

# Bayaan Academy



**Pre-K to Grade 10**

## **Faculty-Staff Handbook 2020-2021**

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### **BAYAAN ACADEMY's Head of School**

It is the role of the Head of School to provide overall supervision and guidance to the Vice Principal and to provide the overall direction to the school.

### **BAYAAN ACADEMY's Vice Principals, Instructional Leader & Campus Directors**

It is the role of the Vice Principals, Instructional Leader, and Campus Directors to guide, supervise, evaluate and support each Bayaan Academy faculty- and staff-member.

### **BAYAN ACADEMY's Hifdh Program Director**

It is the role of the Hifdh Program Director to provide guide, supervise, evaluate, train and support each Bayaan Academy Hifdh Program teacher and volunteer.

### **BAYAAN ACADEMY's Board of Directors**

The role of the Board of Directors is to:

1. Ensure the financial stability of the school.
2. Set the school's mission with input from the Head of School, Vice Principal, faculty, staff and parents.
3. Set the school's policies based on recommendations of the Head of School and the Vice Principal.
4. Support the Vice Principal in her day-to-day operation of the school.

The Board of Directors meets once per month and welcomes input from the Faculty and Staff through the Vice Principal and the Head of School. Agenda items must be submitted one week before meetings.

### **Note to Faculty & Staff**

By agreeing to abide by the policies and procedures of BAYAAN ACADEMY, each faculty- and staff-member is agreeing to abide by the policies and procedures in the handbook, in addition to any policies or procedures instituted after the handbook has been printed. Any policies and procedures instituted after the handbook has been printed will be communicated to all members of the faculty and staff via email or web-site posting.

# Bayaan Academy

## FACULTY & STAFF HANDBOOK (2020-2021)

### School of Thought Followed by Bayaan Academy

BAYAAN ACADEMY is a Sunni school and follows the teachings and tenets of Ahl-us-Sunnah wa-l-Jamaa'ah.

### VISION

Bayaan Academy prepares its students to be torchbearers for future generations and to be successful in this life and the hereafter.

### MISSION

Bayaan Academy fosters a God-conscious culture where everyone is valued and respected, providing a nurturing environment which cultivates students' creativity and their academic, social-emotional, physical and spiritual growth.

Bayaan Academy strives to provide the highest academic standards in Language Arts, Math, Science, Social Studies, and Technology, with equal focus on the Qur'an, Tafseer, Arabic to Understand Qur'an, Sunnah (Prophetic traditions), and Islamic Education.

### Bayaan Academy's "Core of Four"

1. Islam, Iman, Ihsan  
[True Submission to Allah's Laws, Belief in the Pillars of Faith, Excellence in All We Do]
2. Compassion
3. Respect
4. Accountability

### Non-Discrimination Policy:

Bayaan Academy is committed to admitting students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

### Religious & Ethnic Tolerance

All members of Bayaan Academy's faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all faculty, staff, parents and students.

Members of Bayaan Academy's faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by Bayaan Academy while on Bayaan Academy property, at Bayaan Academy events or to Bayaan Academy students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites. Religious symbols of any religion other than Islam cannot be worn or displayed, unless they are being displayed for educational purposes and with administrative approval.

### No Smoking Policy

As part of Bayaan Academy's mission to provide a safe and nurturing atmosphere for its students, staff, and parents, smoking is NOT allowed on campus at any time.

### Dismissing Students, Parents and/or Staff

Bayaan Academy reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.

Bayaan Academy also reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.

Bayaan Academy also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

## General Duties and Responsibilities

Bayaan Academy, as an Islamic school, is committed to operating within the framework of Islamic teachings following the Sunni math-hab, and its policy is to employ teachers and staff who support the school's Islamic program in pursuit of high educational standards.

Hifdh Program teachers are the employees of Ahlul Quran Academy (AQA) and will be guided by AQA employment guidelines. Sections A, B & C below pertain to Bayaan Academy employees only. All other general duties and responsibilities apply to both Bayaan Academy and AQA employees.

### **A. Prior to Employment**

**Faculty and staff, prior to being employed by BAYAAN ACADEMY, must:**

- Read and/or understand the school's guidelines, policies, handbooks and bylaws.
- Complete an Employment Application
- Submit Employee References
- Submit to a Level II Background Screening: VECBS (All Staff) and DCF (All staff working with or coming into contact with PreK)
- Read carefully and sign a Job Offer detailing rights, duties, salary, and benefits.

### **B. Upon Employment**

**Faculty and staff, upon commencing employment with the school, are expected to:**

- Complete an Employee Information form along with a W-4 and I-9 accurately and completely. *Note: Throughout the year, any changes to address, telephone information, etc. must be updated with the Office.*
- Complete and submit an Authorization Form for Direct Deposit.
- Receive basic supplies required to fulfill their duties. Additional items may be required for specific classes.
- Submit an Item Request Form, if the needed item is not provided. This Form may be submitted, if needed, during the school year. The Vice Principal must pre-approve all requests.

### **C. Compensation Policy, Benefits & Pay Periods**

Faculty and staff will be compensated, at hiring, based on their Position, Degree, Years of Experience, Certifications, as they fit into the school budget based on enrollment. Each year, upon renewal of contracts, compensation will also take into account teacher/staff evaluations. Three - 10% may be added as a Merit Pay Bonus upon contract renewal, if the budget allows.

#### **Benefits**

- 1) 7 Paid Personal/Sick Days per 10 months of Full-Time Employment  
Personal Days are accrued at a rate of one day per every six weeks worked.  
Unused days will be compensated at the end of the year at the rate of 33% of actual salary.
- 2) Voluntary Staff Benefits. Bayaan Academy will pay up to \$30 per month towards each covered staff-member's benefits.
- 3) 401K Benefits. Bayaan Academy will contribute \$25 per month towards each enrolled staff-member's plan. Staff-members may contribute as much as they like up to a maximum of \$18,000 per year. In order to qualify for the 401K, staff-members must work a minimum of 800 hours per academic year.

