NOOR UL-IMAN HARASSMENT, INTIMIDATION, AND BULLYING POLICY

Noor-Ul-Iman School (NUI), in consideration of federal, state and local law and basic Islamic morals, is committed to creating a school and work environment that is free of sexual harassment, sexual abuse, intimidation, bullying, and discrimination, by ensuring students, faculty, staff and volunteers are aware of their rights and obligations under this policy.

SECTION I – SCHOOL ENVIRONMENT

Noor-Ul-Iman is committed to ensuring an environment for students that is safe from harassment, intimidation and bullying. NUI also prohibits active or passive support of any of these prohibited acts.

PART I – DEFINITIONS

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act, or any use of electronic communication that takes place on school property, or at any school-sponsored function, on a school bus and that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and

A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

PART II – STUDENT CODE OF CONDUCT

The most effective form of discipline is self-discipline that demonstrates respect for authority and concern for the rights and privileges of others. It is the key to good conduct and proper consideration of other people. It is a training that develops self-control, character, orderliness and efficiency.

NUI’s policy is always to have the highest standard of behavior in school, at school activities, and in the community. Courtesy must always be maintained. Any behavior which is disruptive to the school’s environment, in or out of the classroom, will not be tolerated.

All students are required to adhere to and follow the rules and regulations of Noor-Ul-Iman School. Noor-Ul-Iman students are:

1) To obey and respect teachers and staff
2) To respect peers and not engage in any form of bullying including verbal, physical, psychological or cyber bullying.
3) To respect the property of others (peers, staff, the school, the mosque)
4) To be honest regarding school affairs. (Cheating, including plagiarism, undermines the learning process. Any student involved in cheating will be subject to disciplinary action.)

5) To refrain from physical violence against any individual.

6) Not to use profanity or obscene language.

7) Not to have in their possession any object that can reasonably be considered a weapon.

8) Not to have in their possession any materials that promote un-Islamic behavior.

9) Not to bring in radios, CD players, i-pods, tape recorders, video games, cameras, other electronic devices, or trading cards (etc.) to the school during school hours or school-sponsored activities. These items will be confiscated and returned only to a parent. At the second infraction, these items will not be returned until the end of the school year.

10) To adhere to the NUI dress code during school hours and during school related events.

11) To maintain Islamically appropriate behavior with students of the opposite gender appropriate to their age both inside and outside of the school.

It is expected that once students mature into adults, males will interact with males and females will interact with females except for necessary interactions in the classroom under the supervision of a teacher. In addition, there should be no physical contact between males and females. Internet contact and/or phone calls should be limited to those required for school related activities and only occur under parental supervision.

It is obviously impossible to make a complete list of infractions as part of a behavioral code. It is therefore understood that any misconduct including disrespect, disobedience, lack of cooperation, and any violation of typical expectations inferred throughout this handbook will not be tolerated. In addition, each teacher will inform his or her class of expected behavior within the classroom.

Students are reminded that even when they are away from school, they still represent their school in their words and actions. Full support of the behavioral code is expected from parents. Defensive reactions to disciplinary action such as, “It doesn’t say so in the handbook” will not be accepted.

PART III – CONSEQUENCES AND REMEDIAL ACTION

If a student commits one or more acts of harassment, intimidation or bullying, the student’s teacher(s) will handle most disciplinary actions within the classroom. In determining the form of corrective action, teachers will consider age, developmental and maturity levels of the parties involved; degrees of harm; surrounding circumstances; nature and severity of the behaviors; incidences of past or continuing patterns of behavior; relationships between the parties involved; and context in which the alleged incidents occurred.

The teacher will inform the parent verbally and/or in writing if a student’s misbehavior needs to be addressed at home. In situations where the behavior of the student continues to be inappropriate, a conference may be requested with the parents and teacher(s) to determine how to rectify the situation. In unresolved or severe cases, a conference of the parents, teacher(s), and principal or a School Executive Committee Member will be requested. The School Counselor might also become involved in the process.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented
systemic problems related to harassment, intimidation or bullying. In the event that the student's misbehavior is repeated or severe, (as determined by the School Executive Committee), it may lead to any of the following:

1. After-school detention with parent notification
2. Out-of school suspension with parent conference
3. Expulsion of student from Noor-Ul-Iman School

In the event that a student is involved in any proven illegal activity, (drugs, etc.), the student will be expelled from Noor-Ul-Iman School.

**CONCLUSION OF INVESTIGATION**

When a claim of harassment, intimidation or bullying is made, the teacher(s), principal or School Executive Committee will conduct a prompt, thorough and complete investigation of each alleged incident. Complaints may be made orally or in writing. At the conclusion of an investigation, the teacher(s), principal or School Executive Committee will submit a confidential written report with the findings of the investigation. If a finding of harassment, intimidation or bullying is substantiated, the teacher(s), principal or School Executive Committee will recommend appropriate corrective action.
SECTION II – WORK ENVIRONMENT

PART I – DEFINITIONS

SEXUAL HARASSMENT
Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment violates the NJ Law Against Discrimination and Title VII of the Civil Rights Act of 1964 when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

HOSTILE or OFFENSIVE WORK ENVIRONMENT
Unwelcome conduct that has the purpose or effect of unreasonably interfering with the employee’s job performance, or creating an intimidating, hostile, or offensive working environment. A hostile work environment may occur as a form of sexual harassment or be based upon an employee’s race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership status, sexual orientation, atypical hereditary cellular or blood trait, genetic information liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

Hostile work environment sexual harassment occurs when an employee is subjected to sexual, abusive, or offensive conduct because of his or her gender. Such conduct creates an unlawful work environment when it is severe or pervasive enough to make a reasonable person of the employee's gender believe that the conditions of employment have been altered and the working environment has become hostile or abusive. The conduct does not have to be sexual in nature and does not have to involve physical contact.

