



STAFF HANDBOOK

2024

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Albayan Academy (ABA)





THE PRINCIPAL'S MESSAGE

Dear Albayan Academy's Staff,

Our establishment was named Albayan Academy, and to honor this name, we have to be as expressive as we should. Our mission and vision are extremely aligned with Albayan. We are very expressive, and we will lead our generations via clear enlightenment and true support.

Our time is valuable, and every minute has its extreme value, therefore, we are going to dedicate every minute and second to ensuring that our students are benefiting the most. We do not compromise in education, and we treat all subjects equally. The students have the choice, and we guide them through their choices.

IMPORTANCE OF TEACHERS AT ABA

ABA provides a secure environment in all aspects in which teaching and learning occur. It is our teachers who assist individual students to cultivate good habits for study, strong morals, values, self-discipline, positive attitudes and confidence in their own unique talents and abilities. Teachers recognize students' strengths and weaknesses and build those up in a planned method of standards of learning, but in learning how to best learn. Our teachers attempt to teach our students to think critically.

However, it is crucial to realize that they are influencing their students towards long-term life choices, not only helping them to master the current content for a particular lesson or day or term. The ABA staff operates as a team with transparency and intentional, collaborative dialogue. Teachers at our school are encouraged to have a voice, to raise issues of concern, to creatively use their talents and to participate in influencing decision-making. Our teachers are the heart of the school, and their willingness to develop professionally and upgrade their personal skill sets is at the core of our school improvement strategies.

The ABA Faculty/Staff Handbook goes hand-in-hand with the ABA Student-Parent Handbook. Faculty and staff need to be familiar with all the policies within all of the handbooks, if they pertain to students in the grade levels they are teaching. Any policies and procedures instituted after the handbooks have been printed will be communicated to all members of the faculty and staff via email or website posting.



Religious and Ethnic Tolerance

All members of ABA's administration, staff, and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, staff, parents, and students. Members of ABA's administration, 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 ABA while on the academy's property, at ABA events or to ABA students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites. Religious symbols of any religion other than Islam cannot be worn or displayed unless they are being displayed for educational purposes and with administrative approval.

Hiring Protocol

As part of Albayan Academy's hiring procedures for all staff, including teaching/non-teaching personnel, Ohio Revised Code 3319.39, requires all appointing/hiring officers of the board of education or of a chartered nonpublic school investigation to **conduct a criminal records check** with respect to any applicant who has applied to the school district, educational service center, or school for employment in any position.

The appointing/hiring officer will request that the report include information from the **federal bureau of investigation in the criminal records check** and an bureau of criminal investigation report (BCI) is also conducted, these two checks are important and an employee cannot be hired without both being complete.

It is to be stated, Albayan Academy also consults the **Educational Profile Database on the Ohio Department of Education** website as part of preliminary screening during hiring procedures.

ABA's Administrators

It is the role of each administrator to guide, supervise, evaluate, and support each ABA's staff-member.

ABA Board of Education

The role of the ABA Board of Education is to:

1. Set the school's policies based on recommendations of the principal.
2. Set the school's policies based on recommendations of the principal.
3. Ensure the financial stability of the school.
4. Support the principal and Administrator in their day-to-day operation of the school.



The ABA Board of Education meets biweekly and welcomes input from the Staff through the principal. Input may also be forwarded directly to the committee via email: board@Albayanacademyusa.com. Agenda items must be submitted one week prior to meetings. Schedule of meetings will be posted on the website.

