

# Bayaan Academy Temple Terrace



Pre-K to Gr. 6

## Student-Parent Handbook 2020-2021

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[www.bayaanacademy.org](http://www.bayaanacademy.org)

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## Message from the Head of School

Dear Students & Parents: *Assalamu alaikum wa rahmatullahi wa barakatuhu!*

I would like to welcome you to Bayaan Academy Temple Terrace. We are happy you have chosen Bayaan Academy Temple Terrace as your school, and we hope that we will meet and exceed your expectations in every way: academically and Islamically.

Let us work together to make this year a most successful one!

*Wassalamu alaikum,*

**Sr. Magda**

### Introduction

Bayaan Academy Temple Terrace is dedicated to working with families to provide opportunities for students to draw out their abilities assuring growth in the present and preparing them for the future. Bayaan Academy is collaborating with Ahlul-Quran Academy to help ensure the students' success not only in the state-approved academic areas, but also in Qur'an, Arabic to Understand Qur'an & Islamic Studies.

We eagerly welcome you as active participants in your child's educational development.

The purpose of this Student-Parent Handbook is to provide the families with basic information regarding Bayaan Academy's instructional program and operating procedures. Parents are encouraged to discuss the information in this handbook with their children.

Family and community support is essential in the development of an effective educational program, and we are confident that both you and your children will have positive and enriching experiences at Bayaan Academy.

### The Need for Islamic Education

According to a *hadith* mentioned by Ibn-Katheer and narrated by Abu Huraira in Musnad Ahmad, some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah will say to them, "You left behind your children who were praying for you all the time, and this kept raising your levels in paradise higher and higher."

We believe that Bayaan Academy offers one of the finest Hifdh & Academic programs in the nation. We have instructors who are well-qualified in the instruction of Islamic studies that include Qur'anic Studies, Aqeedah, Fiqh, Seerah, Hadith, Islamic Civilization and Arabic to Understand Qur'an [to enable students to open the Qur'an and find the answers to any questions they might have]. Strong emphasis is placed on building character. Moral principles are taught which will clearly establish within the students the concept of Tawheed (oneness), duty to our fellow men and the difference between right and wrong.

Discipline is fostered, and an appreciation for leadership and family structure is outlined for all students in all grades. Bayaan Academy believes that education is a comprehensive concept, which encompasses all spheres: spiritual, moral, intellectual and physical. In all these areas, our orientation draws from the Islamic heritage and disciplines as well as modern educational disciplines.

At Bayaan Academy, we believe we must provide the environment and structure that allow all Bayaan Academy students to engage in experiences that will help prepare them in full measure to reach their potential and become responsible, contributing individuals.

Early Childhood and Elementary education are contingent upon the students meeting their cognitive and intellectual abilities with effective success, thus promoting increased self-esteem. Hence, to improve instruction, a multitude of strategies and techniques is used, and each teacher possesses the knowledge to articulate and apply these strategies to positively impact students' education. When teachers teach with a myriad of strategies relative to different learning styles, they will not only

improve student achievement, but will also increase the likelihood that students will feel good about themselves and ultimately be more successful in and out of the classroom.

## **School of Thought Followed by Bayaan Academy**

Bayaan Academy is a Sunni institution and follows the teachings and tenets of Ahl-us-Sunnah wa-l-Jamaa'ah.

### **Vision Statement**

Bayaan Academy's vision is to equip its students with the essential skills and character, enabling them to be the torchbearers for the generations to come.

### **Mission Statement**

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, and Sunnah (Prophetic traditions).

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

### **Philosophy**

Islam enjoins learning from the cradle to the grave. As an Islamic school, Bayaan Academy strives to fulfill this command.

Bayaan Academy's philosophy is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses all the experiences students encounter in their school. Bayaan Academy's philosophy is also rooted in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that students' knowledge and pride in their religion and heritage are key to their well-being and success.

It is part of Bayaan Academy's philosophy that:

1. Each student is a unique individual with different needs.
2. The school must be able to serve the needs of each and every student accepted into its programs.
3. The school shall endeavor to assist the students in the discovery of their individual potential and their own personal worth.
4. The school should encompass a balanced curriculum of academics and art, Islamic Studies & Qur'an, clubs and activities, sports and community service.
5. The teaching of religious tolerance and ethnic/cultural equality leads to an improved society.
6. The school should guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
7. Students achieve more when challenged with high expectations.
8. Problem-solving and critical-thinking skills are essential for the success of students.
9. Bayaan Academy faculty and staff should all be positive role models for the students.
10. Parents and community-members are an integral part of the education process.

### **Objectives**

1. To instill in our students a real love of learning to make them lifelong learners.
2. To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.
3. To develop in our students a desire, willingness and ability to be positive, contributing members of their school community and of the community at large.

4. To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, cooperation, and Islamic duties and responsibilities.
5. To provide an Islamic environment in which each student can develop physically, socially, emotionally, intellectually, and spiritually.
6. To integrate the curricula with Islamic studies, to show that Islam is a complete way of life.
7. To develop in our students' strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
8. To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.
9. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
10. To prepare students to do well on standardized tests.
11. To empower students to seek and succeed in post-secondary education.
12. To hire the most qualified faculty and staff.
13. To provide faculty, staff, and students access to the best possible resources to enable them to reach their highest educational and extracurricular goals.
14. To include parents in the educational process by regularly updating them on activities; including them in special trainings and workshop opportunities dedicated to supporting their parenting duties; and inviting them to participate in all Bayaan Academy activities.

### **Non-Discrimination Policy**

Bayaan Academy is committed to serving 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 administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students.

Members of Bayaan Academy's administration, 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.

### **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 or at any school activities.

### **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 Administration, faculty, staff and parents.
3. Set the school's policies based on recommendations of the Head of School.
4. Support the Head of School and all administrators in the day-to-day operations of the school.

### **Parent-School Agreement**

Parents are expected to support and uphold Bayaan Academy's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and Bayaan Academy, which is counter-productive to the student's development and our effectiveness. If, at any time, misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation.

All suggestions and comments from the parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of the child. This includes provision of competent teachers, a full and developmentally-appropriate curriculum, regular reporting of student progress, proper student supervision, and communication with the home. In full cooperation with the school, parents are expected to attend Parent/Teacher Conferences and actively support other planned activities, knowing that parental participation is critical to the health and well-being of the school and the child.

## Parent Involvement

It is very important for parents to be involved in Bayaan Academy to:

1. Promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. Foster an awareness among parents of the need for their participation in the total education of their children.
3. Develop united efforts between educators and the community that will secure for every child the highest achievements in religious, mental, social, and physical education.

## Classroom Opportunities

Parents can assist in the following:

- Coordinating special activities
- Supporting parents group activities
- Welcoming new families to the academy

Parents at Bayaan Academy can also assist with the following:

- **Events:** Volunteers help organize, decorate and clean up academy events such as Qu'ran Competitions, Spelling Bees, Science Fair, Bake Sales, Fundraising Dinners, Graduations, and other activities.
- **Beautification:** Volunteers improve and maintain the grounds around the school building and campus. Volunteers help with weeding, pruning, raking, and spreading fertilizer and mulch.
- **Hospitality:** Volunteers help provide refreshments for school events or help clean up afterwards.

**Voluntarism** is the means by which parents and community members contribute services to the school. Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise as library assistants, homeroom mothers, lunch duty observers, parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the school.

Any volunteer who spends more than 10 hours per month with students must be fingerprinted and cleared through VECHS (K – Gr. 5) or DCF (PreK).

## 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 contract 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.

## School Visitors

Bayaan Academy encourages parents and other community-members to visit the school and believes there are many potential benefits which can result from increased interaction with the community. At the same time, Bayaan Academy has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting Bayaan Academy facilities from misuse and/or vandalism. Therefore, limitations may be placed on

visitors to avoid these disruptions. The Vice Principal shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students before approving such a visit.

#### General Definitions of and Requirements for School Visitors

- A. A visitor is defined as any person seeking to enter the academy premises who is not an employee of the school or a student NOT currently enrolled at the school.
- B. All visitors must report to the front office when arriving and/or leaving the school premises.
- C. All visitors must obtain authorization from the Campus Director in advance of his/her visit, whenever possible.
- D. All visitors must comply with Bayaan Academy policies, administrative rules and regulations at all times.

#### Visitors to Classrooms and/or Other Instructional Areas

- A. Access to particular classrooms and/or other instructional areas of the school may be restricted upon the recommendation of a teacher in charge or, as otherwise deemed necessary, by the Campus Director.
- B. Because classrooms and/or other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a) Remaining in a designated place or seat.
  - b) Refraining from speaking to students and/or the teacher while an activity is underway.
  - c) Refraining from entering or leaving the area while an activity is underway.
  - d) Maintaining dress and grooming standards that are consistent with the dress code for students/employees in the building.
  - e) Limiting the duration of the visit to a particular time/length.
  - f) Limiting the activities of the visit to a particular purpose.
  - g) Following designated routes of travel in the building and/or on academy grounds.
  - h) Refraining from the use of cellular phones or other electronic devices during the course of the visit.
- C. Non-school-age children are prohibited from visiting classrooms and/or other instructional areas.
- D. Visitors wishing to conference with teachers and/or Campus Director during the course of the school day are encouraged to make arrangements at least three (3) days in advance.