DISABILITY
Discrimination against a person based upon that person’s actual or perceived disability, record of disability or association with someone with a disability is prohibited and will not be tolerated by Noor-Ul-Iman School. Disabilities are physical, mental or psychological impairments of a body system that may limit one or more life activities of a person.

LAD prohibits employers from denying employment opportunities to people with disabilities unless the employer reasonably determines that the nature and extent of a person's disability reasonably precludes his or her safe performance of a particular job.

REASONABLE ACCOMMODATIONS
Before deciding that a person's disability precludes his or her safe performance of a particular job, an employer must first consider the possibility of making reasonable accommodations. A reasonable accommodation is any change or adjustment in the work environment or scheduling that enables an employee to perform the essential functions of a job, unless providing such accommodations would create
undue hardship. An undue hardship is an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of an employer’s business.

PART II – COMPLAINTS and INVESTIGATIONS

PROCEDURE

If a faculty member, staff member or volunteer feels that he or she is being discriminated against or sexually harassed, he or she should immediately contact his or her supervisor. Supervisors will work diligently to address all claims of discrimination or harassment and ensure that all complaints are handled with the utmost professionalism and respect.

If the supervisor is unable to resolve a claim of discrimination or sexual harassment or if a claim is made against the individual’s direct supervisor, the principal will be notified of the claim and will work diligently to resolve the matter.

If the matter is still unresolved, the School Executive Committee will be notified of the claim of discrimination or sexual harassment. The School Executive Committee will make the final decision regarding all matters of discrimination or sexual harassment.

Noor-Ul-Iman will not tolerate any retaliation against an individual for consulting or cooperating with his or her supervisor in any matter regarding discrimination or sexual harassment.

RETALIATION

Retaliation is an adverse job action taken against an employee as a direct result of opposition to an unlawful employment practice, making a complaint of employment discrimination or sexual harassment, or participating in an investigation or lawsuit regarding discrimination or sexual harassment. Retaliation includes, but is not limited to suspensions, loss of normal work assignments, adverse comments or other forms of harassment.

CONFIDENTIALITY

All matters regarding discrimination or sexual harassment will be handled with the utmost professionalism and respect. Information provided by individuals who are making a complaint of discrimination or sexual harassment will be treated confidentially. This means that information obtained from a person who seeks the assistance of a supervisor, principal or the School Executive Committee will not be discussed except as necessary to investigate and resolve a complaint.

CONCLUSION OF INVESTIGATION

At the conclusion of an investigation, the supervisor, principal or School Executive Committee will submit a confidential written report with the findings of the investigation. If a finding of discrimination or sexual harassment is substantiated, the School Executive Committee will recommend appropriate corrective action.

Corrective action may include, but is not limited to, disciplinary measures such as reprimand, suspension, probation, demotion, fine or termination. Disciplinary measures shall be taken in accordance with any applicable provisions of law, rules and regulations.
SECTION III – SUSPECTED CHILD ABUSE

PART I – NEW JERSEY CHILD ABUSE LAWS

<table>
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<tr>
<th>Code Section</th>
<th>9:6-8.9, et seq.</th>
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<td>What Constitutes Abuse</td>
<td>Physical injury by other than accidental means; causing substantial risk of death or serious disfigurement or protracted impairment of physical or emotional health; sexual abuse or acts of sexual abuse; willful abandonment; willful isolation of ordinary social contact to indicate emotional or social deprivation; inappropriate placement in institution; neglect by not supplying adequate care, necessaries or supervision</td>
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<td>Mandatory Reporting Required By</td>
<td>Any person</td>
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<td>Basis of Report of Abuse/neglect</td>
<td>Having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse</td>
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<td>To Whom Reported</td>
<td>Division of Youth and Family Services (they also maintain a 24-hour hotline) in Department of Human Services</td>
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<td>Penalty for Failure to Report or False Reporting</td>
<td>Knowing violation: disorderly person</td>
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PART II – COMPLAINTS and INVESTIGATIONS

PROCEDURE

If a faculty member, staff member or volunteer suspects an incident of child abuse, he or she should document his or her concerns in writing and immediately contact a member of the School Executive Committee. The administrator will work diligently to investigate the matter with the utmost professionalism and respect.

The investigation will follow the following procedures:

- Student and parent contact will be made by the administrator to seek further information.
- Intervention by the School Counselor or Imam might be sought.
- The NUI legal counsel will be consulted to determine if the suspicion constitutes a reportable offense.
- The Division of Youth and Family Services will be contacted based on legal advice.
Noor-Ul-Iman will not tolerate any retaliation against an individual for consulting or cooperating with the School Executive Committee member regarding suspected child abuse.

CONFIDENTIALITY

All matters regarding suspected sexual abuse will be handled with the utmost professionalism and respect. Information provided by individuals who are voicing suspicions will be treated confidentially. This means that information obtained from a person who seeks the assistance of a School Executive Committee member will not be discussed except as necessary to investigate and resolve a complaint.

CONCLUSION OF INVESTIGATION

At the conclusion of an investigation, the School Executive Committee member will submit a confidential written report with the findings of the investigation and any actions taken.