Arabic Words & Phrases with Translation

- | | |
|---|---|
| 1. Assalamu alaikum | Peace be unto you. |
| 2. Walaikum as Salam | and unto you be peace (the response to #1) |
| 3. Insha-Allah | If it be the will of God (God willing) |
| 4. Jazakumullahu khairan (JAK) | May God reward you with what is good. |
| 5. Bismillah | In the name of God. |
| 6. Masha Allah | That is what God has willed. |
| 7. Alhamdulillah | All praises are due to God. |
| 8. Masjid | Mosque |
| 9. Wudu | Ablution (washing before prayer). |
| 10. Athan | The Call to Prayer. |
| 11. Salah | Prayer |
| 12. Jummah | Friday Congregation. |
| 13. Du'a' | Supplication. |
| 14. Surah | Chapter from the Qur'an. |
| 15. Ayah | Verse from the Qur'an. |
| 16. Hadeeth | Saying of the Prophet Muhammad (PBUH). |
| 17. SAWS (Sall-Allahu alayhi wa sallam) | May the peace and blessings of God be upon him. |
| 18. Hijab | Women's Hair Covering. |
| 19. Abaya/Jilbab | One-piece over-garment worn by women. |
| 20. Ramadan | Month of Fasting. |
| 21. Siyaam | Fasting |
| 22. Suhoor | The Pre-dawn Meal in Ramadan. |
| 23. Iftar | The Meal eaten at Sunset (maghrib) in Ramadan. |
| 24. Taraweeh | The Late Evening Prayer in Ramadan |
| 25. Eid | Celebration |
| 26. Hajj | Pilgrimage to Mecca |



STAFF DUTIES

Principal's Job Description

1. **Visionary Leadership:** The principal, with the partnership of the school board, develops, articulates, implements, and guards the vision of the school that is shared and supported by the school community.
2. **Instructional Leadership:** The principal, with the partnership of the administrative team promotes the success of all students by planning, implementing, and supervising a quality instructional program conducive to student learning.
3. **Inspirational Leadership:** The principal consistently inspires students, faculty, and staff to be all they can be and achieve all they can achieve, increasing their confidence in their abilities.
4. **Managing Human Resources:** The principal builds a formidable team by attracting, selecting, orienting, developing, evaluating, and retaining faculty and staff who assist the school in accomplishing its purposes and mission.
5. **Managing Information:** The principal, with the administrators develops, distributes, and revises school documents, weekly, monthly, and annual publications and handbooks that are consistent with the school's vision and goals.
6. **Working with the Board:** The principal promotes and establishes an effective partnership characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
7. **Collaborating with Parents:** The principal promotes and establishes an effective partnership characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
8. **Collaborating with Wider Community:** The principal maintains high visibility, active involvement, collaboration, and communication with the larger community. Establishes partnership with area businesses and community groups to strengthen and support school goals.
9. **Moral-Ethical Environment:** The principal ensures that every element of school life reflects the principles of equity, justice, and dignity of each individual and acts with integrity, fairness, and ethics.
10. **Quality Performance and High Expectations:** The principal emphasizes quality performance and outstanding achievement and advocates, nurtures and sustains a school culture conducive to student learning.
11. **Professional Growth:** The principal encourages and models life-long learning and creates staff development opportunities for the staff.



FUNCTIONS AND RESPONSIBILITIES OF THE PRINCIPAL

The principal leads the school, and, therefore, is expected to be well-qualified and well-versed in educational leadership. He/she will also be expected to be knowledgeable of the Islamic tenets and traditions, as well as participate in all Islamic observances and festivities at the school.

These include:

- Develop, implement, supervise, and evaluate instructional programs. In fulfilling this function, the principal shall consult and seek advice from the Board of Education so as to comply with the full-time school's guidelines and policies concerning instructional programs.
- Supervise and monitor the teaching staff and their classroom effectiveness on an ongoing basis. The teacher evaluation process shall be pre-planned and conducted systematically. The evaluation process should include pre and post observation conferences. The principal should prepare written teacher evaluations, and copies of evaluations shall be given to the teachers for their signatures.
- Prepare annual evaluations of the teaching staff to be submitted to the Board of Education, along with recommendations for their reappointment or for consideration of terminating services.
- Supervise and evaluate non-teaching staff.
- Take necessary measures for the safety, health, welfare, and appropriate behavior of all students.
- Make suitable arrangements for the practice and observance of religious duties like daily Dhuhur Prayers, Jumma Prayers and special Islamic events for all students.
- Assist the Board of Education in the recruiting, screening, and appointment of the teaching and nonteaching staff.
- Delegate authority to a responsible staff member to assume school responsibilities in the absence of the principal.
- Plan and supervise school fire drills, tornado drills, and other emergency preparedness programs.
- Enforce student discipline, with due respect to student rights, and maintain a high standard of student conduct on the school premises.
- Assist the Board of Education in the preparation of the school annual budget.
- Plan and organize teacher orientation, staff development, and teacher in-service training programs.
- Supervise preparation and distribution of students' report cards.
- Supervise the maintenance of records of student attendance and progress.
- Plan and supervise Parent/Teacher Conferences.
- Prepare written or email reports on overall school activities and present them at the Board of Education biweekly meetings.
- Plan and conduct school monthly staff meetings.
- Implement all school policies approved by the Board of Education.
- Make all necessary arrangements to hire qualified substitute teachers.