#### Exceptions to Visitor Requirements

- A. Persons invited to visit the school as part of a scheduled Open House or special event.
- B. Persons invited to participate in organized and school-approved activities (i.e. volunteers)

#### Special Circumstances

The Vice Principal, Campus Director, or Head of School have the authority to exclude from the school premises any person who disrupts or appears likely to disrupt Bayaan Academy's educational processes. Any such individuals will be directed to leave the school premises immediately, and law enforcement officers may be called if deemed necessary.

#### Prospective Students

Students thinking of enrolling at Bayaan Academy may request to visit the school and attend classes with their peers. Such visits must be scheduled by the parent in advance and must be approved by the Vice Principal or Director at least one day prior to the scheduled visit. Student visitors are expected to abide by the same rules and regulations that all Bayaan Academy students are expected to abide to. They may also accompany their peers to lunch and salaah and may order and purchase lunch. Each student visitor will receive, in advance of his/her visit, a list of basic rules/policies to follow while on campus. This will include dress code requirements.

#### School Visitor Dress Code

Out of respect for the school's dress code/uniform policy, school visitors are asked to dress modestly, even Islamically, if possible. For female visitors, this means that clothing should be loose and should not be revealing. A head covering is recommended for Muslim visitors.

### School/Home Communications

Bayaan Academy believes in the importance of keeping a continuous line of communication with its parents and community.

Means of communication will include:

- Phone calls and/or emails from teachers to update parents of their children's progress
- Parent-Teacher conferences

- Surveys
- Scheduled appointments with staff and administration.
- Updates on the Bayaan Academy web site: [www.bayaanacademy.org](http://www.bayaanacademy.org)
- WhatsApp Groups
- Grade Link

Parents are encouraged to contact the school and request conferences with their children’s teachers if they feel there is a need for such meetings.

## Emergency Contact Information

Emergency contact information on each child must be available and up to date. It is imperative that the office has the parents’ cell phone numbers and also a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)’ cell or home telephone numbers as soon as they occur.

## Parent-Teacher Conferences

Parent-Teacher conferences are conducted at least three times each school year. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of Bayaan Academy to maintain close communication between the home and the school.

## Parent Orientation Meetings

Two parent orientation meetings are held each year: One at the end of the school year and the other just before the beginning of the next school year. These are the times to get acquainted with the teachers, school polices, educational programs and the school in general. The general public, family, and friends are invited to these meetings.

## Surveys

In order to assess the strengths and/or weaknesses of the school, Satisfaction Surveys will be completed by parents, students and staff. Results of these surveys will be publicized through the Parents’ Memo and/or academy newsletter. For these surveys to be effective, it is very important that everyone respond to these surveys as honestly and as completely as possible.

## Admissions Policy

### Admissions Policies

1. Students applying for admission must meet all age requirements set by the state of Florida and/or the school and must complete the online Registration Form.
2. Students admitted must submit all required documentation, including academic records and discipline records, as well as copies of their birth certificate, health records and immunization records.
3. Custody papers or similar legal documentation must be submitted in any cases where there are not two parents enrolling the child(ren).
4. No student can be admitted into a grade level if he/she is > 2 years older than the average age of students in that grade level (grade level + 5). For example: Gr. 1 students average age = 6; no students over 8-years-old would be accepted into Gr. 1.

### Admissions Process

1. The admissions process will include reviewing the following with the parents:
  - Application process
  - Required documents
  - Tuition & Fees Matrix
  - Questions parents may have
2. Tour of the Facility
3. Full-Day visit by the prospective students.
4. Interview of students going into Gr. 2 and up.

5. Reference Forms completed by current teachers for students entering Gr. 2 & up. For students coming from non-Islamic schools, reference forms must be from teachers of English and Math. For students coming from Islamic schools, in addition to English and Math, reference forms must also be from teachers of Qur'an and Arabic.
6. Preliminary review of the application and documents to ensure completeness.
7. Notification of the parents via phone AND email if:
  - Application is complete and will be forwarded to the Admissions Committee for review.
  - Application is missing certain items that must be completed before the application can be forwarded to the Admissions Committee for review.

## Registration Requirements

Upon admission to Bayaan Academy, the following forms must be completed and filed in the office by the first day of classes:

- Enrollment Form (PK only)                      One per student  
It is very important to designate who is authorized to pick up child.
- Emergency Information Form                      One per student  
It is very important, on this form, to list any allergies the child may have.

Also, the following documents are required for any student enrolling at Bayaan Academy:

- Legible, English copy of the birth certificate
- Copy of the student's report card from the most recent grading period
- Immunization Records [for details of required immunizations, see below]
- Physical Exam
- Copy of Social Security Card
- Where applicable, a copy of court-ordered custody ruling or legal name change
- Where applicable, an Individualized Educational Plan (IEP)

### Immunization Requirements:

Florida law requires that every new student enrolling in Florida schools be properly immunized or have a signed waiver on file at the school. Also, this record must be on a Florida form. The Immunization Record must show that the following vaccines have been administered. Specific number of each dose are determined based on the age of the student.

- 5 doses DTP (Diphtheria, Tetanus, and Pertussis)
- Tetanus
- 4 doses Polio
- 2 doses Measles
- Hepatitis B vaccination series
- 2 doses Varicella
- 1 dose Rubella and
- 1 dose of Mumps, or 2 doses of MMR.

Any student receiving the minimum doses must complete the series within the scheduled time span. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend school.

## Allergies/Special Accommodations

It is extremely important that the administrators and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to be aware of and educated about this matter.

In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the Office a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. Bayaan Academy will cooperate with the family to the best of its ability to ensure the safety of the child.

Any child with a food allergy must also provide the academy with a list of proper nutritional substitutes for the food item.

Bayaan Academy is a Peanut/cashew-free school. Any peanuts/cashews and/or any products containing peanuts/cashews are not allowed in school or at any school activities.

## **Tuition & Fees**

Please refer to the website ([www.bayaanacademy.org](http://www.bayaanacademy.org)) for a detailed explanation of tuition and fees or request a print-out of the Tuition Matrix from one of the administrators or by emailing [accounting@bayaanacademy.org](mailto:accounting@bayaanacademy.org).

Fees are non-refundable. Tuition is due for each month or any portion thereof, and a late fee of \$50.00 will be charged for payments received after the 5<sup>th</sup> of the month. Please note that for students transferring in to Bayaan Academy, the tuition for the 1<sup>st</sup> month of enrollment will be based on when they start: Students beginning between the 1<sup>st</sup> & the 15<sup>th</sup> of the month will be required to pay a full month's tuition; students beginning on or after the 16<sup>th</sup> of the month will pay for only half the month.

Parents have the option of paying for tuition & fees using cash, check, credit card or money order. Parents wishing to pay by credit card should provide the school with a completed Credit Card Authorization Form allowing the school to charge the card on the 1<sup>st</sup> of each month. There will be **2.95%** convenience fee on payments made by credit card.

If parents wish to pay their invoices using their bank's BillPay, the following mailing address needs to be used:  
**15435 Morris Bridge Road, Thonotosassa, FL 33592**

For Online transfers using Zelle, Apply Pay, Google Pay or other similar services, the following email should be used:  
**[info@bayaanacademy.org](mailto:info@bayaanacademy.org)**.

All invoice-related questions should be directed to **[accounting@bayaanacademy.org](mailto:accounting@bayaanacademy.org)**

## **Step up for Students Scholarships (SUFS)**

Bayaan Academy accepts Step up for Students scholarship funding. Parents are responsible for paying the school any tuition and/or fees not covered by the scholarship. Parents are also responsible for completing and submitting the required application and documentation in a timely manner to ensure scholarship is awarded. Once awarded, the parents are responsible for providing Bayaan Academy with the qualified student's award letter. The scholarships are valid for only one year, and parents must apply for the scholarship annually. It is important to note that Parent 1 is the parent who must sign the SUFS checks.

## **McKay Scholarships**

Bayaan Academy accepts McKay scholarship funding for students whose needs can be met at Bayaan Academy. Parents are responsible for paying the school any tuition and/or fees not covered by the scholarship. Parents are also responsible for completing and submitting the required application and documentation in a timely manner to ensure scholarship is awarded. Once awarded, the parents are responsible for providing Bayaan Academy with the qualified student's approval information and a Parent Affidavit.

## **VPK**

Bayaan Academy accepts VPK funding for students who turn four years old before September 1. Students receiving VPK funding are not required to pay additional tuition and fees for the required 540-hour VPK program. Parents may be charged for additional hours outside of the VPK hours. Parents are responsible for applying for VPK through the School Readiness office and are required to provide Bayaan Academy with their VPK certificate of approval.

## **School Supplies**

The school will purchase the school supplies for all students and will charge the parents a fee at the beginning of each year to cover the cost. Students who go through more than the expected amount of supplies, or who lose/destroy supplies given to them, may be required to purchase supplies to replenish those consumed/lost.

## **Student Records**

The office maintains all student records. Records can be accessed by request. The school has the right to hold academic records until all financial commitments are paid in full. The school may not hold student health records.

## Drop-Off & Pick-Up

Parents are expected to drop off and pick up their children in a timely manner and in the proper area. Students will be dropped off and picked up at the drive-through area behind the building. In cases of rain, or in the case that handicap access is needed, drop off and pick up will be at the front entrance to Bayaan Academy.

### Drop-Off Time – Monday to Friday 8:15 – 8:25

Students coming in after 8:25 must stop by the reception desk with their parents before going to class. Students arriving to class at and after 8:30 are considered “Tardy”.

### Pick-Up Times

<u>Mondays – Thursdays</u>	3:30 pm	<u>Fridays</u>	12:30 pm
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### Early Pick-Up

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the early pick-up. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the administrators can ensure that the student is waiting in the office when the parent arrives.