#### **Pay Periods**

There are two pay periods per month: From the 1<sup>st</sup> – 15<sup>th</sup> of the month; and from the 16<sup>th</sup> to the end of the month. Paychecks will be direct deposited on the 20<sup>th</sup> of the month for the 1<sup>st</sup> pay period and on the 5<sup>th</sup> of the following month for the second pay period. Any discrepancies in pay should be discussed with the Accounts Manager.

If the 5<sup>th</sup> or 20<sup>th</sup> of the month fall on a weekend, paychecks will be direct deposited the first business day following the weekend or day off.

The final paycheck will be issued only after successful completion of end-of-year procedures and submission of all necessary books, documentation, keys, etc.

## **D. Summary of Duties**

### **Faculty and Staff are expected to:**

1. Read, understand and abide by all policies and procedures in both the Faculty-Staff Handbook and the Student-Parent Handbook.
2. Understand that the school expectation from the Muslim faculty/staff is based upon the concepts and principles of Islam.
3. Promote the objectives, philosophy and policies of the School, and foster a healthy and positive school environment, physically and spiritually.
4. Diligently perform all instructions/teaching assignments/extracurricular assignments with professional integrity as given.
5. Maintain a portfolio for each student for each subject with three samples of work per quarter.
6. Comply with the governing laws, rules and regulations of the State of Florida, as well as the policies, manuals, and rules and regulations of Bayaan Academy.
7. Cooperate fully with the administrators to advance the development of each student. This will include keeping and submitting Tutoring Logs and Test Analyses.
8. Confer with parents/guardians and students as requested and/or required with documentation.
9. Arrive and leave on time and participate fully in faculty meetings and school activities.
10. Maintain student privacy. Student academic performance, behavior, and health conditions are to be kept in the strictest confidence. These topics are to be discussed only with the administrators, parents, the students concerned and/or other teachers who are also dealing with the same issues with the same student. These topics are not for discussion with staff-members and/or community members.
11. Secure student records. Such records are the property of Bayaan Academy and shall be surrendered to Bayaan Academy promptly when requested and/or when the school academic year ends.
12. Exercise reasonable care and supervision of students and classroom facility.
13. Ensure the safety of the students on school premises and on field trips.
14. Follow their scheduled duties (supervise students daily during assembly, Wudu', Salat and/or other academic/religious obligations) and willingly forfeit free time if needed elsewhere in the school.
15. Honor the allotted time to provide other related professional services in the classroom and other assigned rooms.
16. Attend: All Assembly Programs, Parent Meetings, Conference Days, Orientation Days, Teacher Development Days, Staff Meetings and Fundraising Programs.
17. Maintain the condition of the items in their classroom: Not allow students to write on/vandalize desks; not allow students unauthorized access to computers, supplies, etc.
18. Create a syllabus for each subject and submit electronically to the Instructional Leader. The syllabus should contain:
  - Weekly plans for subject and chapter coverage
  - Dates of planned quizzes and tests
  - Dates of exams
  - Due dates of major projects
  - Make-up procedures for excused absences
  - Grade distribution for the following areas:
    - ✓ Homework
    - ✓ Pop quizzes
    - ✓ Class participation
    - ✓ Extra credit activities – To a maximum of 5 points per subject per quarter that can be added to a final grade.
    - ✓ Pre-class preparation
    - ✓ Scheduled quizzes and tests
    - ✓ Scheduled exams



## **E. Professionalism:**

### **Faculty and Staff are expected to:**

1. Be professional, mission-oriented educators.
  1. Acquaint themselves well with the behavior management policies and procedures.
  2. Understand their duties and job descriptions.
  3. Be creative and take initiatives within the context of the school's philosophy, the adopted policies and professional standards.
  4. Be committed to the educational growth of all children academically, socially, and Islamically, and to encourage them to seek knowledge in a professional manner.
  5. Adhere strongly to the Islamic code of conduct.
  6. Have a positive attitude when communicating with staff, parents, and students.
  7. Be cooperative and supportive of individual uniqueness.
  8. Keep their eyes on the surroundings and report to the office any strange event(s) and/or person(s) in or around the school grounds.
  9. Do their best to realize the curriculum objectives in their areas of instructions.
  10. Be creative in adding materials to the standard curriculum, given that they meet the minimum requirements. This added material must be appropriate for the Islamic school environment.
  11. Be kind when they draw students' attention to their misbehavior and advise them on how to modify their behavior.
  12. Be generous when praising students for their accomplishments and good study habits, thereby encouraging them to do better.
  13. Avoid controversial matters in Islamic beliefs and/or practices and support all arguments regarding Islam by evidence from the Qur'an and the Sunnah. If there is any question regarding Islamic evidence, such questions should be referred to the Islamic Studies' teachers.
  14. Be optimistic and confident that each student can attain academic excellence in his/her own way.
  15. Be fair and clear in grading procedures and practices. All writing assignments and projects must have a clear rubric that the students are made aware of at the time the assignment is given.
  16. Make sure that students' evaluations are comprehensive. Such evaluations should include as many as possible from the following items: attendance, homework, quizzes, class participation, pre-class preparation, behavior, tests and exams.
  17. Strongly emphasize class participation and promote students' involvement in group discussions and activities.
  18. Be fair and committed to the student's achievement and long-term retention of information.
  19. Adhere strongly to the Islamic dress code as follows:

#### ***All Staff:***

- No jeans, except on Staff Workdays.
- Some type of socks should be worn.
- Shoes should be close-toed and close-heeled.
- Tattoos must be concealed if possible.

#### ***Male Staff Dress Code:***

- Loose-fitting modest pants.
- No gold jewelry.