- Maintain a productive and cordial working relationship with the faculty and staff, as well as a cordial public relationship with parents and the community at large.

The ABA board of directors will evaluate the principal annually and decide on reappointment.

COMMUNICATION BETWEEN THE PRINCIPAL AND THE ABA BOARD OF EDUCATION

1. The principal shall attend Board meetings and report on ongoing, day-to-day school activities.
2. The Principal's Report for the Board meetings should address:
 - a) Academic concerns
 - b) Assessment and student performance
 - c) Islamic and secular instructional programs
 - d) Equipment Purchases (books, computer software, classroom furniture, etc.)
 - e) Administrative Activities
 - f) Religious activities and observances
 - g) Teaching staff activities
 - h) Non-teaching staff activities
 - i) Publicity/public relations activities
3. The principal shall have ongoing consultation with any or all of the Board members on an individual basis. The principal shall consult with the Board members assigned to the committee related to the matter in question. For example, to seek advice on financial matters, the principal shall communicate with the Board member assigned to the financial committee. However, an individual Board member is allowed only to communicate Board decisions taken in an official Board meeting, rather than issuing individual decisions on matters that were discussed and decided on.
4. The principal shall resolve any grievance brought to his/her attention by a teaching, non-teaching staff member, or parent. If the principal is unable to resolve the grievance, he/she should approach the Board of Education.



FUNCTIONS AND RESPONSIBILITIES OF THE ASSISTANT PRINCIPAL

Instructional Management:

- Participate in the development and evaluation of educational programs.
- Encourage and support developments of innovative instructional programs.
- Promote the use of technology in the teaching/learning process.
- Assist in the process of securing state funding through grants and the E-Rate program.

School/Organizational Climate:

- Promote a positive, caring climate for learning.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively with students and staff.

School Improvement:

- Participate in the development of school improvement plans with staff, parents, and community members.
- Understand the school curriculum, supporting teachers in ongoing curriculum alignment to the state standards, and helping staff use curriculum resources.
- Help principals develop, maintain, and use information systems to track progress on school performance objectives and academic excellence indicators.
- Regularly utilize the results of the student assessment data to identify problems and implement program improvement and/or pacing.
- Serve on the Teacher Leader Council (TLC) Personnel Management:
- Assist principal with observing employee performance and recording observations.
- Assist principal in interviewing, selecting, and orienting new staff.
- Arrange for and oversee substitute teachers.

Administration and Fiscal/Facilities Management:

- Supervise operations in the principal's absence.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, the tutoring program, and extracurricular activity schedules.
- Supervise monitoring of student attendance and investigate when appropriate.
- Work with department heads and faculty to assist in development of the school budget.
- Assist with safety planning, inspections, and drill practice activities.



- Comply with federal and state laws, Board of Education rules and policies.

Student Management:

- Provide academic and social counseling for high school students. Assist students in career choices and help them in searching for: applying and obtaining various scholarships.
- Ensure the students are adequately supervised during non-instructional periods.
- Help to develop a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed, and that student discipline is appropriate and equitable.
- Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development:

- Participate in professional growth to improve skills related to job assignment.
- Serves on the Local Professional Development Committee (LPDC)

School/Community Relations:

- Articulate the school's mission to the community and solicit its support in accomplishing the mission.
- Use appropriate and effective techniques to encourage community and parent involvement.

Other:

- Facilitate the development and participation in activities that recognize the achievements of students and staff members.
- Performs other duties as assigned by the principal and Board of Education.

FUNCTIONS AND RESPONSIBILITIES OF THE FACULTY

PROFESSIONAL ETHICS

The teacher's primary concern is to maintain the quality of services rendered, and to establish ambitious standards in their teaching profession. Teachers must, at all times, conduct themselves in a manner upholding the honor of their profession.

- The teacher speaks to students and acts towards them with respect and dignity, dealing judiciously with them, and always mindful of their individual rights.



