankle
 - Wear long sleeves to the wrist (¾ sleeves not acceptable)
 - Wear garments over slim pants that reach to the knee.
- All female non-Muslim employees must adhere to the general dresscode guidelines but may make the following modifications:
 - Sleeves may be elbow or ¾ length, but not to the shoulder or capped sleeves
 - Sleeveless dresses/shirts must have a loose fitting jacket/cardigan over at all times
 - Clothing does not have to cover the neckline, but must cover cleavage
 - Garments worn over pants may reach the top of the thigh
 - Hairstyles must be conservative in nature. Natural tone highlights and hair (colors such as black, blond, brown, or red)
 - Although not inclusive of all items and criteria, the following are some examples of unacceptable dress code:
 - Flip-flops
 - Tight tops with tight sleeves
 - Belts that accentuate the waistline
 - Jump suits or overalls
 - Tight pants, skinny jeans or leggings, with a shirt that is shorter than the knee

Jeans are permitted every Wednesday. Jeans must be in good repair, no frays or rips. (Some positions are excluded from this requirement and may wear jeans everyday. The Principal or supervisor of your department will advise you if this clause applies to your position).

** Female members of the leadership (Admin) team should wear business formal attire or cultural attire on most days when interacting with students/parents.

MALE

Male faculty and staff members are required to dress in a high standard of modesty and use good judgment when selecting their attire.

- Clothing must be non-transparent
- Clothing must be loose on the body
- All male employees should wear collared shirts with sleeves and dress slacks
- Pants must be ankle length
- Open toed shoes are not permitted
- No cutoff or sleeveless shirts
- No visible tattoos
- No nail polish

- No facial piercings (including earrings and nose rings)
- Nails must be clean, short, and well groomed
- Natural tone highlights and hair (colors such as black, blond, brown, or red)
- Conservative and well groomed hairstyles (no spikey hairstyles for example).
- No gold or excessive jewelry

Although not inclusive of all items and criteria, the following are some examples of unacceptable dress code:

- Flip-flops
- Tight tops with tight sleeves
- Belts that accentuate the waistline
- Jump suits or overalls
- Tight pants, skinny jeans or leggings, with a shirt that is shorter than the knee

Jeans are permitted every Wednesday. Jeans must be in good repair, no frays or rips. (Some positions are excluded from this requirement and may wear jeans everyday. The Principal or supervisor of your department will advise you if this clause applies to your position).

** Male members of the leadership (Admin) team should wear business formal attire or cultural attire on most days when interacting with students/parents.

CONFIDENTIAL INFORMATION

All ACA staff are bound by the Family Educational Rights and Privacy Act (FERPA). This is a Federal law that protects the privacy of student information. ACA faculty and staff members are exposed to confidential information regarding parents, children, and coworkers. This information should not be discussed with anyone, including ACA co workers, unless designated by the /Principal/designee. Confidential information includes but is not limited to academic, health, behavioral, or financial information, as well as personal information about parents or co-workers. Teachers may also be unknowingly labeling children as either “troublemakers” or “well-behaved,” “slow students” or “bright students.” Knowing the behavioral and academic the background of the students encourages teachers to form an opinion of a particular child, before that child has even entered his/her classroom. As many education studies have shown, teacher perceptions and expectations strongly affect student performance. In other words, students who are expected to perform poorly and behave inappropriately will be the ones most likely to do so.

CLASSROOM SEATING POLICY

Classroom seating arrangement is an important part of a student’s learning process. When classroom setup is in harmony with the teaching style, students, and the space and furniture of the class, the benefits can be endless. Many factors contribute to determining the most effective

classroom seating arrangement. Because some of these factors change daily (and sometimes even hourly), it's important to have a configuration that can be flexible to accommodate classroom variety. Arizona Cultural Academy classroom seating policy states that teachers will use their discretion to arrange the seating in the classrooms. The arrangement will be based on the classroom dynamic, student's needs, discipline, and the teaching and learning process. However, all ACA staff members are required to follow the Islamic guidelines as they plan for their classroom arrangements.