#### ***Muslim Female Staff Dress Code:***

- Scarf must be worn, which covers all hair, ears and neck.
- Long sleeves must be worn at least to the wrist.
- Loose-fitting outfit must be at least ankle-length. Options:
  1. Jilbab or Abaya
  2. Loose-fitting blouse over loose skirt
  3. Knee-length blouse over loose pants
  4. Sharwaal-Qamees
- Clothing must be non-transparent.
- No make-up (including kohl, eye-liner, etc.), perfume, nail polish (color or clear) or fake nails are allowed.
- Fingernails must be kept short and clean.

***Non-Muslim Female Staff Dress Code:***

- Clothes must be loose-fitting and non-transparent.
- Sleeves must be at least to the elbow.
- Pants must be at least ankle length.
- Tops worn over pants or skirts must be at least mid-thigh in length.
- Tops cannot be low cut.
- Dresses and/or skirts must be at least mid-calf. If either has slits, these cannot be higher than mid-calf.
- No religious symbols may be worn.
- No excessive/bright make-up may be worn. This includes multi-colored nail polish and fake nails, as well as fake eyelashes.

**F. Daily Duties and Responsibilities:**

**Faculty and staff are expected to:**

1. Check email every morning before coming to school or immediately upon arrival.
2. Sign-In and Sign-Out on a daily basis. Paychecks will be based/determined on/by Sign-In/Sign-Out records.
3. Check school mailbox or upon arrival daily and before leaving each day, if on-campus.
4. Perform assigned duties.
5. Accurately record students' tardiness or absence. Attendance is a legal record, and accuracy on these records is legally essential.
6. Sign-out any time they leave the school during the school hours, with permission, and sign in when they return to school.
7. Escort, supervise, and/or observe their students at all times.
8. Never leave their classrooms unsupervised and avoid excessive socialization with other teachers, staff members or parents during school hours.
9. Complete all required schoolwork. It is understood that all work cannot be completed during the planning periods and must be completed after school hours.
10. Plan all instructional activities in advance with clear objectives as outlined in the curriculum.
11. Integrate Islam into all subjects wherever and whenever possible, unless instructed otherwise.
12. Make the relevance and purpose of each lesson clear for substitute teachers, when needed.
13. Make sure that instructional materials and methods support the desired objectives and motivate student learning.
14. Reward students in the form of positive encouragement and never give candy or sodas to students as incentives
15. Erase the marker board, clear desks and arrange them in orderly formation, clear the floor of all items, turn off lights and set air conditioning on proper setting before leaving their classroom at the end of the day. Students may assist in many of these duties.
16. Follow the dismissal procedure of their students.

**G. Planned or Unplanned Absence:**

It is understood that faculty/staff may need to be absent or leave school during a school day for a variety of reasons.

It is each staff-member's responsibility to follow the proper procedures when leaving campus and to ensure that he/she is aware of anything that has transpired in his/her absence as it pertains to him/her and/or his/her students.

### **Absence Request Form**

#### Planned Absence:

1. Submit form in advance to the campus administrator for approval, and so a substitute can be assigned.
2. Submit detailed Lesson Plans to the Campus Director and copy Instructional Leader & campus's Administrative Assistant.
3. Ensure Substitute Folder (2-pocket folder) is available with the Campus Director. Substitute Folder should include: Class Roster; Classroom Policies; Daily Schedule; General Assignments, unless was pre-planned; and General School Policies.

#### Unplanned Absence

1. Call Campus Director as soon as you know you are going to be out. If no one is there to answer the phone, you must leave a message. Also send a text message.
2. Email the Campus Director and copy the Instructional Leader and the Administrative Assistant on of that campus. Attach Lesson Plans if possible.
3. Make sure Substitute Folder is available with Campus Director.
4. Submit Absence Request form upon your return.

### **Leaving Campus during School Day**

During Scheduled Teaching or Duty Time  
Submit Absence Request Form with Lesson Plans

### **H. Staff Meetings:**

#### **Faculty and Staff are expected to:**

1. Attend all staff meetings and consider them essential to their own professional development.
2. Be on time and prepared (e.g. reading any available background material).
3. Bring their grade books and other material related to their own class or subject to be ready to answer any question.
4. Get involved in the discussions of the current issues that are relevant to the progress of the school.
5. Make every effort to bridge the gap and reach a consensus, whenever differences of opinion exist about a particular issue.
6. Never carry statements and differences of opinions expressed in the meetings outside the meeting room.
7. Never use these staff meetings to air any personal issues, whether it is for an individual or a group of teachers.
8. Get involved in small group discussions after the meeting to address and resolve specific issues and concerns.
9. Be aware of and maintain minutes of the meeting for reference.
10. Keep record of the issues discussed and the decisions that were made in these meetings.

## Instructional Duties and Responsibilities

### **A. Class Management:**

#### **Teachers are expected to:**

1. Clearly define, explain and practice the class rules and procedures in order to ensure total compliance of students.
2. Spend a good deal of time in the first 2 weeks of the school reintroducing, teaching, modeling, and practicing procedures until they become routines.
3. Re-teach and rehearse the procedures periodically.
4. Post the procedures and consistently remind their students about them.
5. Be creative in making few, simple and easy-to-learn classroom procedures.
6. Apply the same routine for new students who didn't attend at the beginning of the school year.
7. Consistently remind students that they are expected to come to school every day, virtually or in-person, on time, ready to learn and do work.
8. Encourage students to take an active role in all school activities, and to behave Islamically and respectfully toward people of all ages, races, ethnic groups, and of both genders.
9. Remind students that school rules are in place to help ensure a safe environment so that each child receives a quality Islamic education; and to develop self-discipline; to prevent trouble from arising; and to make Bayaan Academy a safe and wholesome place to learn.
10. Be an effective positive partner in managing the students' behavior.
11. Communicate to parents any concerns about their child(ren). Positive parental involvement is crucial to the success of the discipline policy.
12. Closely adhere to the policies and cooperate fully with the administrators to implement them.
13. Try to identify and understand the reasons for the child's misconduct.
14. Remind the misbehaving student with the consequences for his/her misbehavior.
15. Give a clear warning to the student's unwillingness to follow rules.
16. Accompany students to lunch and prayer and never allow unruly behavior.
17. Prevent students from eating in classrooms or from wasting food.
18. Ensure continuous supervision of students from the beginning of the lunch, recess and prayer periods to the end.
19. Submit classroom library books, AV materials, and non-instructional posters to the Instructional Leader for approval before being brought into the classroom.