Important: Please note that parents will not be allowed to pick up their children from the classrooms before first coming to the office and signing them out.

### Seat Belts & Child Restraints

For the safety of your children, we ask that they be in car seats or seat belts at all times when the vehicle is in motion.

## Attendance & Tardies

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties/circumstances or emergencies. Vacations/trips should be planned during published school holidays.

Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, parents should inform the school by 9 am. Parents should also email the Front Desk personnel explaining the reason for the absence.

Make-up assignments should be obtained from each teacher by the student/parent and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments. All missed work and assessments must be submitted/completed no later than one week after a student’s return to school.

If students need to take an extended leave of absence, two weeks’ written notice should be given to the Campus Director to allow the teachers to prepare work for the students to complete in their absence. All missed work and assessments must be submitted/completed no later than one week after a student’s return to school. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student’s promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

***In the case of an extended absence, all missed work and assessments must be completed within one week after the student’s return, in order for the student to receive credit for their assignments/assessments.***

## Medical Excuses for Absences

Up-to-date doctors’ notes must be on file for any student missing school for Medical reasons or requiring special accommodations. Such notes must state when a student is able to return to school or is no longer in need of special accommodations. If absences are excessive, or extended special accommodations are requested by the parents, the school may require authorization to contact the physician to get more detailed information.

## Withdrawal/Moving

Those parents of students withdrawing from the school should notify the Vice Principal at least two weeks before moving/withdrawing to give the school the new address, the date of the move and the name of the new school, if possible. Parents must request a Withdrawal Form that must be signed by the Head of School, or the Vice Principal, if the Head of School is not available. Parents should take care of any outstanding balances, and students should return all textbooks and collect all personal items. Academic records will not be released unless all school property is returned and accounts are cleared through the Accounts Manager.

## School Health

In order to maintain the good health of Bayaan Academy students and staff, we request that children not be sent to school if they are sick. By keeping them at home when sick, you are helping us prevent the spread of viruses and/or infections to other children. If they come to school sick, or If they develop any of the signs or symptoms of a contagious or other disease, they will be sent home. Bayaan Academy reserves the right to send any child home if a teacher and an administrator, in their sole discretion, believe that the child may pose a risk to him/herself, other children, and/or Bayaan Academy staff. Reasons for being sent home include, but are not limited to, the following diseases and other contagions:

- Runny Nose
- Gastrointestinal Illnesses (Stomachache)
- Vomiting and /or Diarrhea
- Bacterial Gastroenteritis
- Giardia (a parasite)
- Hepatitis A
- Fever of 99.5-degree Fahrenheit or higher axillary
- Pink eye (conjunctivitis)
- Contagious skin rashes
- Meningitis
- Respiratory Illnesses
- Mumps
- Croup
- Influenza
- Pertussis (whooping cough)
- Tuberculosis (TB)
- Chicken Pox

Further, if a child behaves unusually, appears to be uncomfortable, or is inconsolable for an extended period of time, the parents may be requested to retrieve their child.

Bringing a child with any sign or symptom of illness to school may cause other children to get sick. If all families keep sick children at home, everybody's children will stay healthier. Children must be kept home until the following signs or symptoms disappear:

### **Fever**

99.5 degree Fahrenheit or higher axillary. Children must be fever free without fever suppressants for a full school day before returning to school.

### **Diarrhea**

Two or more abnormally loose stools per day. Children must be diarrhea-free for twenty-four hours before returning to school OR present a physician's note stating cause of diarrhea and that the child is not contagious. If a child develops diarrhea at school, s/he will be sent home as diarrhea diseases spread very easily among young children.

### **Upper Respiratory**

Severe Coughing - Child makes high-pitched croupy or whooping sound after s/he coughs.

Ear infections with fever - mucus/discharge from ears and/or nose with fever

### **Difficult or Rapid Breathing**

**Yellowish skin or eyes, gray or white stool and/or unusually dark, tea-colored urine**

### **Pinkeye / Conjunctivitis**

Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus

**Unusual spots or rashes**

Children must be free of rashes and spots for twenty-four hours before returning to school OR present a physician's note stating cause of the rash and that the child is not contagious.

**Sore throat or trouble swallowing****Infected patches of skin and fever (crusty, bright yellow, dry or gummy areas of skin)**

Families should consider keeping their children home, under observation, if they exhibit any of the following:

- unusual behavior
- child is more cranky than usual
- less active than usual
- child cries more than usual
- child feels general discomfort or just seems unwell
- loss of appetite

When a child becomes ill at school, it should be entered on the Sign-Out Log and must be signed by a member of the family or authorized adult before leaving school. *Children will be admitted to school only when the above signs or symptoms disappear or a health care provider states in writing that the child is no longer contagious and can safely return.*

In case of accidents or illness at school, only minimal first aid can be provided by school personnel. The home will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, Bayaan Academy staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child. It is also very important for the school to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.

In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, Bayaan Academy staff and teachers will use standard procedures for dealing with them, and every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to deal with the affected students in the kindest way and in a way which does not attract undue attention to him/her.

If a student has a medical condition, that is non-communicable and requires medical treatment, the following procedures will be followed:

- 1) Medications and/or medical supplies will be kept at the Bayaan Academy Receptionist's desk.
- 2) The Receptionist will ensure that:
  - Documentation is on file regarding dispensing medication and/or providing treatment.
  - Documentation of medical requirements is shared with the student's teacher(s) and will be kept in the emergency packet that each teacher takes with him/her during an emergency evacuation.
  - Medications and/or medical supplies are taken with him/her at time of any emergency evacuation.

Administering medication at school requires written permission from the parents. School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from the physician, in the case of prescription medication. An "Authorization for Medication" form must be completed and is available in the school office. All medication must be kept at the Front Desk and administered by a trained member of the school staff. Each new school year requires a new doctor's permission slip.

A medical form and CURRENT immunization form from your child's physician's office, including hepatitis B, signed by the child's physician, and a medical emergency information form must be in the school's files before the child can be admitted each year. We require updated forms upon expiration.

Medications will be administered to children only with signed authorization. All medications must be in the original container with the child's name on it and prescription number and given to the office. Expiration dates of medication must be current.

A trained member of the Bayaan Academy staff will administer no more than the dosage of medication printed on the label. Over-the-counter medication will be administered with the same parental authorization, as long as a standing order from a licensed health professional is provided with details on the specific circumstances and provides instruction on dosage. Any noticeable adverse reaction to the medication will be reported and communicated to the family. Medicine may not be left

beyond its course. Bayaan Academy does not permit Tylenol, Motrin, OTC cold medicines to be left on hand "in case". Sunscreen with UVB or UVA protection and SPF of 15 or higher must be provided with parental permission or sun protective clothing must be worn when in direct sun.

For the health and safety of the children and staff, Bayaan Academy is a peanut free and smoke-free school.

## Accidents/ Incidents

1. First Aid Kits are located in each room.
2. Gloves must be worn before dealing with any bodily fluids.
3. 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
4. All accidents/incidents must be reported by the teacher to the front office.
5. The Incident Report must be filled out and initialed by the director 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 homeroom teacher, teacher assistant or a substitute for the homeroom teacher or assistant can sign the incident report. A student assistant cannot sign the incident report but can serve as a witness. The original copy of the incident report, once it is initialed by the director and signed by the parent, is to be put in the director's mailbox. The director will log the information into the accident log and place the accident report in the child's file.
6. In the event of a toileting accident, the child's clothing should be changed. Soiled clothing is to be placed in a plastic bag to be sent home. Teachers should be sure to use only a plastic bag without holes, and to double bag if necessary. The top of the bag should be tied so that soiled clothing is completely enclosed. The floor, furniture, or any materials that may have been contaminated by the toileting accident must be thoroughly disinfected.

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

Bayaan Academy has a Student Accident Insurance Policy that covers any student injured during school or any school activities. The policy covers the difference between what the student's personal insurance covers and what it does not. Claim forms are available in the office from the Receptionist.

## Emergency Dismissal

It is the school's policy not to dismiss children home once school has started, unless there is an extreme emergency such as a mechanical failure in the building, when inclement weather develops after school is in session, or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.

In the case of Emergency Dismissal, parents will be informed by phone (Text Message or Call). **It is imperative that the school has updated phone numbers on file.**

In the event of Fire, Tornado, or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. Fire and tornado procedures are posted in each classroom and general area rooms.

It should be noted that Bayaan Academy will make its decision to close or evacuate due to inclement weather based on the Hillsborough County School Board decisions, as long as the decision is based on a safety concern and not based on the fact that their schools will be used as shelters.

## Field Trips

Field trips are part of the educational experience provided to Bayaan Academy students, and various field trips will be provided for students throughout the year. Any child going on a field trip must have a signed Permission Slip on file for the trip. If a teacher does not have such Permission Slip on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class or will be sent home. School uniforms are required for all field trips, with exceptions to be considered on a case-by-case basis.

## Ratios

PreK 1 Chaperone for Every 3 Students

K to Gr. 6 1 Chaperone for Every 5 Students

For classes with more than 12 students, additional chaperones may be needed depending on transportation needs.

## Transportation

Whenever possible, transportation will be via one 15-passenger van driven by a Bayaan Academy and one or more parents – as needed – driving their own vehicles.

Parents driving on Field Trips must submit their Driver's License and Proof of Insurance to check driving record.

The 15-Passenger can transport a maximum of 12 students. The three remaining seats will be for:

Driver, Chaperone in Front Passenger Seat, and Chaperone in one of the rear seats supervising the students. Students cannot sit in the front seat.