The teacher respects the confidential nature of information concerning pupils. Student records are confidential, and after the parent's written consent has been given, a teacher may release student record information only to persons or agencies directly concerned with the child's welfare.

- The teacher recognizes that a privileged relationship exists between him/her and his/her students, and refrains from exploiting that relationship for personal advantage, such as but not limited to tutoring his/her own students for monetary gain.
- The teacher is willing to review and assess with fellow colleagues, students, and parents the practices he/she employs regarding his/her professional duties.

INSTRUCTIONAL OBLIGATIONS

CLASSROOM DISCIPLINE

- The teacher should clearly define, explain, and practice the classroom rules and regulations, ensuring that they are established and understood by all students throughout the year. All efforts must be made by the teacher and students to follow these procedures.
- The classroom teacher should manage his/her own discipline problems. However, the teacher should not hesitate to call on the Department Head, the Assistant principal, or the principal for assistance or advice if the disciplinary process warrants it.
- The teacher should have as few rules and regulations as possible. These rules and regulations need to be well defined, practical, reasonable, enforceable, and worded in a positive manner.
- If a student's behavior is a continuous problem, then the teacher should keep a behavior log (written record) of all incidents, which will be reviewed by the school administration. The administrative team will decide on how to proceed.
- Teachers are not permitted to detain students for more than half an hour beyond the normal dismissal time. Prior arrangements need to be made with parents before after-school detentions or meetings are made. Corporal punishment, in any form, is not permitted under state law.
- Teachers should introduce, teach, model, and post and practice procedures until they become routine during the first few weeks of the school year.
- Apply and practice the same routine for new students who did not attend at the beginning of the school year.
- Remind students that school rules are meant to help ensure a safe environment so that each child receives a quality Islamic education; and to develop self-discipline; to prevent trouble from arising; and to make ABA a safe and wholesome place to learn.
- Communicate to parents any concerns about their child(ren). Positive parental involvement is crucial to the success of the discipline policy.
- Closely adhere to the policies and cooperate fully with the administration to implement them.
- Any classroom library books, AV materials, and non-instructional posters must be approved by the administrator before being brought into the classroom.

CLASSROOM ENVIRONMENT

- The teacher should display creative work of students and regularly update.
- The teacher should establish centers of interest in the classroom relating to the academic areas taught.
- The classroom setup should be reflective of the content material being learned and should also be changed regularly.
- The teacher should always keep the classroom clean and orderly.

SUPERVISORY OBLIGATIONS

- Teachers shall enforce the school rules and regulations.
- Teachers will never leave their classrooms unsupervised and avoid excessive socialization with other teachers, staff members or parents during school hours.
- Upon request, teachers shall supervise students during lunch / recess, salah, and after school.
- Teachers will be in the classroom, or any other designated place assigned by the principal twenty minutes before the start of the school day and will remain twenty minutes after the close of the day.
- The supervising teacher may give a disciplinary consequence for any student that consistently violates any of the school rules in accordance with the school policy.
- Teachers will be responsible for redirecting any child, irrelevant of grade, when misbehaving outside of the classroom.

GENERAL AND MISCELLANEOUS

- All teachers should adhere to the philosophy and standards of Albayan Academy, promoting and fostering a healthy school environment, physically and emotionally. They should understand that the school expectation from the staff is based upon the concepts and principles of Islam and should therefore support the implementation of Islamic (good moral character) principles including dietary rules and dress code. Substitute teachers should be directed by the main teacher to conform as closely as possible to the established routine of the school and perform such extra duties as would normally be performed by the absent teacher.

EXPECTATIONS OF TEACHERS

The teachers must meet the following expectations:

- Teachers will have ten prep periods per week, which are to be used on class/school related activities within the school building.
- Teachers must prepare well for the week's lessons. Lesson plans are to be neat, accurate, done weekly using an online plan book. They are to be submitted before the first period every Monday. Lesson plans are school property and must be accessible at all times.
- All teachers will be assigned to morning, salah, lunch/recess and after-school supervision duties.
- All teachers will be computer proficient, enabling them to integrate technology into the curriculum, use written communications with parents, and to use administrative software for lesson planning, completion of official school documents, and student grades.
- Teachers are encouraged to visit area schools to benefit from other experiences and levels of expertise.
- Teachers will take part in curriculum development and alignment, grant writing, and similar activities to help promote the success of the school.