### **B. Homework:**

#### **Teachers are expected to:**

1. Make sure that homework assignments are school-related activities that need to be completed outside the regular school day.
2. Never use homework as a tool to punish students or just to keep them busy. Homework is intended to reinforce what students learn in the classroom and to prepare the student for the next day's work.
3. Use homework to encourage students' use of library resources and the Internet when appropriate.
4. Gear homework to help students learn good study habits and attitudes, and to learn how to work independently and develop discipline and a sense of responsibility.
5. Allow enough time when assigning projects, reports, or papers.
6. Communicate with other teachers who teach the same students to coordinate assignments, projects, tests, etc. so that students are not overloaded.
7. Teach students how to plan their time wisely so as not to get behind in their assignments.
8. Clearly define the criteria for homework evaluation; have clear rubrics.
9. Inform the parents, in writing or via email, if the student fails to hand in their assigned homework.
10. Make sure that the quantity of homework assigned falls within acceptable guidelines:
  - PreK 15 – 30 Minutes per Day (A + H ≤ 30 Minutes)
  - Kindergarten 20 – 40 Minutes per Day (A + H ≤ 40 Minutes)
  - 1<sup>st</sup> Grade 30 – 60 Minutes per Day (A + H ≤ 60 Minutes)
  - 2<sup>nd</sup> & 3<sup>rd</sup> Grades 45 - 75 Minutes per Day (A + H ≤ 75 Minutes)
  - 4<sup>th</sup> & 5<sup>th</sup> Grades 60 – 90 Minutes per Day (A + H ≤ 90 Minutes)
  - 6<sup>th</sup> - 8<sup>th</sup> Grades 90 – 120 Minutes per Day (A + H ≤ 2 Hours)
  - 9<sup>th</sup> Grade + 120 -180 Minutes per Day (A + H ≤ 3 Hours)

### **C. Student Progress Assessment:**

#### **Teachers are expected to:**

1. Adopt very clearly defined criteria for student progress, and outline them in lesson plans, class expectations and quarterly syllabi.
2. Give the students just enough homework assignments, tests, quizzes, projects, essays, etc. to produce the most accurate indication of student effort and progress.
3. Design the quarter/semester exams so that they measure the students' achievement over one quarter and long-term retention of information covered.
4. Be accurate and factual when reporting student progress to the parents at the parent-teacher conferences, and through GradeLink and Report Cards.
5. Perform Test Analyses on each test given to determine areas of weakness and to allow for re-teaching of concepts where necessary.
6. Test Re-Takes and/or postponements should not occur.
7. Extra Credit cannot count for more than 5% of a quiz, homework, test or project grade.

#### **Note RE: Missed Homework, Classwork, Quizzes, Tests or Other Assignments due to Student Absence:**

Teachers cannot allow students to make up any work missed because of absence and receive credit for it, until and unless they submit a signed Absence Excuse Form. Students will have a limited number of days to make up the work: 1 day for each day missed up to a one-week maximum.

#### **Grade Distributions**

Grade distributions will be pre-determined at the beginning of each school year with flexibility based on administrative approval.

#### **Grade Books**

1. Each teacher must maintain a physical gradebook and record all grades and attendance, even if an electronic record exists.
2. The campus administrators, at any time, may request to review the grades in the physical grade book.
3. Grade books must be kept in a secure place.
4. Physical grade books are the property of Bayaan Academy and must be submitted at the end of each school year or at the end of the term of employment, whichever comes first.
5. Information in the gradebooks cannot be shared by teachers with anyone other than whom the grades pertain to.

### **D. Behavior Management:**

#### **Teachers are expected to:**

1. Read and understand the school discipline policy, which is found in the Student-Parent Handbook.
2. Follow the procedures they have established in their classrooms, for minor infractions. Teachers should have posted/published policies that all of their students and parents are aware of.
3. Refer the misbehaving student to the Campus Director with the proper form(s), for major infractions.
4. Be consistent and fair in referring students and reporting incidents to the Campus Director.
5. Avoid referring students to the office too soon or too late.
6. Never mislead students about behavior expectations. Mixed signals may cause students to become repeat offenders thinking that they will not face any consequence for their misbehavior.
7. Encourage students to comply with the rules, because severe consistent disregard for the school policies and rules will eventually lead to extended suspension or expulsion.
8. Allow the Campus Director time to implement the steps of the discipline policy.
  - Students committing major offenses will be subjected to a variety of disciplinary actions, which may include, but will not be limited to, in-school detention, work assignment, and/or suspension.
  - If the student continues to disregard the discipline policy and the school code of conduct, he/she will be referred to the Vice Principal for further assessment.
  - When necessary, disciplinary conferences with parents will be scheduled to discuss the matter and to devise an action plan to modify the students' behavior and attitude. Parent conferences have consistently produced an improvement in student behavior.

## **E. Character Development as a Preventative Measure**

### **Teachers are expected to:**

1. Focus on developing the characters of their students through the teachings of Islam.
2. Engage students in conversations that will help them understand their behaviors and how to improve them.
3. Participate in assemblies and presentations and encourage students to present original work stressing the importance and benefits of high moral character.