## Car Seats / Carriers

Florida law dictates that children age 4 and 5 must be in a separate carrier, integrated child seat or booster seat. Any child that has not reached the age of 6 must bring their car/booster seat to school on the day of the field trip or they will not be permitted to accompany the class on the trip.

## Chaperones

Chaperones are expected to assist with an assigned group of students and make the students' safety and security their utmost priority. They are requested to not use cell phones during the trips for anything not pertaining to the students or the trip. They are also requested to not have any hot liquids (tea, coffee, etc.) at any time while supervising the students. They are also requested to remember that, while we want everyone to enjoy the trips, the trip is not the time for socializing with the other chaperones and accompanying parents. Chaperones cannot bring younger/older siblings on the trip.

Parents wishing to be chaperones on a Field Trip should mark this on the Permission Slip. If more chaperones volunteer than are needed, the Campus Director will determine which chaperones will be chosen. A Rotation Schedule can be devised so that each parent wanting to chaperone can do so at least once.

Bayaan Academy will cover all Field Trip costs for the required chaperones.

## Accompanying Parents and Siblings

Non-Chaperone parents are welcome to join Field Trips as long as their presence does not distract the students from the trip and/or its intended purpose. Accompanying parents may bring siblings with them on the trip. IF the accompanying parents and/or siblings wish to join the trip, they must indicate this on the Permission Slip, so that Bayaan Academy can include them in the count given to the Field Trip venue, and so that they can benefit from the reduced group admission costs.

## Chaperone Dress Code on Field Trips

All chaperones on Bayaan Academy Field Trips must abide by Bayaan Academy Staff dress code.

### Male Staff Dress Code:

- Loose-fitting modest pants. No jeans, except on Staff Workdays.
- No gold jewelry.
- Closed-Toe shoes with socks.

### 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:
  - Jilbab or abaya
  - Loose-fitting blouse over loose skirt
  - Knee-length blouse over loose pants

- Sharwaal-Qamees
- Tops worn over pants or skirts must be at least mid-thigh in length.
- Clothing must be non-transparent.

#### 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.

## Curricula

Bayaan Academy is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Florida Sunshine State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Arabic to Understand Qur'an, Qur'an, Islamic Studies, Art, Physical Education and Computer courses at various skill levels.

Parents should expect to receive a Quarterly Syllabus for each subject by the end of the second week of each quarter. These syllabi will include, but are not limited to including, the topics to be covered per week, scheduled tests and/or projects, teacher expectations and the grade distribution for the class. Textbooks/programs used in Language Arts/English, Math, Science and Social Studies are approved by the Florida Department of Education.

Bayaan Academy encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if books are lost or damaged beyond usual wear and tear.

## Library (De-Centralized)

Classrooms have sets of books for student use. Students are allowed to check out books, as long as they have returned the old ones, to encourage them to read. Parents are encouraged to get Library Cards for their children, if they do not already have them.

## Homework

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class. Homework shall not be assigned on a mass basis just to give the children something to do. On average, the total time for all subjects assigned (Academic + Hifdh) should be as follows:

- 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>-6<sup>th</sup> Grades 60 – 90 Minutes per Day (A + H ≤ 90 Minutes)

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that classwork has been completed in class. If classwork has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her textbooks/Qur'an or doing outside reading.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Providing a spacious, quiet, well-lit place to study.
- Making available references that will help in doing homework: dictionary, maps, etc.
- Keeping supplies on hand: scissors, pencils, pens, etc.

- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down. Parents should check and initial homework planners on a daily basis for Grades 3, 4, 5, and 6.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to do outside reading during these breaks and/or vacations.

## Assessment & Testing

Students at Bayaan Academy are assessed in various areas, which include but are not limited to: Classwork, homework, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score less than 70% must be signed and returned.

### Standardized Testing

Students in K through Gr. 6 will be administered the MAP Growth Assessment three times per year: Fall, Winter & Spring.

## Academic Dishonesty/Cheating

Academic dishonesty/cheating is defined as any communication which takes place during a test/exam and will result in a grade of 0% in addition to a Discipline Referral. Academic Dishonesty includes using any unauthorized devices and/or materials during a test.

## Report Cards

Report Cards will be issued at the end of each quarter. Report cards document students' attendance, academic performance, and conduct during the course of each quarter. Parents are expected to review the Report Cards carefully and to conference with teachers to discuss any areas which may need attention.

## Grading Scale – Grades 1 through 3

AL	91 – 100
OL	71 – 90
BL	0 – 70

## Grading Scale – Grades 4 through 6

A+	97 – 100	C+	77 - 79
A	93 – 96	C	73 - 76
A-	90 – 92	C-	70 - 72
B+	87 – 89	D+	67 - 69
B	83 – 86	D	63 - 66
B-	80 – 82	D-	60 – 62
		F	Below 60

## Awards' Assemblies

End-of-Quarter Honor Roll Assemblies will be held at the end of the second full week after the end of each quarter. At these assemblies, students will be recognized for their achievements in both academics and character. At the Assemblies, there will be student presentations highlighting what they have learned in Academics and Hifdh.

Principal's Academic Honor Roll	All A's
High Academic Honor Roll	A's and up to Two B's
Academic Honor Roll	All A's and B's
Exemplary Behavior Honor Roll	Awarded to students showing exemplary behavior and conduct as defined in Qur'an and Sunnah

## **Temple Terrace Outstanding Student Citizen Awards Luncheon**

Each year, the City of Temple Terrace Chamber of Commerce recognizes one student from the highest grade level at each Temple Terrace school. Awardees are nominated by their Bayaan Academy teachers; nominations are based on academic achievement, leadership, and citizenship.

### **Competitions**

Throughout the year, competitions will be held at different grade levels and in different academic and extra-curricular areas. The purpose of these competitions is to prepare students to excel in their areas of strength and become competitive in areas where they may not be as strong. It is our hope that these competitions will also build students confidence levels and leadership skills. Students are encouraged to participate in these competitions and to prepare for them to the best of their abilities. Some of the competitions include: Spelling Bees (Arabic & English); Qur'an Competition; STEM Fair; Essay; & Sports.

### **Graduations**

Two graduations will be held for Bayaan Academy Temple Terrace students: Kindergarten, and Grade 6. Graduations will be held at a venue that is large enough to accommodate all families of graduates and will include student presentations, awards, and awarding of diplomas. A Graduation Fee will be included in fees required by students in these grade levels.

### **Snacks**

Snacks will not be provided by the school; students are required to bring them from home. Snacks should be nutritious and CANNOT include: Peanuts or any products containing peanuts, Candy, Chocolate Bars (even Minis), Hot Fries/Takis, Soda or Gum.

### **Lunch**

Students are expected to bring nutritious lunches to school on a daily basis. Bayaan Academy does not have room to store or refrigerate food, nor does it have the capability to heat students' food. Students should bring foods that need to stay cold in thermal lunch boxes/containers and should bring hot foods in thermoses. Parents should ensure that the quantity of food sent can be completed in one day to eliminate waste. Efforts should be made to send foods/drinks that are low in refined sugar and that will provide healthy calories and not empty calories.

Students can order pizza on Wednesdays but must provide their own drinks and snacks. There is a possibility that additional food options will be added on other days of the week. If this option becomes available, more information will be sent home in advance.

### **Sharing/Trading Food & Drinks**

Out of regard for food allergies, students will not be allowed to share and/or trade snacks and/or lunches unless so instructed by a teacher/administrator with a student who does not have food.

### **Restricted Foods**

Restricted foods are foods which cannot be given to or be in the possession of students at any time. These are:

- Peanuts/Cashews
- Soda
- Caffeinated Drinks
- Gum
- Candy
- Any products containing pork and/or alcohol by-products

It should be noted that all meats provided by the school, parents, students, or others at Bayaan Academy functions must be thabeedah, and every effort should be made to ensure that no pork byproducts (i.e. gelatin) or alcoholic ingredients (i.e. vanilla extract) are not allowed in the food/drinks provided.

# Uniform & Dress Code

## General Expectations

Every student is expected to be neat and clean. Being neat and clean includes having clean and well-groomed hair; clean and trimmed fingernails; clean teeth; and clean and unwrinkled clothing. Every student is also expected to wear the Bayaan Academy uniform or abide by the Bayaan Academy dress code at all times, as long as they are on school campus or are at any school event. Students not willing to follow said policies, including dress code, will be asked to no longer participate. Parents and/or students contact the Campus Director with questions about the uniform and dress code policy.

### All Students:

- Shoes:** Close-toed & close-backed. Any color, solid or mixed. No lights or wheels.  
For purposes of safety and salaah, students should wear only shoes with NO laces.
- Socks:** Any color, solid or mixed. On school picture days, parents should keep in mind how the colors of the socks might clash with the colors of the uniform pants.
- Fingernails:** Must be cut and clean at all times.
- Boys' Haircuts:** Must be neat. Hair must be cut above the brows, above the ears and above the collars.
- Girls' Hair:** Must be neat and well-kempt. Only plain headbands or hair ties are allowed.

### The following are NOT allowed at any time for any of the grade levels, even on Picture Days:

High Heel Shoes; Jeans; Shorts; Stretch Pants; Leggings; Tights & Make-Up (*including kohl, clear nail polish, etc.*)

Boys and Girls are free to mix and match their uniform with the following colors: **Navy Blue, Khaki, and White.**

### Boys Regular Uniform (PreK - Gr. 5)

- Pants (plain or pleated); no joggers
- Polo Shirts

### Girls Regular Uniform (PreK – Gr. 5):

- Pants (Tights and leggings are not allowed)
- Polo Shirts or Polo Dresses – Must be long sleeves for Gr. 4 & Gr. 5 Girls
- Jumpers
- White Hijab for Gr. 5 Girls as part of uniform; for salaah for Gr. 4 Girls
- Prayer Head Covering that covers arms for Gr. 2 & Gr. 3 Girls
- No jewelry except tiny earrings or studs in ears.