NON-FRATERNIZATION AND SOCIALIZING AT WORK

ACA encourages its employees to form friendships with coworkers provided that such relationships are conducted in an Islamic, appropriate, and professional manner and do not violate any of the Dignity at Work policies.

NON FRATERNIZATION

Conflicts of interest, gossip, favoritism, and expanded courtesies, real or imagined can result from romantic relationships between coworkers. Even relationships between non-reporting employees can cause friction in the workplace and/or possible claims of favoritism or sexual harassment. Furthermore, employees are expected to conduct themselves in an Islamic, appropriate, manner in all coworker interactions, and particularly between co workers of the opposite sex. Notwithstanding the above, if two employees begin a romantic relationship, they must disclose the relationship, in its entirety, to the or Principal/designee. If the two employees do not disclose the relationship immediately, they may be subject to disciplinary action up to termination. ACA reserves the right to take appropriate action to address employees' behavior related to this policy, on a case by case basis and according to relevant circumstances.

SOCIALIZING AT WORK

As a courtesy to the students we serve as well as co workers, socializing during working hours should be kept to a reasonable level. ACA may address excessive socializing between co workers during working hours. Socializing, for the purpose of this policy, includes behaviors such as non-work related conversations, texting, emailing, or other forms of electronic communication such as social media platforms. In addition, all visitors, including relatives of employees, who do not have official business with ACA may be restricted from prolonged visits to the workplace. Time spent attending to non-work related interactions between co workers as well as personal visitors, detracts from work production of both employees and their coworkers.

DIGNITY AT WORK

It is a policy of ACA that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment, workplace harassment, and bullying.

SEXUAL HARASSMENT

The ACA believes that sexual harassment is Islamically forbidden and a form of misconduct that undermines the integrity of the employment relationship. Included within the types of conduct, either verbal or physical, which are prohibited by the ACA as sexual harassment, are as follows:

- Requesting or demanding sexual favors as an implicit or explicit condition of Employment;
- The making of sexually related disparaging remarks;
- The use of vulgar or obscene language that would offend ordinary sensibilities and which is of a sexual nature;
- Unwelcome and/or unwanted staring, leering, touching, fondling or bodily contact;
- Any other contact which creates or tends to create an intimidating, hostile or offensive work environment based on an individual's or group's sex.

WORKPLACE HARASSMENT

Harassment on the basis of factors other than sex is equally unacceptable. ACA strongly supports the rights of all of its employees to work in an environment free from harassment on the basis of race, color, religion, gender, national origin, age, disability and veteran status. Harassing conduct includes but is not limited to:

- Epithets
- Negative stereotyping
- Slurs
- Threatening, intimidating or hostile acts that relate to the above characteristics
- Written or graphic material that denigrates or shows hostility to an individual or group because of the above characteristics.

There is no single, simple definition of sexual or workplace harassment. Harassment may, however, be summarized as conduct which is unwanted, unreasonable, and offensive to the recipient based on sex or being part of a protected class. This could be persistent behavior over a period of time or a single serious incident.

BULLYING

ACA defines workplace bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or

others, at the place of work and/or in the course of employment. Such behavior violates ACA's Dignity at Work policy, which clearly states that all employees will be treated with dignity and respect.

Bullying can range from extreme forms such as violence and physical/verbal aggression to less obvious actions. Below are types of behavior which are considered unacceptable and will not be tolerated. This is not an exhaustive list but seeks to provide illustrations of unacceptable behavior:

- Shouting at a person either in person or over the telephone
- Physically intimidating a person, e.g. standing very close to him/her
- The use of aggressive hand gestures
- Threatening
- Shaking and/or holding a fist towards another person
- Verbal and written abuse through jokes, offensive language, name-calling, gossip, and spreading rumors
- Slander and character defamation
- Abuse of management procedures to threaten, humiliate, or coerce
- Threats or promises affecting work performance or linked to employment prospects

The above referenced examples related to sexual harassment, workplace harassment, and workplace bullying, are non-exhaustive and refer to communication that may be verbal, non-verbal, in person or via electronic or phone messaging, and/or social media platforms. These expectations are required of all staff interactions whether on or off the clock. Employees who are found to have violated these expectations may incur disciplinary action up to and including separation of employment.