## **F. Field Trips:**

### **Teachers are expected to:**

1. Begin the process with rationalizing the need for a field trip for their classes.
2. Make sure that the field trips constitute the extended classroom approach to learning.
3. Place emphasis on educational places. (e.g. museums, factories, plants, laboratories, educational institutions, and other facilities that provide students with hands-on experiences).
4. Make sure that transportation is available on the day of the intended field trip, before they fill the Field Trip Request Form.
5. Submit the Field Trip Request Form with any supporting documents to the office at least two weeks in advance for approval.
6. Be specific in requesting the field trip about the trip's location, date, purpose, cost, names of chaperons, times of departure and arrival.
7. Confirm the Campus Director's approval before sending home parent permission slips.
8. Collect parents' permission slips with the fees at least two days in advance.
9. Confirm reservations and other arrangement with the authority of the facility to be visited.
10. Make arrangements to provide the needed chaperones and any substitutes needed to cover their other scheduled assignments.
11. Plan a class activity as a follow-up work assignment to ensure that the trip is an educational extension of a particular topic in the curriculum.
12. Make sure that the school uniform is worn during the field trips, unless written permission is given by the Campus Director.
13. Make sure to comply with the required ratio of chaperones to students:
  - PreK (1:3)
  - K – Grade 5 (1:5)
  - Grades 6 + (1:7)

## Communication with Parents

### **A. Routine Communication:**

#### **Teachers are expected to:**

1. At the beginning of the school year, introduce themselves in writing to the parents/guardians of each of their students even if they are their friends or relatives.
2. At the beginning of each quarter, provide parents/guardians of their students a syllabus outlining the quarterly goals and objectives.
3. Keep direct communication with parents in order to assist them in following the progress of their children.
4. Make their communications with parents positive and issue-oriented.
5. Never surprise parents with the lack of progress of their children.
6. In addition to the conference days specified in the school calendar, make an effort to meet or call parent(s) of their students at least once every quarter.
7. When meeting with parents, address their child's special needs and concerns in which the parent can play a major role.
8. Be proactive and never rely solely upon the parents taking the initiative to contact them.
9. Keep records of all parent conferences by filling out and signing the Conference Form. The original should be kept with the teacher, and a copy given to the parent and the Vice Principal. Keeping such records of meetings will be helpful for tracking and improving students' overall performance.
10. Follow up on any issues or plans of actions that were discussed in their communications to demonstrate to the parents their commitment to their child's progress.
11. Update GradeLink regularly and consistently, so that parents are assignments, aware of grades, missing work, etc.

### **B. Parent-Teacher Conferences:**

Parent-Teacher conferences should be scheduled at least three times per year: Once after administering Fall and Winter standardized testing and once before the middle of the 4<sup>th</sup> quarter.

#### **Teachers are expected to:**

1. Seek to meet both parents, if possible, in the meeting except in the case where the student has a single parent.
2. Set enough time for the conference and never schedule back-to-back conferences unless highly necessary. A minimum of 20-30 minutes is required to adequately discuss concerns and strategies for improvement.
3. Be ready and prepared to give specific answers to specific questions.
4. Inform parents about their child's abilities, skill levels, achievements and behavior.
5. Be organized before the conference (bring grade book, test scores, samples of student work, behavior records, and attendance records, etc.)
6. Greet parents by name and make them feel welcome
7. Arrange conference seating so everyone can be comfortable.
8. Begin the conference with a positive statement about the child's ability to excel, study habits, or interests.
9. Be specific in their comments and suggest a course of action to remedy any weakness or problem.
10. Suggest specific things parents can do at home to help their child.
11. Ask for parents' opinions and make sure to hear them out, even if their comments may sometimes seem hostile or negative.
12. Focus on the student's strengths. It is easy for parents to be defensive.
13. Avoid being overly critical and try to highlight the child's strengths and needs without dwelling only on weaknesses.
14. Use positive body language to let parents know that they care for their child.
15. Never feel that they have to be all-knowing or always right.
16. Never yell, shout, or use inappropriate language or gestures, even if the parents act improperly.
17. Summarize & document the main points of discussion in the meeting & the actions they & the parents will take. Make sure Conference Form is reviewed and signed by all conference participants.

### **C. Student Progress Conferences:**

#### **Teachers are expected to:**

1. Make sure to schedule a conference with the parents in the event that a student is not making satisfactory progress academically or behaviorally.
2. Compile or list all of the needs of the student to make the needed progress academically.
3. Discuss the possible strategies and resources available to address the student's needs.
4. Establish realistic goals to achieve in one-to-three-month period for the student to make significant progress.
5. Review progress on these goal(s) set by them and the parents within two weeks.
6. Report the progress to the parents in writing before they schedule another meeting if needed.
7. List all of the most recent infractions and /or incidents of misbehavior involving the student.
8. Review the previous reports of misbehavior and their consequences.
9. Discuss the different possible consequences relevant to the case at hand and the strategies to be adopted to address the overall problem.

### **D. Teacher-Parent Communication Log**

#### **Teachers are expected to:**

1. Keep a running log of communication with parents.
2. Speak to the parent(s) of each student by phone or in person at least once per month.



## Overall Performance Duties and Responsibilities

### A. Faculty/Staff Morale and Attitudes

#### **Faculty and Staff are expected to:**

1. Consider themselves educators with a noble mission, which is to establish an Islamic institution of learning.
2. Work at Baayan Academy because of a genuine belief in the importance of and the impact that this institution has on the future of our Muslim children.
3. Be willing to and participate in school functions when given adequate notice of the schedule of events.
4. Show higher level of morale at all times. Staff morale has a positive impact on the morale of the students and their parents.