### Girls Regular Uniform (Gr. 6)

- Pants (Tights and leggings are not allowed)
- Abayas: One-Piece or Two-Piece with matching navy-blue pants underneath
- Hijab: Choice of the following colors: White, Beige, Navy, Gray or Black (no lace, sparkles, prints, etc.).
- No jewelry except one ring.

### Field Trip & PE Uniform

- The Bayaan Academy T-Shirt (boys) and the girls' PE uniform are required on Field Trips and for PE.
- Sweat, sports, or yoga pants (loose) can be worn: Navy Blue, Black or Gray.

### Friday Uniform (Gr. 6)

Boys may wear dress shirts, different color polo shirts or traditional clothing. NO designs or logos. Regular uniform pants must be worn, even if shirts are not the uniform shirts. If they are wearing thobes or sharwaal/qamees, they may wear the matching color pants.

Girls may wear different color abayas and/or hijabs.

### Field Trip & PE Uniform

- The Bayaan Academy T-Shirt is required on Field Trips and optional for PE.
- Girls in Gr. 4 & Gr. 5 should wear a long-sleeve shirt under their Bayaan Academy T-Shirt

- Sweat, sports, or yoga pants (loose) can be worn: Navy Blue, Black or Gray

**Outerwear**

Students have the option of wearing Bayaan Academy sweatshirts/hoodies OR plain gray, black or navy sweatshirts and/or hoodies. Sweatshirts/hoodies with logos or designs will not be allowed. All outerwear, such as coats, hats, boots and gloves should be labeled with a permanent marker, so that the owner of such items can be identified easily.

## **Pet Policy**

No student is allowed to bring any animals and/or pets to school at any time without first receiving written permission from an administrator.

## **Safety & Security**

### **Drop-Off/Pick-Up Area & Parking Areas**

Parents and visitors are asked to use extreme care while driving onto/off campus and are expected to follow designated traffic-flow patterns. While waiting in the drop-off/pick-up lane, parents should pull up close to the car in front and should not expect to pick-up their child(ren) until they have pulled up to the designated spot.

Parents are asked to refrain from talking on the phone or texting during the drop-off/pick-up processes.

Bayaan Academy will be using the PikMyKid app to better facilitate the pick-up process.

### **Playground / Designated Play Areas**

Bayaan Academy's outdoor areas include the fenced playground, the basketball area, and the City of Temple Terrace Omar Lightfoot Park and the Tennis Courts.

Students will be encouraged to play outdoors when weather permits. If a child needs to remain indoors for serious health reasons, the parents must send a detailed note to the teacher explaining why the child needs to remain indoors. If the request extends three (3) days in length, a letter from the child's doctor will be required.

All outdoor activities on Bayaan Academy playgrounds and play areas are supervised. With that in mind, we also expect that:

- The safety of the entire play area is to be considered at all times.
- Students should watch where they are running and should play away from school buildings, parking spaces, or the road.
- Students should not climb trees, poles or fences or climb over the tennis nets.
- Students should always remain in the play areas to which they are assigned.
- Balls may not be kicked or thrown against buildings, fences, play equipment or other individuals.
- Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
- If anyone should get injured during recess or any other play time, a student should inform the teacher/adult on duty immediately, and necessary steps must be taken to ensure student receives appropriate care, incident reports are completed, and parents are contacted if needed. It should be noted that Bayaan Academy carries Student Accident Insurance which covers all injuries or treatment not covered under parents' insurance plans.

Any behavior deemed to be a deviation from proper playground/play area etiquette will result in the student being removed from the area and disciplined in accordance with the Bayaan Academy Discipline Policy.

## **Fire & Emergency Drills**

Fire Drills will be conducted once per month. Tornado & Emergency Evacuation Drills (Hurricane, Bomb Threat and Lock-down) will be conducted at least once per year.

## **Non-Instructional Devices/Materials**

Games, electronics, trading cards, and other non-instructional materials should not be brought to school unless so authorized by the Campus Director.

## **Money**

Parents are encouraged not to allow students to carry too much money, which can be lost or misplaced.

## **Use of School Telephone and/or Staff/Administrator Cell Phones**

The school and staff/administrator phones should be used only for school purposes. For this reason, children are not allowed to use them except in an emergency.

## **Birthdays & Other Holidays besides the Two Eids**

Birthday cakes, cookies, treats, etc. cannot be brought to school to commemorate student birthdays, nor can invitations to birthday parties. The same policy applies to Halloween, Christmas, Valentine's Day, etc.

## **Interaction with the Media**

- Any requests made by the media for interviews should be forwarded to the Head of School.
- Bayaan Academy personnel, parents and/or students will only answer questions with prior approval from the Head of School.
- If students are to be interviewed, written consent from the parents should be on file.

## **Musical Instrumentation**

Musical instrumentation will not be allowed unless necessary for the educational process.

## **Student Photographs &/or Videos**

Students are photographed/video-taped throughout the year for promotional materials and for use on the website and/or the Bayaan Academy Facebook page. Any parent NOT wanting their children's pictures used for such purposes needs to submit a letter to the administration so stating.

## **Distribution of Written Materials on Campus**

Any materials (business cards, flyers, etc.) must be approved by the Head of School before distribution.

## **Area Rules**

### **Classroom Rules**

- Arrive to class on time.
- Be seated and prepared to learn when class starts, this includes having sharpened pencils, having homework, books and notebooks ready, etc.
- Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
- Listen to the teacher and/or other students without interruption. Wait your turn before speaking.
- When in doubt, always ask questions.
- No food or drink in the classroom, including gum, candy, and water.
- Use the restroom and get water between classes or during lunch. Please do not ask to leave the class unless it is an emergency.
- Students will obey all school rules while in the classroom.
- Have a positive attitude.
- Hats and hoods shall not be worn inside the building. Please remove hats/hoods upon entering the building.
- Stay on task and participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Sit upright and do not slouch.
- The class is dismissed by the teacher and NOT by the clock.

### **Lunch Rules**

- Eat only in assigned areas.
- Keep food off the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Clean up your area after finishing your meal.
- Return to class only when dismissed by your teacher or the teacher on duty.

## Yard/Playground Rules

- Be prompt in leaving the yard/playground to get to salaah or class.
- Always stay within the school property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep school grounds clean and clear of all personal belongings and/or garbage.
- Treat all students and adults with respect.

## Bathroom Rules

- Clean toilet seat after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the sunnah.
- Wash your hands with soap when you are finished.
- Finish your business in the bathroom quickly without socializing and playing.
- Place used toilet paper in the waste baskets/garbage cans and not in the toilet.

## School Property Rules

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti.
- Show responsibility and respect for school equipment: TV's, VCR's, Computers, etc.
- Follow allowed access rules for computers.

## Hallway / Stairway Rules

- Show respect for others.
- Walk quietly in the hallways; speak in a normal tone of voice; no yelling or screaming.
- No running, shoving or pushing; keep your body to yourself.
- Keep to the right of the hallway or stairway and walk behind the person in front of you.
- Go directly to your next class.
- Keep hallways clean; no littering.

## Musallah Rules

- Make wudu and be dressed appropriately before entering musallah.
- Approach the proper entrance (Boys / Girls) and place shoes neatly on the shelves by the entrances.
- Stand on the designated line and pray two rak'ahs (tahiyyat-ul-masjid) if there is time.
- Sit quietly and wait for prayer to start. Make thikr while waiting for salaah to begin.
- After completing prayer, make tasbeeh and listen to the khatirah and/or instructions/reminders being given.
- Once dismissed, leave quietly and orderly fashion, put on shoes, and return to classrooms/designated areas.

## Dismissal Rules

- Exit the building with your teacher or a designated adult and stay in the designated area until called to leave.
- Proceed directly to your car upon arrival.
- Follow the directions given by teachers/adults on duty at all times.
- Keep personal items with you at all times.
- Stay off playground equipment and away from balls, etc.
- Do not eat or drink during dismissal time.
- Remain in full uniform (including hijab for girls) while on-campus.
- Bad weather dismissal will be from the front office.

## Behavior Expectations & Consequences

### Policy Statement

Bayaan Academy aspires not only to provide quality education and high academic performance; it is also obligated to promote and maintain a high standard of personal conduct and discipline by following the school behavior expectations. The school is not only a place of learning academic concepts and skills, but also a place to learn Islamic Akhlaaq (manners) and practice it in our daily lives. Students are expected to enhance the image and reputation of the school by observing high standards of Islamic Akhlaaq and exemplary behavior. Parents must assume the responsibility to reinforce these values at home. Teachers are required to emphasize and demonstrate Islamic Akhlaaq during school hours and in their daily lives. The school has adopted policies and procedures, which, when implemented, will help to ensure a safe and pleasant learning and working environment for students and teachers.

Narrated by Abdullah Bin Amr: The Prophet SAWS said, "A Muslim is the one who avoids harming Muslims with his tongue and hands." (Reported in Sahih Al-Bukhari).