- Teachers will have their students participate in science fairs, spelling bees, and various activities held, and contribute by taking part in initiating or participating in different activities for promoting a quality, well rounded education.
- On a regular basis, teachers will inform parents and administration of a student's class work, other activities, and progress as well as any concerns regarding academic or discipline areas.
- Teachers will make sure that students' evaluations are comprehensive. Such evaluations should include as many as possible from the following items: attendance, homework, quizzes, class participation, pre-class preparation, tests, projects, and exams.
- All staff will comply with the governing laws, rules, and regulations of the State of Ohio, as well as the policies, manuals, and rules and regulations of ABA.
- All staff will cooperate fully with the administration of the school to advance the development of each student.
- Staff will confer with parents/guardians and students as requested and/or required.
- All MS/HS staff will create a syllabus for each subject and submit it electronically to the administration. Please utilize the ABA template.

The syllabus should contain:

- Weekly plans for subject and chapter coverage
- Dates of planned quizzes and tests
- Dates of quarterly exams
- Due dates of major projects
- Due dates of homework, if applicable
- Make-up procedures for excused absences
- Grade distribution for the following areas:

Staff should arrive and leave on time and participate fully in staff meetings and school activities.

- All staff must maintain student privacy. Student academic performance and behavior are to be kept in the strictest confidence. These topics are to be discussed only with administrators, parents, the students concerned and/or other teachers who are also dealing with the same issues with the same student. These topics are not for discussion with staff-members and/or community members.
- Provide active supervision of students in all school areas. No student should be left unsupervised.
- Ensure the safety of the students on school premises and on field trips.
- Follow their scheduled duties (supervise students daily during assembly, Wudu, Salah and/or other academic/religious obligations) and willingly forfeit free time, if needed, elsewhere in the school.

- Attend: All Assembly Programs, PTO Meetings, Conference Days, Orientation Days, Teacher Development Days, Staff Meetings, Fundraising Programs, Open Houses, Teacher-Board Meetings, and other schoolwide events as requested.
- Document: all conferences, communication with parents (parent/teacher communication log), discipline, consequences, etc.
- Maintain the security of their classrooms by locking the doors if they are not in the rooms.
- Maintain the condition of the items in their classroom: Not allow students to write on/vandalize desks; not allow students unauthorized access to computers, supplies, etc.
- Maintain an aesthetically pleasing environment through the active supervision of students in the cafeteria, bathrooms, playground, and other general facilities.

FUNCTIONS AND RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant(s) shall work under the direction of the principal.

WORK HOURS

Full-time employees work Monday through Friday, 8:00 a.m. to 4:00 p.m. A part-time employee shall have work hours according to his/her individual agreement with the school.

KNOWLEDGE AND ABILITIES

- Knowledge of general office methods and procedures
- Knowledge of the operation of the office computer (word processing, computer programs, and database)
- Ability to effectively communicate verbally and in writing
- Ability to organize and prioritize a varying workload
- Ability to deal effectively with others
- Ability to keep school matters confidential

DUTIES AND RESPONSIBILITIES

- Coordinate registration and re-registration applications and paperwork
- Follow-up on registration and tuition payments
- Maintain a waiting list of students for the forthcoming school year
- Type correspondence and reports

- Maintain school filing systems
- Coordinate the development and distribution of progress reports, report cards, and transcripts
Perform receptionist duties including answering telephones
- Open and distribute mail
- Keep record of all forms of payments to the school, prepare for deposit
- Keep record of petty cash
- Order office and school supplies, maintaining inventory control
- Maintain and observe confidentiality of information
- Address minor injuries of students and make sure incident reports are filled out by appropriate staff
- Coordinate printing and assembly of announcements to parents
- Assist in school functions as deemed necessary by the principal
- Perform other duties as directed by the Board and/or

Principal

FUNCTION AND RESPONSIBILITIES OF SCHOOL COUNSELOR

Purpose/Role: To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

Duties and Responsibilities:

1. Program Planning

The school counselor establishes a yearly plan for the school-counseling program and develops activities and resources to implement and evaluate the program. The school counselor involves other school staff in making decisions about the school-counseling program.