### B. Teachers' and Non-Teaching Staff's Annual Evaluations

#### **Teachers are expected to:**

1. Perform at their highest level and match the highest standards of performance for their grade/subject.
2. Focus on maximizing the extent to which they can be successful in achieving the objectives of their grade/subject curriculum.
3. Be keen to identify and understand the strengths and weaknesses of their overall academic performance and plan for the continuous improvement of their academic performance from year to year.
4. Cooperate with the Vice Principal in this process to guide, assist, and encourage them to improve the quality of their performance and to attain the greatest possible degree of professionalism.
5. Cooperate and to do their best to make this process a fruitful one.

#### **Teachers' Evaluation Procedure**

- The procedure will include both a pre- and post- observation meeting with the Instructional Leader/Head of School.
- The individual teacher evaluation is conducted through several classroom (*or equivalent*) visits throughout the year. The observations shall be shared verbally or in writing with each teacher before presenting the results to the Head of School.
- The observer shall fill out a class observation form and turn it in to the Instructional Leader. The form shall be reviewed and signed by the teacher.
- New teachers and staff are observed and evaluated in the first quarter. If poor or inadequate performance is observed, notice will be given within the first 7 days.
- All other teachers and staff will be evaluated by the end of the first 90 days of school.
- Administrators shall conduct frequent short random visits for general observations and discuss the outcome of these visits with the teachers.
- The overall evaluation shall take into consideration the outcome of direct observations, teacher's participation in committees and staff meetings, surveys, self-critiques, and feedback from parents, students, and/or peers. It also includes classroom appearance, teacher's ability to administer the school's discipline policy as outlined in the Student-Parent Handbook, teacher's lesson plans, teacher's efforts towards professional development and the overall attitude and compliance with the school's policies and procedures.
- Overall evaluations shall be submitted to the Head of School with specific recommendations about each teacher. The recommendations are to be limited to: (a) non-renewal; (b) conditional renewal of contract; (c) renewal at same salary; (d) renewal with Merit Pay Increase.
- In any case, teachers shall be notified about the decisions.

Teachers and non-teaching staff will be given a list of Performance Criteria at the beginning of the school year (*or employment*). They will also have access to the Observation Forms, so that they know exactly what the evaluators'/observers' expectations are of them.

Teachers and non-teaching staff will also be asked to evaluate the performance and effectiveness of administrators. Only in this way can the administrators be made aware of areas of strength and areas needing improvement. All evaluations should be as honest and clear as possible to allow for growth and development of each individual and of the school.

## Safety & Security Duties and Responsibilities

### A. General Safety:

#### **Teachers are expected to:**

1. NOT use their cell phones for calls, texting, checking email or social media, while they are in charge of student supervision.
2. Observe the arrival of students to ensure their safety.
3. Strive to provide an environment that is both secure and safe for the children.
4. Report any emergencies immediately. Only designated teachers/staff members who have successfully completed the First Aid & CPR courses may perform first aid. In cases of emergency, teachers/staff should contact the front office or the Campus Director.
5. Be aware of their surroundings at all times and report anything unusual to the office.
6. Supervise their students to clean their classrooms at the end of the day. Teachers are responsible for the neatness and cleanliness of their classroom.
7. Report all safety and health concerns to the office immediately.
8. Report any stranger roaming the campus to the office immediately.
9. Be always aware of their students' movements and activities around their classrooms.
10. Assume the responsibility of their students' safety for early arrival or late dismissal.

### B. Playground/Field Safety:

#### **Teachers are expected to keep in mind that:**

1. The playgrounds should only be used by the students of the appropriate age.
2. Children must be closely observed and supervised by their teachers at all times and especially while on the playground. Cell phones may not be used except to report an emergency or request assistance.
3. When a student is not behaving well or not complying with safety instructions, the teacher should send the student to the office accompanied by a staff person.
4. They should inform the office if any playground equipment needs to be checked to ensure students' safety.
5. There should be a maximum of two classes at a time on the playground (TT).
6. Teachers backs should never be turned to the students, and teachers should not be socializing with each other. Vigilance at all times is essential.

### C. Communicable Illnesses:

#### **Teachers are expected to:**

1. Send any student who may have any communicable illness to the office to ensure that the illness is not spread.
2. Inform the office to immediately contact the parents to inform them that their child was removed from the class because of illness or other safety concerns.
3. Inform office of any suspicion of head lice. Head lice are to be checked by approved administrative staff only.

#### **Notes:**

1. If an illness reaches epidemic proportions, the school is to be canceled for a few days.
2. If the health problem or the disease is communicable (i.e. chicken pox, lice), all parents are to be alerted in writing to watch for any symptoms or changes in their children's health.
3. If a child complains of being sick or if a teacher feels that the child is sick, the parents are to be contacted and the child is not to be sent back to class.
4. If neither parent can be reached, and if a treatment with over-the-counter medication is necessary and possible, and if the parents have signed consent to administer such medication, only the approved designated staff members are to administer the medication.
5. When a sick student is waiting in the office to be picked up by his/her parent(s), the sick child is to be observed by the office staff and should be sitting comfortably or lying down. Sneezing and/or coughing students should also be wearing a face mask to ensure germs are not spread.

## **D. Medical Emergencies:**

### **Teachers are expected to:**

1. In case of life-threatening emergencies, if a student passes out, or if there is severe bleeding, contact 911 then Campus Director or Head of School, then the parent.
2. Assume command of the situation in case of student injury. If the injury appears to be serious, the injured student should not be moved, rather the following steps should be taken:
  - If bleeding occurs, immediate attempt must be made to stop the bleeding.
  - If possible, gloves are to be worn while trying to stop the bleeding.
  - The injury must be reported to the office immediately.
  - The office must call for an ambulance.