### Student Misconduct

This section describes a broad range of misconduct, which is not allowed in the school. Any misconduct not covered in the list will be left to the discretion of the classroom teacher and/or Vice Principal/Campus Director/Head of School. The policy and procedures will apply to actions by students during school hours; before and after school; while on school property; and during school-sponsored events, including transportation on school-arranged vehicles. All disciplinary actions will include a conference between the teacher (and / or administrator) and the student, followed by a notification to the student's parents or guardian. The student, parent or guardian who feels that the action taken is unwarranted or unjustified has the right to appeal to the next higher administrative authority.

The intent of the disciplinary process is instructional and corrective, not punitive. Due consideration will be given to all mitigating circumstances prior to the disciplinary action and will ensure due process to each student. Corporal punishment of any kind will not be tolerated or accepted at Bayaan Academy.

Students exhibiting discipline problems will be referred to the Campus Director for guidance and/or consequences. Each student will be dealt with on an individual basis, with communication taking place between the Campus Director, the referring teachers and the parents, when necessary. If required, depending on the severity of the offense, the student may then be referred to the Head of School.

### Due Process

Any student whose conduct may warrant suspension or expulsion will be provided due process.

#### Students:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

#### Parents:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the academic day.

### Behavior Guidelines

- G01. All students are expected to maintain the neatness and cleanliness of their area.
- G02. Students are expected to keep all of their belongings in assigned areas.
- G03. Chewing gum is not allowed anywhere in school or during any school-sponsored activities.
- G04. Students are expected to abide by the uniform/dress code policies at all times while at school or at school events.
- G05. Shoes with any kind of wheels are not allowed due to safety concerns.

- G06. Students are not allowed to wear sweaters, sweatshirts, or other outer garments with any pictures, writing or logos on them, besides the Bayaan Academy logo and/or mascot.
- G07. Makeup, nail polish, eyeliners and jewelry, beyond what is allowed in the Uniform Policy, are not allowed.
- G08. Students are expected to follow area rules at all times.
- G09. Students are not allowed to bring cell phones, I-Pods, hand-held game systems, or any other non-educational materials, etc. to school.
- G10. Parents will be asked to monitor and limit students' social media accounts (Facebook, Instagram, Twitter, Snapchat, etc.). Bayaan Academy will not be responsible for exchange of comments or content between students or others on social media outside of school time or school-sponsored activities.
- G11. All meetings (students, parents) taking place on school premises should be conducted only with prior administrative approval (Campus Director or Head of School).
- G12. All flyers (students, parents, staff) or notes must be pre-approved by the Campus Director or Head of School before being posted anywhere on school premises.

### Consequences for Not Meeting Behavior Guidelines

- C01. – C03. **1<sup>st</sup> - 3<sup>rd</sup> offense:** Reminder to student and notice to parents. **4<sup>th</sup> offense:** Student will serve after school detention and clean the building and/or campus for a period of no less than 20 minutes and no more than 30 minutes depending on need. Conference with parents & student presentation to other students.
- C04 – C08. **1<sup>st</sup> - 3<sup>rd</sup> offense:** Reminder to student and parents. **4<sup>th</sup> offense** will have specific consequences; see below:  
 C04 & C05. Parents will be called to replace the shirt, pants, or shoes, and the student will miss recess.
- C06. Student must take off the sweater, hoodie or jacket. In cases of excessive cold, students must remain indoors.
- C07. Student will take off the jewelry or makeup. Student will serve after school detention. Conference with parents & student presentation to other students.
- C08. **4<sup>th</sup> offense:** Conference with parents & student presentation to other students.
- C09. **1<sup>st</sup> offense:** All unauthorized electronics will be confiscated, and parents must meet with the administration in person to retrieve the item(s). **2<sup>nd</sup> offense:** The device will not be returned until the end of the year. Student presentation to other students.
- C10 – C12: Administration will meet with involved parties, and appropriate consequences will be determined on a case-by-case basis depending on incident.

### Policy Infractions

Policy Infractions are based on severity. Disciplinary actions are recommended for each category.

#### Group I - Policy Infractions

- I101. Persistent tardiness to school or class (more than 5 times per month).
- I102. Writing on school property.
- I103. Displaying excessive inappropriate behavior that is disruptive to the orderly process of classroom instruction.
- I104. Excessive incomplete homework assignments (Three assignments per month for one class).

#### Group I - Consequences:

- C101. **1<sup>st</sup>-2<sup>nd</sup> offenses:** Verbal warning to student and written warning to both parents through email. **3<sup>rd</sup> offense:** Presentation about timeliness and respecting schedules. **After 3<sup>rd</sup> offense:** Missing recess for the number of minutes equal to the number of minutes late.
- C102. **1<sup>st</sup>-2<sup>nd</sup> offenses:** Verbal warning to student and written warning to both parents through email. **3<sup>rd</sup> offense:** Presentation about respecting others' property. **After 3<sup>rd</sup> offense:** 30 minutes of After School Detention to clean; what they are cleaning will depend on what they wrote on.
- C103. **1<sup>st</sup>-2<sup>nd</sup> offenses** Students will not be allowed to attend the period and will be sent to the Campus Director. Written Notice will be emailed to both parents. Presentation about respecting others. **3<sup>rd</sup> offense:** Student will be referred to Head of School for consequences. **After 3<sup>rd</sup> offense:** 1 Day Suspension. **After 4<sup>th</sup> Offense:** Move to Group II consequences. **Note:** Classroom teacher will handle daily classroom management behavior.
- C104. **1<sup>st</sup> offense:** Verbal warning to student and written warning to both parents through email. Presentation by student to classmates. **2<sup>nd</sup> offense:** No recess for the week, to complete missing assignments, notifying both parents through email. **3<sup>rd</sup> offense:** Conference with Parent/Teacher/Student/Campus Director to discuss Bayaan Academy's expectations, continuing to miss recess. **After 3<sup>rd</sup> Offense** – Recommendation for non-admission the following year.

## Group II - Policy Infractions

- I201. Skipping classes without a valid excuse.
- I202. Leaving the classroom without permission.
- I203. Not telling the truth (lying).
- I204. Forgery.
- I205. Plagiarizing or cheating on quizzes/exams.

## Group II - Consequences

- 1<sup>st</sup> Offense** – Admin/Student/Parent Conference plus student presentation.
- 2<sup>nd</sup> Offense** – Detention during Friday activities for 4 weeks. Also includes consequences from above.
- 3<sup>rd</sup> Offense** – Recommendation for non-admission the following year.

## Group III - Policy Infractions

- I301. Using unkind or intimidating language or actions towards or about others.
- I302. Use of profane, abusive, immoral, and offensive language or gestures or any other behavior which is un-Islamic.
- I303. Backbiting against any student or adult.
- I304. Disobeying or disrespecting school authority.
- I305. Passing vulgar remarks or gestures to others.
- I306. Failing to abide by school rules and regulations.
- I307. Smoking or bringing any tobacco products on school premises

## Group III - Consequences

- 1<sup>st</sup> Offense** – Admin/Student/Parent Conference plus student presentation.
- 2<sup>nd</sup> Offense** – Detention during Friday activities for 4 weeks. Also includes consequences from above.
- 3<sup>rd</sup> Offense** – Recommendation for non-admission the following semester.

## Group IV - Policy Infractions

Although other schools have discipline policies that include the following violations, they are in no way expected to occur at Bayaan Academy. In case of occurrence, immediate expulsion will be seriously considered.

- I401. Stealing, cheating, extortion, robbery.
- I402. Verbal and/or written threats to life or property against other students.
- I403. Vandalizing, defaming, or destroying school property or property in the school's premises.
- I404. Bringing a weapon to school.
- I405. Assault or fighting.
- I406. Use of alcohol, narcotics, and other illegal drugs.
- I407. Bomb or arson threat.
- I408. Bringing vulgar or immoral material to school.
- I409. Islamically-prohibited conduct between boys and girls.

## Group IV - Consequences

Disciplinary action will be reviewed case by case to determine specific consequences from those below.

- 1st offense** - Parent / Teacher /Student/Principal conference  
1-5 days out of school suspension.  
Also includes consequences from group II (Possible recommendation for Immediate Expulsion)
- 2nd offense** - 3-5 days out of school suspension  
Also includes consequences from group II (Possible recommendation for Immediate Expulsion)
- 3rd offense** – Expulsion from Bayaan Academy

## Afterschool Detention

Students in grades 2 – 9 will be eligible for after-school detention based on their behavior. Students receiving the detention will be given a form to be signed by a parent or guardians.

## Expulsion

Expulsion is the cancellation of the student's enrollment at Bayaan Academy for the remainder of the year without any refund of fees paid. Readmission in subsequent years can only be considered upon the presentation to the admissions

committee of proof that the student's behavior problem has been addressed and improved, successful completion of the previous grade, and availability of a seat in the grade needed.

### **Early Childhood Student's Expulsion Policy**

Students who consistently have shown disruptive behavior in class by hitting their classmates, biting their classmates, consistently crying, using inappropriate language, or not listening to teacher's instructions will be recommended for expulsion.

### **Appeal Process for Expulsion**

Parents may appeal in writing any disciplinary action taken by the school administration or any other matter to the Head of School. If, after the Head of School makes a decision, the parents are still not satisfied with the decision, they may request the decision be reviewed by a committee made up of the teacher involved, the Campus Directors and the Head of School; they may also request to meet with the full committee. After hearing all sides of the case, a final decision will be made by the Head of School.

### **Disciplinary Records**

Disciplinary records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the Campus Director, the Vice Principal, the Head of School and the Board of Bayaan Academy. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

### **Amendments &/or Addendums**

Amendments may need to be made during the school or addendums added. If this occurs, written notice will be sent to parents, so that they are aware of these changes.