DEALING WITH SEXUAL & WORKPLACE HARASSMENT

This procedure is intended to enable complaints related to sexual harassment, workplace harassment, and bullying to be dealt with sensitively and quickly. Where a complaint has been upheld, ACA will take all reasonable steps to ensure that:

- The offensive behavior has ceased
- No retaliation occurs as a result
- Any changes to policies, practices, and procedures are made if necessary.

If an employee believes he or she has been subjected to sexual harassment, workplace harassment, or bullying, she/he is urged to notify the Administrator or immediately. Likewise any person in a position of authority who becomes aware of sexual harassment, workplace harassment, or bullying by any employee against a fellow employee is required to take immediate and appropriate corrective action.

If an employee is unable or uncomfortable about discussing their complaint with the , the following individuals are available and properly trained to discuss complaints in a confidential manner:

- Any ACA Board member
- HR Committee member
- Principal/designee.

To assist in the investigation all complaints shall be submitted in writing as well and will be kept confidential to the extent possible.

The ACA will not tolerate sexual harassment, workplace harassment, or bullying of any nature and will investigate all reported allegations promptly and confidentially to the extent possible. Disciplinary action, up to and including termination, may be taken against an employee who is found to have violated this policy.

RETALIATION

In many instances, ACA must rely on individual faculty, staff, and students to report to the appropriate individuals cases where it appears that a member or members of the ACA community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to clearly articulate that ACA prohibits retaliation against those who make bona fide reports of possible non-compliance.

ACA administrators and staff shall not intimidate or take retaliatory action, as defined below, against any member of the ACA community or a relative of such a person who is an employee or student at ACA, who makes a report of the type defined below in good faith and without malice. This policy also prohibits persons from knowingly and intentionally making a report of noncompliance that is false. The prohibition against retaliation applies to:

- The disclosure of information concerning conduct that the reporter believes is illegal or in violation of ACA policies
- The provision of information or testimony to, or the filing of a complaint initiating proceedings before, a duly constituted investigatory body of the ACA administration
- Disclosures made during compliance review or a peer review process
- The filing of a legitimate complaint or incident report
- The types of retaliation that are prohibited include but are not limited to:
- Intimidation
- Adverse actions with respect to the reporter's work assignments, salary, benefits, and other terms of employment
- Unlawful discrimination
- Termination of employment
- Adverse action against a relative of the reporter who is an ACA employee or student
- Threats of any of the above

Note: Adverse personnel, academic or other disciplinary action against an employee or student whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings as set forth in the Student and Staff handbooks, and if found to have violated the policy, may be subjected to disciplinary action up to and including termination of employment.

BULLYING & AGGRESSION BY PARENTS

ACA encourages the interaction with parents and the community and believes that students benefit when the relationship between home and school is a positive one. The vast majority of parents, guardians, and others visiting the school are keen to work with the staff and are supportive of the school. However, a minority of parents may have a negative attitude towards the school and sometimes, this can result in aggression, verbal and/or physical bullying towards school staff.

ACA expects its staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of Administrators. ACA recognizes that all employees have the right to work in an environment which is free of bullying. The ACA undertakes that allegations of bullying will be dealt with seriously and confidentially, using the procedures set out below, and that employees will be protected against retaliation for making or being involved in a complaint.

INFORMAL PROCEDURES

1. When a parent or member of the community behaves in an unacceptable way towards a member of the school staff, the Administrator will seek to resolve the situation through discussion and mediation.
2. Attempts shall be made to resolve the complaint quickly and informally if possible (within 3 school days), and ideally on the spot.
3. Complainant's desired outcome such as a warning letter to the parents, and possibilities re-address should be discussed (this is not an admission of liability).
4. Complaints will not normally be investigated if more than 60 days have passed since the incident or event took place.