### *Notes:*

1. When there is a need to transfer an injured student to the nearest hospital, a staff member should accompany the student if the parents are not able to arrive on time.
2. A signed release form allowing the school to treat the student must accompany the student to the hospital.
3. All incidents have to be reported to the office and the proper forms have to be filled out immediately by whoever witnessed the injury/event. The parent must sign and receive a copy of this report before the end of the day or before the child is taken home, whichever comes first. In the case that the parent is not the one picking up the student, he/she must be contacted and informed of the incident/injury. Whoever is picking up the child must sign the report.
4. In the case where a colleague is injured on the job or on school property, the same procedures must be followed.
5. Information about the school's Student Accident Insurance policy and procedures for filing a claim should be shared with parents whose children may need medical attention that might not be covered, in its entirety, by their personal insurance.
6. Information about the school's Worker's Compensation Insurance policy and procedures for filing a claim should be shared with staff-members who are injured on the job.

## **E. Fire, Emergency & All Other Drills:**

### **Teachers are expected to:**

1. Never panic or make students panic.
2. Make sure that students are listening and following directions calmly.
3. Check if any student is using the bathroom and to take account for all absent students.
4. Be the last person to leave the building/classroom and to close the doors behind them to contain the fire, in the case that there is an actual fire.
5. Follow the fire escape/emergency evac route posted in their classroom to the designated Assembly Area.
6. Take attendance when arriving at the Assembly Area and inform the office if a student is missing.
7. Make sure that their students take this procedure seriously and follow all details even during fire drills.
8. Stay with their classes in the designated assembly area until they are informed to go back to class.
9. Escort their students back to class, when they are informed that it is safe to do so.
10. Discuss with their students any problems in their responses after each fire or emergency drill.
11. Return the fire/emergency drill attendance record form to the office.

## **Additional Policies, Definitions, etc. in Alphabetical Order**

### **Accidents / Incidents and Reporting Them**

1. All accidents, even if they do not lead to a serious injury must be documented and reported.
2. All incidents out of the ordinary, even if they do not cause physical injury, must be documented and reported. Incidents may include but are not limited to:
  - An Elementary student dropping his/her pants in front of other students;
  - A student being overly “touchy” with another student, whether of the same or opposite gender;
  - A student blurting out profanity or other inappropriate vocabulary in front of others;
  - Etc.
3. First Aid Kits are located strategically throughout the buildings, and all staff-members should be aware of their locations. First Aid Kits should also be on the bus and with teachers on Field Trips.
4. Gloves must be worn before dealing with any bodily fluids.
5. Appropriate first aid to be administered:
  - a. Bumps and bruises iced
  - b. Cuts/scrapes washed with soap and water
  - c. Insect bites rinsed with cool water
6. All accidents/incidents must be reported by the teacher to the front office.
7. The Incident Report must be filled out and initialed by the Vice Principal before the parent signs, if possible. The report should include a description of what happened, under what conditions, and the resulting injury, including if there was blood. The head teacher, associate teacher or a substitute for the head or associate teachers can sign the incident report. A student cannot sign the incident report, but can serve as a witness. The original copy of the incident report, once it is initialed by the Vice Principal and signed by the parent, is to be entered into the accident log, then placed in the student’s or staff-member’s file.
8. Incident Reports must be filled out in ink and must be filled out in clear handwriting. All information must be complete and accurate.
9. When filling out an incident report, only the child in question may be named in the report. If more than one child is involved, more than one report must be filled out, each listing only one student’s name.
10. The parent must sign and receive a copy of this report before the end of the day or before the child is taken home, whichever comes first. In the case that the parent is not the one picking up the student, he/she must be contacted and informed of the incident/injury. Whoever is picking up the child must sign the report.
11. Incident Reports should also be completed for any staff-member injured on the job and/or is involved in any unusual incident. The staff-member and Campus Director must both sign, and the signed form should be placed in the staff-member’s file.

It is the responsibility of all teachers to make sure the classroom first aid kits are well-supplied and complete. When supplies are needed, the office should be informed.

### **Audio Visual Materials Assigned / Shown to Students**

Any AV materials assigned to or shown to students must be pre-approved by the Instructional Leader.

### **Attendance/Grade Books**

Each teacher is required to have an Attendance/Grade Book in which to keep accurate track of attendance and grades. Administrators may request to see the Attendance/Grade Books at any time to check for completeness and accuracy. This is required of ALL teachers.

### **Birthday Parties**

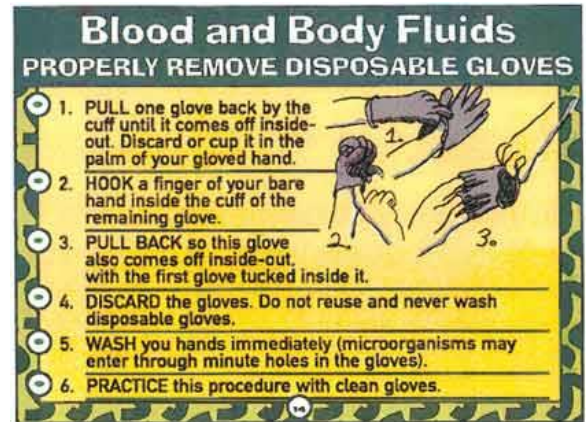
No birthday parties, obvious or discreet, will take place at BAYAAN ACADEMY. While there is nothing wrong with recognizing the fact that a child has reached a certain age matched with greater responsibility, cakes, flowers, gifts or any other symbols of celebration should not be allowed to be brought in; this includes singing Happy Birthday to the student or staff-member.

## Blood Borne Pathogens Training

Each teacher should go through an Annual Blood Borne Pathogen training to be paid for by BAYAAN ACADEMY. The training will be on-line and should be conducted in the Spring or Fall of each school year, depending on date of hire. Once teachers/staff-members complete the training, a copy of the Certificate of Completion needs to be kept in their personnel files. As the general rule:

1. Teachers/staff must wear disposable gloves any time they are dealing with a child or another adult who is bleeding.
2. Once the child or adult is cared for, disposable gloves must be removed from the hands by pulling back from the cuff until it comes off inside-out (*as per drawing below*).
3. Disposable gloves should be disposed of immediately – NEVER re-used.
4. Hands should be washed immediately.