# EARLY CHILDHOOD EDUCATION (ECE) PROGRAM

## Philosophy

Bayaan Academy believes that a child's education begins at a very early age, and, in order to play a positive role in our Pre-K students' education and development, we strive to provide an enriched, Montessori-style environment which benefits their social, emotional, spiritual, physical and cognitive development, and which allows them to progress with ease and success to Kindergarten and beyond.

## General Statement

This manual summarizes general policies and procedures of Bayaan Academy's Pre-K program serving students ages four to five.

- The classroom design and set-up is age-appropriate.
- Enrollment is understood to be for the full school year. Any withdrawal for more than 2 weeks may result in a decision to enroll a child from Waiting List in place of the child that is absent for an extended period. In the case of any extended absence, a parent is responsible to pay the full tuition in order to hold their child's spot.
- The office must be notified immediately of changes in parents' addresses, telephone numbers, employment and/or marital status, etc.
- All students are expected to adhere to its policies.
- There is an Open-Door Policy with regards to parents/guardians visiting the classrooms; Bayaan Academy welcomes their visits and their observations.

## Curriculum

The Pre-K program at Bayaan Academy incorporates many aspects of Montessori-style teaching in both its Academic and its Hifdh programs. The program provides opportunities for children to develop their exploratory nature through creative challenges and encourages children to be actively involved in the learning process. This balances child-initiated/teacher-initiated, active/quiet, and indoor/outdoor activities. Learning centers allow children to choose from a variety of learning activities, which include building, drawing and dramatic play. In addition, by incorporating the teachings of Islam & the learning of Qur'an into our everyday curriculum, and by involving parents in the programs, Bayaan Academy can foster and nurture the Muslim identity of each student.

The developmentally appropriate curricula include:

- Qur'anic Reading and Memorization
- Islamic Studies and Arabic to Understand Qur'an
- Language Development and Literacy
- Mathematics
- Science and Nature
- Life Skills
- Physical Education
- Arts and Crafts

The Pre-K classroom uses the SuperKids and Singapore Math curricula. Both formal and informal assessments are completed with the use of these curricula. The students are assessed throughout the year to ensure mastery of key benchmarks in the following areas:

- oral language and vocabulary
- listening comprehension
- phonological awareness
- alphabet knowledge
- patterns
- number sense

## Program

Bayaan Academy's Pre-K program adheres to the regulations of Hillsborough County Childcare Licensing and the Early Learning Coalition.

## Accidents/ Incidents

7. First Aid Kits are located in each room.
8. Gloves must be worn before dealing with any bodily fluids.
9. 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
10. All accidents/incidents must be reported by the teacher to the front office.
11. The Incident Report must be filled out and initialed by the director 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 homeroom teacher, teacher assistant or a substitute for the homeroom teacher or assistant can sign the incident report. A student assistant cannot sign the incident report but can serve as a witness. The original copy of the incident report, once it is initialed by the director and signed by the parent, is to be put in the director's mailbox. The director will log the information into the accident log and place the accident report in the child's file.
12. In the event of a toileting accident, the child's clothing should be changed. Soiled clothing is to be placed in a plastic bag to be sent home. Teachers should be sure to use only a plastic bag without holes, and to double bag if necessary. The top of the bag should be tied so that soiled clothing is completely enclosed. The floor, furniture, or any materials that may have been contaminated by the toileting accident must be thoroughly disinfected.

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

Bayaan Academy has a Student Accident Insurance Policy that covers any student injured during school or any school activities. The policy covers the difference between what the student's personal insurance covers and what it does not. Claim forms are available in the office from the Receptionist.

## Drop Off & Pick Up

Both Drop-Off and Pick Up will be from the driveway behind the building. Parents will enter from the south side of the building, drop off their children at the designated drop-off point, and then continue through the driveway to exit from the north side of the plaza. Parents may park and walk their students into class. In either case, students must be signed in and out each day.

<b>Drop-Off</b>	<b>Pick-Up M – Th</b>	<b>Pick-Up Friday</b>
8:15 – 8:25	3:30	12:30

Children who arrive after 8:24 am must go to the office with their parents to get a Late Pass.

All children must be in a car seat or booster seat and have their seatbelts fastened before they leave the school grounds, as required by Florida law.

## Awards' Assemblies

Awards' Assemblies will be held on a quarterly basis to recognize outstanding student performance.

## Classroom Volunteers

Classroom volunteers are welcomed and appreciated to strengthen the relationship between home and school. Parents have the opportunity to develop a greater understanding of their children's school experience while they are assisting the teachers. Volunteers must sign-in at the front office and wear a volunteer badge while on campus.

Any volunteer who spends more than 10 hours per month with students must be fingerprinted and cleared by the Department of Children and Families (DCF).

## Disciplinary Procedure and Policy

It is very important that every parent be aware of the behavior expectations and disciplinary procedures of Bayaan Academy's Early Childhood Program.

It must be remembered, at all times, that the purpose of discipline is to teach children how to cope with people and their surroundings in a positive manner; the purpose is NOT punishment. The goal of discipline is to help children build their self-control, not to have them blindly obey adult commands.

- Spanking or any form of physical punishment is prohibited.
- Discipline shall not be associated with food, rest, recess, or toileting.
- Children shall not be subjected to discipline that is severe, humiliating or frightening.
- All discipline should be in a kind and caring fashion, following the guidance of our Islamic teachings.

It must also be remembered, at all times, that:

- We must all learn to recognize potential problems and take actions to prevent them before they occur.
- Any discipline technique is most successful if it is used calmly, without any trace of anger.
- All behavior is communication. When children feel understood, valued, powerful and loved, there is no need to misbehave.

The staff uses positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison, or criticism. Consistent, clear rules are developed in conjunction with the children and are discussed with them to make sure they understand. The staff describes the situation to encourage children's evaluation of the problem rather than impose the solution. The staff does not force children to apologize or explain their behavior but help children recognize another child's feelings. The staff abstains from corporal punishment or humiliating or frightening discipline techniques. Food or beverages are never withheld as a disciplinary measure. In the event of excessive inappropriate behavior, teachers and directors will work with families and their children on an individual basis.

The following are methods that will be used in guiding young children's behavior:

1. PRAISE  
Positive behavior will be recognized and re-enforced. Children will be complimented when they are behaving appropriately. Praising good behavior is one of the most effective discipline methods.
2. IGNORE  
Inappropriate behavior will be ignored whenever possible. When behavior is annoying, but not harmful, it may be best to ignore it. Children will eventually see there is no gain in using that specific behavior and will tend to stop.
3. CHOICES  
Children like to feel that they have control. Therefore, teachers will provide space, materials and activities appropriate to the age, needs and interest of the children. This structure gives the children control over their environment and avoids behavior problems involving conflict with others.
4. COMMUNICATION  
Good communication helps develop confidence and good relationships with others. Teachers will try to always:
  - Communicate at eye level;
  - Talk with (not at) children;
  - Listen attentively;
  - Make simple requests in a positive way;
  - Tell the children what to do, not what NOT to do;
  - Refer to the teachings of Islam and remind students of what is good;
  - Use "I" messages.  
"I" messages are communicated to the children to avoid blame, shame, guilt or fear tactics to get the children to cooperate. Using "I" messages helps children feel less accused and defensive and, therefore, more willing to cooperate.

Example:

“I feel \_\_\_\_\_ (emotion) when you \_\_\_\_\_ (State the behavior) because \_\_\_\_\_ (Tell the consequence of behavior).”

“I would rather \_\_\_\_\_ (Describe need or desire).”

5. LIMITS/RULES

Teachers will clearly define and consistently maintain limits in the classroom. Rules set limits that children learn and depend on. They should be simple, clear and few in number. For example: A rule could be as basic and encompassing as: You may not hurt yourself, others or things. Directions will also be given in a positive way. This gives the children a model they can use in interactions with others.

6. CONSEQUENCES

When children do not follow the established rules, teachers will explain what the consequence of the inappropriate behavior will be. This gives the children the responsibility for the results of their own actions. The consequence will:

- be related to the unacceptable behavior;
- occur every time the unacceptable behavior does;
- be acceptable to both the parents and the teachers.

7. SELF-QUIET TIME

Time out periods are NOT used as punishment. Instead, they are used as an opportunity for self-quieting. Self-quieting teaches internal control and self-responsibility. It is taking a break in order to work through emotions or find alternative solutions to a problem. It is a way for both adult and child to become calm. Children help decide where time out will take place and what the place will look like.

- The space should be quiet and comfortable.
- There should be objects present to help the children quiet themselves (books, teddy bears, peaceful songs and/or Qur’an, silky fabrics, etc.)
- The space should be available to the children for as little or as much time as the child decides.

8. REDIRECTION

Sometimes children are unable to use materials and equipment appropriately or are unable to handle playing with others. The teacher will suggest or help the children become involved with another activity in which they can be successful. By redirecting the children, teachers help them avoid negative situations in which they may be rejected or frustrated.

9. CONFERENCES

If discipline continues to be a problem, parents will be called for a conference to discuss possible solutions. If the behavior is such that it may cause injury to the child or to other children, the parents will need to take the child home.

Bayaan Academy reserves the right to suspend a child or dismiss a child from the center when it becomes clear that we are unable to manage the child.