FORMAL PROCEDURES

1. If the misconduct continues, or it is not appropriate to resolve the problem informally, either because of the serious nature of the complaint or where informal attempts at resolution have failed, the issue shall be raised to the formal stage, like School Council.
2. The perpetrator shall be notified that he or she is under observation for a period of time.
3. If the misconduct continues, the perpetrator will be restrained from entering the ACA

premises for a period of time, subject to review. All communication from the parent will be blocked and ceased. If these measures are breached, the Police will be informed.

Students learn best when there is a positive partnership between home and school. While every effort will be made to work with parents, this will only be possible where parents behave in an acceptable way. Unfortunately, where a parent's behavior is either unacceptable or serious it will not be possible to continue working with him/her, and as a final resort, involving the proper authorities and legal action may be taken.

EFFECTS OF HARASSMENT AND BULLYING

A victim of harassment or bullying may suffer physical and/or emotional symptoms such as disturbed sleep, nausea, lack of confidence, distraction from carrying duties properly, or motivation and depression. Whatever the form of harassment or bullying, the impact on the employee should not be underestimated. Harassment or bullying can lead to illness, increased absence, poor performance, and confusion over status and role leading to an apparent lack of commitment or even resignation. Harassment and bullying can also result in tension and conflict within the workplace and puts great strains on personal and family life. These all have a direct impact on the effectiveness of the ACA as a school and does not allow employees to feel dignity at work. As such, ACA takes a strong position related to its Dignity at Work policy.

PROBLEM SOLVING AND GRIEVANCE PROCEDURE

We realize that differences and misunderstandings will occur between individuals, and we encourage resolving these situations at the time of occurrence, directly with the individuals involved, to ensure a fair and equitable resolution. Whenever possible, interpersonal conflict should be attempted to be resolved by face to face discussions with the involved parties. In the event this is not possible, job related or personal conflicts should be discussed with the employee's immediate supervisor. In the majority of instances, the simplest, quickest, and most satisfactory solution is achieved at this level, but if this is not possible or appropriate, you are encouraged to pursue the appeal process.

All matters concerning promotion, non-retention, tenure denial, assignment and interpretation or application of ACA rules and procedures over which ACA has control which directly and adversely affect the grievant may be the source of a faculty complaint or grievance. But no decision may be made at any step of the grievance procedure which conflicts with or modifies a policy approved by the ACA Board.

STEP 1 – ACA

Grievances must be initiated within 30 days of the action involved or within 30 days of the employee having reasonable knowledge of the act. Appeals shall be timed from receipt of the written opinion of administrator or from when such opinion is due, whichever comes first.

Informal Stage

Present the grievance orally to the for the purpose of informal discussion. The decision will normally be communicated to the employee orally. In the event that the employee does not find the decision acceptable, he/she may request that the decision be put in writing. If the grievance is unresolved after 3 working days, the employee may appeal to a formal stage. The formal stage must be in writing and must be filed within 3 working days.

Formal Stage

Present the grievance in writing to the for formal consideration. The shall within 5 working days after the receipt of the written grievance hold a conference with the aggrieved and/or a designated representative and shall within 5 working days after the conclusion of the conference; render a decision in writing to the aggrieved and/or a designated representative. In the event the aggrieved employee is not satisfied with the decision, he/she may appeal in writing to the Human Resource Director. If the grievance related to the shall be initially filed in writing with the HR Director; the grievance related to a Board member shall be initially filed in writing with the Chairman of the Board.

STEP 2 – THE HR DIRECTOR

Where a grievance has not been resolved to the satisfaction of the employee in Step 1, the matter may be referred to the HR Director in writing by providing full details of the grievance. The HR Director shall within 10 working days of the receipt of the written grievance arrange a meeting at which all parties to the grievance will attend. The HR Director will consider the entire matter at the meeting and will issue a written decision within 10 working days. Copies of the decision will be sent to all of the parties. If the grievance is not resolved to the satisfaction of the employee at Step 2, the grievance may be submitted, in writing to the ACA Board within 10 working days of receipt of the decision reached at Step 2.