This is OSHA's Blood-borne Pathogen (BBP) standard which details what the Department of Education must do to protect school employees.



## Cell Phone & Computer Use in the Classrooms for Personal Purposes

All staff must turn off their cell phones or cell phone ringers during class time. Staff may not answer nor make phone calls during class time, nor should they be texting, except in an emergency situation. If audio is being used on the computers and is not being used for instructional purposes, headphones should be used. Attention should be paid to ring-tone used on cell phone, unless phone is being kept on vibrate or silent.

## Confidentiality and Privacy of Student, Staff and Parent Information

It is of utmost importance that the confidentiality and privacy of student, staff, and parent information be maintained at all times. In a school as small as Bayaan Academy, where everyone knows everyone and the actual facility is very small, this is especially important to remember.

The Americans with Disabilities Act requires that all of the following information be kept confidential; it must be in files in locked cabinets. It is in files on a computer, the computer must be password-protected.

- Medical Information, including Allergies
- Student Diagnoses & Accommodations
- Disciplinary Issues
- Grades / Academics
- Sexual Orientation
- Financial Aid / Tax Returns / etc.
- Child Custody
- Social Security Numbers
- Psychological Evaluations

This information may be shared only with teachers/staff in a "need-to-know" position and should not be posted.

Teachers and staff are NOT allowed to ask a student about a medical condition, medical testing, etc. unless they are in a "need-to-know" position. These questions cannot be asked in the presence unless those present are also in a "need-to-know" position.

## **Copies**

Teachers and staff will each be assigned a copier code to make black and white copies as approved by the administrators. Color copies must be pre-approved and can be made using an administrator's code.

## **Eating & Drinking in the Classroom during Class Time**

PreK – Gr. 2 may eat lunch and snacks in their classrooms to decrease the traffic on the playground. Gr. 3 – Gr. 5 teachers may choose to do the same. PreK – Gr. 5 teachers should not eat or drink in the classrooms unless it is during the scheduled lunch and snack times.

Gr. 6 – 10 students and teachers will not be allowed to eat or drink in the classrooms unless there is inclement weather outside or there is a pre-approved classroom activity of which food/drink is a part.

## **Maintenance Issues**

If any non-emergency maintenance issues arise, teachers and staff need to complete a Maintenance Request form and forward it to the Campus Director.

For emergency maintenance issues, please contact the Campus Director for immediate assistance.

## **Medication**

Only designated office staff will be allowed to dispense medication. Prescription medication must be in the student's name and must not have expired.

## **Musical Instrumentation**

While many educational videos, CD's and/or software use background music which includes instrumentation, especially in the lower elementary level, an effort will be made to minimize their use and/or look for alternatives. If no alternatives are available, these materials can be used. However, non-essential music with instrumentation will not be allowed in school.

## **Parent Volunteers**

Bayaan Academy welcomes parent volunteers, knowing full well that without them the school would not be as successful as it is and would not continue to grow at the same rate. However, when utilizing the assistance of volunteers, the following must be kept in mind:

1. Parent volunteers should come through the front office to sign in and get a visitor's pass.
2. The campus administrator and office staff should be made aware that the parents will be coming in.
3. Parents cannot be given any teaching or supervisory duties without administrative approval.
4. Parents volunteering more than 10 hours per month must be fingerprinted and must go through Level II Background Screening.

## **Peanut & Other Nuts**

Bayaan Academy is Peanut-Free school, and no peanuts or peanut products can be brought to school. At events where food is brought and shared, there should not be any type of nuts or nut products in the foods, peanuts or otherwise.

## **Prohibitions**

***The following items are prohibited on school campus by staff, parents and/or students:***

1. Smoking
2. Pork Products
3. Alcohol
4. Illicit Drugs
5. Weapons
6. Inappropriate published materials (magazines, novels, etc.)

***The following behaviors are prohibited on school campus by staff, parents and/or students:***

1. Gossip
2. Cursing
3. Ethnic or racial slurs
4. Casual intermingling between males and females

## **Testing**

Testing will be administered by teachers and the Vice Principal regularly throughout the school year to measure student mastery of objectives. This should be the only reason for testing. Each test given should be graded and analyzed to determine areas of mastery and areas needing additional attention.

1. Quizzes should not take more than 10-15 minutes to complete, do not have to be pre-scheduled, and cannot count for more than 15% of the total quarter grade.
2. Tests should consist of at least 12-15 questions and two or three question-types.
3. Care should be given to ensure that the questions are clearly and accurately worded.
4. An answer key should be prepared and points per question and points per test assigned BEFORE tests are administered.
5. Grading should be done carefully and accurately and within a reasonable amount of time.
6. Teachers should not be pressured by the students to grade the tests in-class or immediately following test administration. Probability of error increases under such circumstances. Tests should not be graded in the presence of students.
7. Tests must be pre-scheduled, announced and posted on the monthly Test Schedules at least three days before they are administered. All tests should be on the Syllabi.
8. Test Analyses must be performed on each test given to determine areas of weakness and to allow for re-teaching of concepts where necessary.
9. Test Re-Takes and/or postponements should not occur. If a teacher feels that a postponement is necessary, it must be pre-approved by the Head of School.
10. Extra Credit cannot count for more than 5% of a quiz, homework, test or project grade.

## **Thabeeha Meats**

Any meats served in meals to staff and/or students needs to be thabeeha.

## **Uniforms & Enforcement with Students**

It is very important for teachers and staff to all play their part in enforcing school uniforms: Clothing, make-up, etc. Any student not in uniform should be referred to the Vice Principal and should not be allowed to remain in class.

## **Amendments and/or Addendums:**

Amendments or addendums may be added periodically. Faculty and staff will be informed of such changes and/or additions as they occur and will be expected to adhere to any new policies.