- Organizes the counseling program by assessing needs, setting goals, and formulating a plan of action and program evaluation.
 - a) Identifies student needs based on input from students, parents, and teachers.
 - b) Reports to the school administration and staff about the annual goals and services of the counseling program.
 - c) Evaluates counseling services and activities
 - d) Initiates and coordinates school-wide counseling services and activities.

- Plans and conducts dedicated events such as Career Night, Red Ribbon Week, DARE, and other pertinent activities.
- Helps the school administration identify and remedy school policies and programs that inhibit student development
- Helps the school administration develop policies and programs that benefit student development

2. Counseling

- The school counselor provides individual and group counseling services to meet the developmental, preventive, and remedial needs of students.
- Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students.
- Describes various counseling skills used in individual and group sessions
- Distinguishes between developmental, preventive, and remedial counseling relationships
 - a. Follows up on individual and group counseling to monitor student progress.
 - b. Sends written communications to parents/teachers to check on student progress.
 - c. Schedules follow-up contacts with students

3. Consulting

The school counselor consults with students, parents, teachers, and other school and community personnel to assist in meeting the needs of students.

- Demonstrates knowledge of consulting processes and techniques with students, parents, teachers, and administrators.
 - a. Is observed using appropriate consulting processes and techniques in individual and group settings
 - b. Explains the appropriate use of various consulting skills
 - c. Distinguishes between consulting and counseling relationships
 - d. Actively seeks out parental involvement
 - e. Participates in parent/teacher conferences throughout the year



4. Professional Practices and Development

The school counselor adheres to ethical standards of the counseling profession, and abides by the laws, policies, and procedures that govern the school. The counselor also participates in professional associations and continues developing professional knowledge and skills when needed.

- **Communicates effectively with students, parents, and staff.**
 - a. Uses correct verbal and written communication
 - b. Maintains a file of resource persons available for classroom and/or group discussion
 - c. Maintains communication with appropriate community agencies
 - d. Informs students and parents about testing deadlines, career opportunities, post-secondary application procedures, financial aid, scholarships, and other pertinent information
 - e. Uses the school-wide newsletter and website to announce programs and events of the school counseling program.

5.) Advocates for all students

- a. Demonstrates an awareness of the cultural differences and needs of students in the school
- b. Helps the school administration identify programs and policies that may be discriminatory
- c. Informs teachers of special services that exist and are available to students.
- d. Assures that all students have equal access to the counseling program regardless of race, national origin, sex, religion, or handicap.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (HIB) POLICY

Prohibition of Harassment, Intimidation, and Bullying

Albayan Academy is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons. This environment should be free from harassment, intimidation, or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of interfering with a student’s education; or



- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for harassment, intimidation, bullying, or other distinguishing characteristic. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. The principal is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of the procedure.

Prohibition of Harassment, Intimidation, and Bullying

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints.

Such complaints must be appropriately investigated and managed consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the school harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the school believes the complaint needs to be more thoroughly investigated. **Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It



cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities.

The procedure for overseeing the situation will be conducted by the principal and / or his / her designee. The following process shall be followed:

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The principal and his/her designee may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the principal and/or his/her designee may conclude that the school needs to draft a formal complaint based on the information in the officer's possession.
- C. The principal and/or his / her designee shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed, a full written report will be compiled of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the principal shall take further action on the report.
- E. The principal and / or his/her designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 1. That the school intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the school does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event for more than thirty days after the principal's written response, unless the accused is appealing the imposition of discipline, and the school is barred by due process considerations for a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying.



EMPLOYMENT POLICY

STATEMENT OF PURPOSE: To provide guidelines for the employment process, and to ensure compliance with state and federal regulations.

POLICY: The school selects the best-qualified applicants in compliance with state and federal regulations. The Board of Education manages the employment process.

PROCEDURES:

1. Search for Candidates:

- The Board of Education oversees the candidate selection process.
- To give qualified candidates the opportunity to apply for open positions, job openings are posted both internally and externally.
- Resumes are to be sent to the principal via any appropriate means, e.g., personal delivery, mail, fax, or electronic mail.
- Resumes are accepted for posted positions, and for positions where there is an anticipated future need.
- A position notice may be removed from the posting when an adequate number of qualified candidates have been identified or a final candidate has been selected. Screening of Resumes:
- The principal, in consultation with the Board of Education, reviews resume to identify potential candidates.
- Potential candidates are then contacted to see if they are still available and interested in the position. References shall be checked before employment.