STEP 3 – ACA BOARD

The Chairman of the Board will consider the grievance and may be supplied with all of the documentation submitted in relation to the earlier stages of the procedure. The Board will issue, and send to all parties, copies of a written decision within 30 days of receiving the grievance in writing. The Board's decision will be final.

EMPLOYEE CORRECTIVE PROCEDURES

ACA 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 the ACA standards. The following steps outline the corrective process generally followed. However, the Arizona Cultural Academy reserves the right to terminate an employee's employment and/or place an employee on probation without prior warning when it deems appropriate.

VERBAL WARNING

This is used when an employee's actions do not meet the ACA's standards. The administrator informs the employee that the performance/behavior must be corrected.

WRITTEN WARNING

A written memo is given to the employee stating the nature of the warning, the expected behavior/performance change and the time allotted to show correction. The memo will also state the consequences should the employee fail to correct his/her behavior / performance. In addition, a copy of the memo will be placed in the employee's file.

PROBATION/IMPROVEMENT PLAN

A written memo is given to the employee stating the nature of the probation/Improvement Plan, the expected behavior/performance change and the time allotted to show correction. The memo will also state the consequences should the employee fail to correct his/her behavior/performance. Both the employee and the school administrator must sign the memo to acknowledge receipt 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.

TERMINATION

The Arizona Cultural Academy reserves the right to terminate employment immediately as deemed necessary by the school administration or School Board.

Termination of employment may occur for any of the following reasons. This list is not all inclusive and ACA reserves the right to end any employee's employment with or without cause or notice (At-Will clause):

- Failure to perform competently and/or in keeping with the administrative practices of the ACA and duties as assigned.
- Work performance that fails to meet expectations.

- Neglect of duties or failure to serve in capacities as directed by the administration
- Failure to demonstrate progress in an improvement plan within a reasonable amount of time.
- Conduct unbecoming a member of the faculty or staff, even if not specifically addressed in anyACA policy
- Inappropriate contact with students in person or via any other communication platform
- Adding students to your social media accounts
- Conviction for a crime, especially a crime involving children or violence of any kind
- Violation of federal or state law or loss of IVP card eligibility.
- Failure to report under Mandatory Reporting requirements
- FERPA violations or divulging other confidential information
- Failure of a faculty or staff member to regularly attend scheduled classes, meetings, or respond to parents/administrators.
- Chronic absenteeism/tardiness
- Failure to report time accurately or clock in and out for another employee
- Insubordination, unprofessional conduct, or failure to cooperate with other employees to the extent that, in the opinion of the Principal/Principal/designee, dissension interrupts the orderly performance of duties. This may include gossiping or rumor mongering.
- Directly or indirectly intimidating, harassing, bullying, threatening, or coercing an employee or other stakeholder in any way.
- Violation of the Dignity at Work or Fraternalization Policy
- Violation of ACA Technology AUP
- Failure to comply with any rules, regulations, and policies of ACA or lawful directives of the Principal or their Principal/designee.
- Use of controlled substances or appearing at any time on ACA property or school related events under the influence of controlled substances.
- Reporting to work or appearing at any time on ACA property or during ACA related events to be under the influence of alcohol.
- Theft, fraud, or misuse of ACA property.
- Financial exigency or discontinuation of a program or position.

CLEAN AIR POLICY

ACA is committed to providing a safe and healthful environment for all students, employees and volunteers and visitors. ACA must also comply with the Smoke Free Act provisions. Smoking or use of electronic cigarettes is therefore prohibited on all ACA premises. Any employee or volunteer who wishes to smoke during work hours must do so off campus during their regular break time.

DRUGS, ALCOHOL & WEAPON FREE CAMPUS

In order to protect the students, employees and everyone on campus, ACA has a zero tolerance policy towards drugs or alcohol possession or use on campus, during off campus school activities or outside of school hours. The administration has the right to require drug testing of any and all employees and students at its discretion and without notice. Refusal to take a drug test upon request will be considered the same as a positive drug test and may result in being expelled or, in the case of an employee, separation of employment.