## Hand-Washing Process and Procedure

The Center for Disease Control has identified some guidelines called “Universal Precautions”. These guidelines are considered universal because they should be used in caring for everyone, whether it is known that the person is sick or not. “Universal Precautions” are not difficult to follow and will make a big difference in controlling the spread of disease. The basic guidelines are also easy to remember. These precautions apply particularly to blood and body fluids containing blood. Good hand-washing can never be stressed enough as a means of preventing disease transmission.

The concepts to remember about hand-washing:

1. Use running water that drains, not contained water.
2. Use liquid soap.
3. Rub hands together for approximately 15 seconds; friction helps remove germs.
4. Rinse hands well under running water for 30 seconds.
5. The faucet is considered dirty at all times. If touched, clean hands will become contaminated. Use the paper towels to turn off the faucet.

Each person in the classroom who touches surfaces, toys and children should wash their hands. This includes the teachers, assistants, volunteers, and parents who volunteer in the classroom.

Bayaan Academy Pre-K students and teachers must wash their hands:

- When they arrive to class in the morning
- Before meals
- After meals
- After using the toilet
- After playing with shared toys
- When they come in from outside activities
- After blowing their nose, coughing or sneezing
- If their fingers have been in their nose, mouth or ears

## Health

For the protection of all children in the Pre-K program, children should not be sent to school when they are ill or exhibiting the symptoms of any illness. Children should be kept at home, or they will be sent home, if they develop any of the signs or symptoms of a contagious or other disease. Bayaan Academy reserves the right to send any child home if at least two (2) members of the Early Childhood Staff, in their sole discretion, believe that the child may pose a risk to him/herself, other children, and/or Bayaan Academy staff. Reasons for removal from the Pre-school include, but are not limited to, the following diseases and other contagions:

Runny Nose

Gastrointestinal Illnesses (Stomachache)

Vomiting and /or Diarrhea

Bacterial Gastroenteritis

Giardia (a parasite)

Hepatitis A

Fever of 99.5-degree Fahrenheit or higher axillary

Pink eye (conjunctivitis)

Contagious skin rashes

Meningitis

Respiratory Illnesses

Mumps

Croup

Influenza

Pertussis (whooping cough)

Tuberculosis (TB)

Chicken Pox

Further, if a child behaves unusually, appears to be uncomfortable, or is inconsolable for an extended period of time, the parents may be requested to retrieve their child.

Bringing a child with any sign or symptom of illness to school may cause other children to get sick. If all families keep sick children at home, everybody's children will stay healthier. Children must be kept home until the following signs or symptoms disappear:

### **Fever**

99.5 degree Fahrenheit or higher axillary. Children must be fever free without fever suppressants for a full school day before returning to school.

### **Diarrhea**

Two or more abnormally loose stools per day. Children must be diarrhea-free for twenty-four hours before returning to school OR present a physician's note stating cause of diarrhea and that the child is not contagious. If a child develops diarrhea at school, s/he will be sent home as diarrhea diseases spread very easily among young children.

### **Upper Respiratory**

Severe Coughing - Child makes high-pitched croupy or whooping sound after s/he coughs.

Ear infections with fever - mucus/discharge from ears and/or nose with fever

**Difficult or Rapid Breathing****Yellowish skin or eyes, gray or white stool and/or unusually dark, tea-colored urine****Pinkeye / Conjunctivitis**

Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus

**Unusual spots or rashes**

Children must be free of rashes and spots for twenty-four hours before returning to school OR present a physician's note stating cause of the rash and that the child is not contagious.

**Sore throat or trouble swallowing****Infected patches of skin and fever (crusty, bright yellow, dry or gummy areas of skin)**

Families should consider keeping their children home, under observation, if they exhibit any of the following:

- unusual behavior
- child is more cranky than usual
- less active than usual
- child cries more than usual
- child feels general discomfort or just seems unwell
- loss of appetite

When a child becomes ill at school, a sick-child report will be filled out by the teacher and must be signed by a member of the family or authorized adult before leaving school. *Children will be admitted to school only when the above signs or symptoms disappear or a health care provider states in writing that the child is no longer contagious and can safely return.*

In case of accidents or illness at school, only minimal first aid can be provided by school personnel. The home will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, Bayaan Academy staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child. It is also very important for the school to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.

In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, Bayaan Academy staff and teachers will use standard procedures for dealing with them, and every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to deal with the affected students in the kindest way and in a way which does not attract undue attention to him/her.

If a student has a medical condition, that is non-communicable and requires medical treatment, the following procedures will be followed:

- 3) Medications and/or medical supplies will be kept at the Bayaan Academy Receptionist's desk.
- 4) The Receptionist will ensure that:
  - Documentation is on file regarding dispensing medication and/or providing treatment.
  - Documentation of medical requirements is shared with the student's teacher(s) and will be kept in the emergency packet that each teacher takes with him/her during an emergency evacuation.
  - Medications and/or medical supplies are taken with him/her at time of any emergency evacuation.

Administering medication at school requires written permission from the parents. School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from the physician, in the case of prescription medication. An "Authorization for Medication" form must be completed and is available in the school office. All medication must be kept at the Front Desk and administered by a trained member of the school staff. Each new school year requires a new doctor's permission slip.

A medical form and CURRENT immunization form from your child's physician's office, including hepatitis B, signed by the child's physician, and a medical emergency information form must be in the school's files before the child can be admitted each year. We require updated forms upon expiration.

Families are requested to sign an authorization giving the school supervisor and/or staff permission to act In Loco Parentis for emergency treatment.

For your convenience, medications will be administered to children only with daily signed authorization. All medications must be in the original container with the child's name on it and prescription number and given to the office. Expiration dates of medication must be current.

A trained member of the Bayaan Academy staff will administer no more than the dosage of medication printed on the label. Over-the-counter medication will be administered with the same parental authorization, as long as a standing order from a licensed health professional is provided with details on the specific circumstances and provides instruction on dosage. Any noticeable adverse reaction to the medication will be reported and communicated to the family. Medicine may not be left beyond its course. Bayaan Academy does not permit Tylenol, Motrin, OTC cold medicines to be left on hand "in case". Sunscreen with UVB or UVA protection and SPF of 15 or higher must be provided with parental permission or sun protective clothing must be worn when in direct sun.

For the health and safety of the children and staff, Bayaan Academy is a peanut/cashew free and smoke-free school.

## **Library (De-Centralized)**

The Pre-K classroom has a set of books for student use. Each week, students are allowed to check out a new book (as long as they have returned the old one) to encourage them to read. Parents are encouraged to get Library Cards for their children, if they do not already have them.

## **Lunch & Breakfast**

Children will not be permitted to share lunch brought from home to avoid allergy and health issues.

Pre-K students will eat lunch in their classroom. Students should bring lunches that are nutritious and filling. Candy, nuts, hot chips/fries, and sodas are not allowed.

## **Nap/ Rest Time**

Each day, Pre-K students will have the opportunity to rest or take a nap. It is required that the child has a sheet or blanket directly underneath them and one to cover up with. These are to be taken home each Friday to be washed and returned in a large zip lock bag on Monday morning. No child is required to go to sleep, but to simply rest quietly. This is so that they will not disturb others who may be sleeping, and to help everyone give their bodies a chance to reenergize for the next portion of the day.

## **Pest Control**

Bayaan Academy has contracted an outside company to service the school monthly, and as needed, for pest control.

## **Playground Rules**

Students must:

1. Listen for their teacher's voice.
2. Think about their friends (Does he/she want a turn, or would they like to join me?)
3. Hold on with both hands when climbing or swinging.
4. Think before they act (Am I or someone else going to get hurt?)

## **Potty Training & Potty-Training Policy**

All students enrolled in the Pre-K program are required to be potty-trained. If the teacher discovers that a child is not yet potty-trained, the school reserves the right to exit the child from the program.

## **Recess**

Students have recess outdoors at least once daily for 20 minutes.

## **Restrooms**

All Pre-K children may use the restroom when they need to; however, they are asked to go after lunch, before naps, and after naps. Teachers make sure that the students wash their hands diligently after using the restroom. Teachers will also remind the students of proper cleaning techniques in the bathroom. This is something that the parents must train their children on at home.

## Safety and Security

Bayaan Academy believes that the safety and security of its students is of utmost importance. Every precaution must be taken to guard against accidents to children and teachers. All unsafe conditions must be brought to the attention of the administration. Teachers should keep a copy of each child's emergency form with them at all times. All medicine and cleaning supplies are kept out of the children's reach.

Teachers must have a first aid kit with them at all times. Teachers are required to receive CPR and First Aid Training.

Parents and visitors are asked to use extreme care in the school driveway and parking areas.

## Staff: Early Childhood

The Pre-K teachers at Bayaan Academy are nurturing and caring individuals who have met education and training requirements for the position held. Lead teachers have CDA/CDS teacher certificates and/or Associates Degrees in Early Childhood Education, 40 hours of training, and VPK instructor training (VPK teachers only).

All are also required to participate in continuing education programs and in-service training sessions. All teaching professionals must have CPR, First Aid training, and a background check provided through the Department of Children and Families.

A minimum of 10 administration-approved training hours are required for each staff member yearly.

All Bayaan Academy early childhood teacher-training programs are overseen by Bayaan Academy's administrators.

## Teacher/Child Ratio

Bayaan Academy's Pre-K follows teacher/child ratios as required by the Hillsborough County Child Care Licensing and VPK.

1. Licensing requires the following minimum adult-child ratios: 4-year olds: 1:20
2. VPK accredited centers require the following minimum adult-child ratios: 4-year olds: 1:11 (maximum group size of 20)

## Amendments & Addendums

This handbook is a work in progress. Amendments and/or addendums may be added from time to time as policies are added, changed or deleted.