Interviewing:

- The principal or his/her designee shall arrange for the interviews of the appropriate candidates.
- The Principal / Board of Education will conduct interviews.
- The Principal / Board of Education shall seek the input of department chairs in the final interview process.

Job Offer:

The Board of Education shall make job offers with appropriate candidates.

- All job offers are contingent on subsequent verification of all required licenses and certifications, and successful completion of criminal background checks and health assessments. 5.

Application:

- Candidates who are selected for employment should fill an employment application form.
- The principal / Board of Education shall seek verification or clarification of the application contents.

Criminal Background Check: Authorization for that is obtained from final candidates as deemed necessary by state and federal regulations.



Pre-employment Health Assessment:

- Final candidates need health evaluation to be completed prior to the first day of work.

Documentation: All new employees must produce documents demonstrating their employment eligibility.

Upon Employment:

Staff, upon commencing employment with the school, are expected to:

- Complete an Employee Information form along with a W-4 and I-9 accurately and completely.

Note: Throughout the year, any changes to address, telephone information, etc. must be updated with the Finance Office.

Complete any enrollment or waiver forms for Insurance and/or other benefits.

- Receive their personal email address with log-in information.
- Receive a Timecard Code and keys. If any or all of these is lost, or misplaced at any time, the Finance Office needs to know as soon as possible, so it/they can be replaced. If a Timecard Code is forgotten or temporarily not working (as the system is down), the school administrator and finance department should be notified immediately, and a record should be kept and submitted to the Finance Office for approval.
- Receive copier code, door code, and phone extension.
- Receive basic supplies required to fulfill their duties. Additional items may be required for specific classes.
- Submit an Item request Form if the needed item is not provided. This Form may be submitted, if needed, during the school year. The principal must approve all requests.
- It must be noted that, in order for purchases made by the employee to be reimbursed by the school, the purchases MUST be pre-approved.

Compensation Policy, Benefits & Pay Periods

Staff will be compensated based on their position, degree, years of experience and certifications. Each year, upon renewal of contracts, compensation may also consider teacher/staff evaluations. Performance Criteria will be given out at the beginning of each year to each employee.

Classroom Preparation Allowance

Each staff-member will be provided with an account at ABC School Supply where they will have an allowance of \$100-\$150 based on the grade and/or subject (or a % thereof, depending on % of teaching) to prepare his/her classroom at the beginning of each school year. If additional materials or supplies are needed, teachers will be asked to submit an item request form to be submitted for approval by the principal. These items do not include



basic necessities such as staplers, scissors, tape dispensers, etc. Such items will be provided to the teachers by the school after submission of a Supplies Request form.

Benefits

Employees who are full-time are eligible for benefits at the beginning of employment.

- Individual health insurance plan. For more information, please contact the Finance Office.
- Twenty-five percent Discount on Children’s Tuition, with a 5% increase with each additional year employed with the school.
- Six personal/sick days per Employment Contract.

CURRICULUM

The curriculum is aligned to follow the benchmarks and content standards as set by the Ohio Department of Education. Textbook reviews are done on a maximum of a five-year cycle. Recommendations or revisions of the curriculum are a continuous process at Albayan Academy.

ACCELERATED READER

Accelerated Reader is implemented in Albayan Academy Curriculum. The objectives of these programs will be incorporated in the weekly lesson plans. Assessments of these programs will be conducted quarterly through the STAR Math and STAR Reader Programs. Diagnostic reports will be given to the principal each quarter to review student standings and intervention needs. VALUE OF THE MONTH This character value program is incorporated into the weekly lesson plans through discussions, creative writing, projects, stories, bulletin boards, and/or posters. The principal, with the help of the teachers will assign a value for each month, giving supporting information for teacher’s use in the implementation of the value in class. The assigned value will be discussed in every aspect of the curriculum.



ATTENDANCE

TEACHER SIGN IN

Teachers are to sign in by 8:00 a.m. The teacher is to use the time to enhance the quality of instruction for the day by preparing needed for upcoming classes. Duty teachers must report to their posts at 8:20 a.m., unless another duty starting time is given. Staff members may schedule meetings with each other during the 7:50 – 8:05 a.m. time period. Administrative and office personnel may contact teachers during this time to schedule appointments with parents or administration.