It is also prohibited for anyone to bring weapons on campus, except for law enforcement officers. Any student or staff found to be in violation of this policy shall be expelled from ACA or separated from employment.

MANDATORY REPORTING

All ACA employees are mandatory reporters under the Mandatory Reporting Statute A.R.S. 13-3620, 13-3623. This statute requires school personnel to report any case of suspected child abuse to the Department of Child Services (DCS). **ALL STAFF MEMBERS ARE MANDATORY REPORTERS.** The school administrator **MUST** be immediately notified of suspected cases. The reporting individual must be the one whom the information was initially disclosed to. Be sure to ask the four critical questions:

1. What happened?
2. When did it happen?
3. Where did it happen?
4. Who did it?

You may become aware of suspected child abuse when:

- A child discloses information to you indicating physical abuse and neglect
- A child has unexplained injuries or an explanation that is inconsistent with the injuries that leads you to suspect abuse
- A third party discloses information that leads you to believe abuse or neglect has occurred

Reports regarding child abuse are confidential and the name of the reporting party will not be disclosed. **Calls can be made to 1-888-767-2445.**

School personnel should take the role of reporters, not investigators, when handling suspected child abuse cases. To minimize the trauma for the child, children should not be re-questioned once the information is disclosed, regardless of which staff member received the initial disclosure.

All observations of suspicious bruising, injury, markings, or unusual behavior which may be the result of abuse or neglect must be reported to the school nurse and the school administration. Be alert.

If a third party provides the information regarding possible abuse of a child (another child or parent) the third party should be directed to speak with administration. They will then contact the authorities.

Disclosure about suspected child abuse should not be discussed with others.

What to Report

- **Physical Abuse** – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for care of a child
- **Sexual Abuse** – includes any act or threatening of criminal sexual conduct by a person responsible for the child's care or by a person in a position of authority over a child
- **Emotional Abuse** – includes any attitude or behavior which interferes with a child's mental health or social development
- **Neglect** – is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so

III. SECTION THREE

ACA ORGANIZATIONAL ROLES

THE GOVERNING BODY

THE BOARD

According to Article 3 of the ACA bylaws, the governing body of “The Corporation” is called the Board of Benefactors, which serves in the capacity of “Board of trustees.”

Three to nine volunteers serve on the ACA Board for a term of four years.

New Board members are elected by the current Board members among the most active ACA Parents or Volunteers from the local community, who are most supportive of ACA, its mission, most experienced and capable of serving in such capacity.

PARENT TEACHER ASSOCIATION

The Assembly of ACA Parents and Employees constitute the ACA – PTA. ACA PTA is an essential and integral part of ACA structure that cannot be substituted or relegated to any other entity.

PTA Objectives

- To promote the welfare of children in the home, school, and community
- To encourage and enhance the relationship between home and school so that parents, administrators, and teachers may cooperate in the education of the students.
- To sponsor projects and events for the benefit of ACA students.
- To maximize parental involvement in the educational process to activate them from “customers” to “full partners”.
- To hold regular meetings between Parents and Staff to share information and approximate points of view
- To recruit volunteers to staff various ACA Committees, plus other educational and social ACA functions
- To select / elect PTA representatives
- To help the ACA Board and ACA Council reach resolutions on issues referred to it by the Board or Council
- To Represent the interest and concerns of both ACA parents and employees before the ACA Board and ACA Administration

Basic Policy

- The PTA organization shall be noncommercial, and nonpartisan. The organization and its name, its members, and their names in their official capacities,
- shall not endorse any commercial or political entity or engage in activities not related to promoting the objectives of the organization as specified above.

- The ACA organization, and therefore the PTA, shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization, in such matters, shall make no commitments that bind the organization without the ACA Board's approval.
- The ACA, its PTA and its Members shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, veteran status, or disability.
- Members of this Organization shall be volunteers and shall be reimbursed for authorized PTA expenses, but shall not be compensated for their time or service to the PTA.
- All items remaining after any PTA event remain the property of the PTA and may be disbursed at the ACA Board's discretion, with preference given to classrooms, school staff, youth groups and volunteers, as deemed appropriate.
- In the event of the dissolution of the organization, its assets shall be submitted to the ACA Board.

PTA President

- To be an ACA parent or ACA employee for at least six (6) months.
- To call for and preside over quarterly General PTA meetings.
- To conduct the meetings according to Robert's Rules of Order.
- To attend monthly board meetings and submit office and financial report.
- To direct parents' concerns to the right channel according to the grievance procedure posted on the ACA Parent/Student Handbook.
- To organize volunteer/community activities that may help achieve ACA's mission.
- To cooperate with the to maintain a supportive relationship between the School and the PTA.
- To meet with the and discuss the calendar of events for the year.
- To meet with the to discuss upcoming activities and plans and seek approval.
- To be aware of all PTA finances and financial transactions all the time.
- To provide a summary year-end report of his/her year in office for the new President at the Joint Executive Meeting.

ACA SCHOOL COUNCIL

Mission

- To support and assist the ACA in managing the daily affairs of ACA.
- The Council accomplishes its mission through strategic planning, communication with the Board, the PTA representative, the , ACA staff, and ACA parents, and through to development of a plan of action for ACA's progress and development.

- The Council may participate in budget and expenditures development and other functions vital to the success of the school if so desired by the Board and the .

- The Council shall be in charge of resolving conflicts between various parties of ACA.

Membership

- The ACA Council shall be composed of all the stakeholders.

- Members representing ACA staff categories (teachers and others) shall be designated by a voting system that is open to all stakeholders and is transparent in process.

- Council members representing parents and the community at large serve on a voluntary basis. They are nominated and voted on for a two year term.

- Once a member is elected he or she has an obligation to serve till the end of their term.

- Each Council member must notify the Chairman in advance if he or she has a legitimate excuse to miss the meeting.

- A Council member representing a staff category who resigns, will be replaced by the candidate who came second in the vote count.

- A Council member representing a parent or the community at large may submit a resignation at any time, but he or she may be required to attend meetings till the candidate who came second in the vote is able to attend.

- A new nominated member shall make a self-introduction presentation to the Council and the newly elected member shall be expected to attend the following Council meeting.

- It is the responsibility of the new member to understand the member's guide; he or she shall seek assistance from the President if needed.

- All members shall observe confidentiality rights, especially during the closed sessions.

- The Council shall discuss the membership of that member if such infraction occurs.

- All responses shall be submitted to the President. Mass e-mails to the members only can be sent by the President and the Secretary for sending meeting reminders, minutes, and agenda.

ACA FACILITY MANAGEMENT DEPARTMENT & SECURITY

The ACA Campus Facility Management assumes the charge of the following, under the direction of the Principal/designee.

Campus Security The ACA for safety reasons, operates as a closed campus during school hours. The Facility Management Principal/designee secures the campus and provides access to parties who have legitimate business on campus. Those may include:

- ACA officers

- Registered volunteers

- ACA hired staff: , Imam, administrators, teaching staff, students, their parents and guardians

- Vendors and/or hired personnel

ACA Visitors All visitors entering campus during school session must check in with the Facility Management Principal/designee or reception desk in the Administration office.

ACA is a private school operated on private property. The Facility Management Principal/designee, on behalf of the ACA, has the full right to deny entry to any individual for safety or security reasons.

Transportation

The Facility Management Principal/designee shall be in charge of safe transportation of students between the ACA campus and another specified location when such a program is in effect.

On Campus Help and Repair Person

The Facility Management Principal/designee shall render assistance to ACA staff with physical and mechanical tasks. In addition, the Facility Management Principal/designee will perform all simple necessary maintenance and repairs of the school buildings and equipment on campus except specialized repairs and warranties.

ACA SCHOOL COUNSELING DEPARTMENT

The primary purpose of the School Counselor is to support all students in the areas of academic achievement, personal/social development and career development. The school administration, teachers, and school counselors are expected to collaborate to find effective solutions for student issues. To avoid any conflict of interest, the School Counselor cannot provide staff with counseling on personal matters.