Albayan Academy Board of Education has adopted the following Employee tardiness policy:

1. No tardiness should be accepted unless it is arranged and approved by the principal.
2. The first unexcused tardiness in excess of five minutes shall receive a verbal warning from the principal.
3. The second unexcused tardiness shall receive a written memo from the principal.
4. The third unexcused tardiness shall receive a written memo from the principal and penalized with salary deduction.
5. The fourth unexcused tardiness: the principal shall turn the employee file to the Board of Education for further disciplinary action.

TEACHER SIGN OUT

Teachers are responsible for their class until all students are dismissed. Teachers may sign out at 4:00 p.m. Fulltime teachers, and, when needed part-time teachers, will need to be available for students and parents by appointment after school until 4:00 p.m.

TEACHER ABSENCE

It is understood that staff-members may need to be absent or leave school during a school day for a variety of reasons. It is each staff-member's responsibility to follow the proper procedures when leaving campus and to ensure that he/she is aware of anything that has transpired in his/her absence as it pertains to him/her and/or his/her students.

If the absence is planned, the following procedures should be followed:

- Submit absence request form in advance to Administrative Assistant to submit to the principal for approval and so a substitute can be assigned.
- Submit detailed lesson plans.
- Ensure a substitute folder is available.



If the absence is unplanned, the following procedures should be followed:

- Call or text the administrative assistant's cell phone as soon as you know you are going to be out. If no one answers the phone, you must leave a message.
- Email the principal.
- Submit absence form upon return.
- Make sure a substitute folder is available.

LEAVING SCHOOL DURING SCHOOL HOURS

Teachers are expected to use their planning time to plan and prepare class but if the need arises during a planning period for the teacher to leave, the teacher must inform the office staff or principal, and then sign out in the administrative assistant's binder. Upon returning, teachers should sign back in. Teachers who report back late to a scheduled class or duty will have an entry in their file and further disciplinary action to be taken by the Board of Education.

If a teacher needs to leave during a scheduled teaching or duty time, the following procedures must be followed:

- Submit absence request form with lesson plans
- Clock out
- Sign out in the administrative assistant's binder
- Obtain a signature on returned absence request form to ensure Administration is aware that you are leaving.
- Clock back in upon return (if you are returning same day)

Staff Meetings

All staff are expected to attend scheduled meetings before and/or after school hours. It is the duty of the staff to be present in meetings or request, in writing ahead of time, to be excused by the principal. If a staff member/teacher misses school staff meetings, or arrives excessively late, he/she will be notified in writing. For consecutive missed staff/teacher meetings the principal will request a meeting with the staff member, and a report of the meeting will be placed in the teacher's personal file. If a staff member must be absent from a Staff meeting, please submit a Staff/Parents' Meeting Absence Excuse Form to the Administrative Assistant in advance, if possible. Also, it is the staff member's responsibility to obtain a copy of the meeting agenda and minutes upon their return, and to follow up with their department chair with any questions, clarifications, etc.



INCLEMENT WEATHER

In the event of extreme weather conditions and the need for an emergency school closing, Albayan Academy administration decides to close school based on several factors:

- Weather conditions
- Safety for students and staff

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- Safety for students/staff

STUDENT ATTENDANCE

Albayan Academy staff supervises the safe arrival and departure of students as assigned. Homeroom teachers are responsible for the supervision of their students starting at 7:45 a.m., and afternoon duties until 3:45 p.m. Morning duties are assigned between 7:45 – 8:10 a.m.; afternoon duties are from 3:15 -3:45 p.m.

VISITOR'S PASS

All visitors are required to check in with the office before visiting classes. A visitor's pass is issued to all visitors and must be worn at all times. Teachers are not allowed to meet with visiting parents during class time. Appointments can be scheduled during a free period or after school.

All visitors must follow the rules of the school and classroom. Teachers have the right to ask a visitor to leave the class for disruption to the learning environment. Visitors must show respect



to students, parents, teachers, staff, and administration. A visitor can be asked to leave the school premises by the administration if necessary.

EMPLOYEE DISCIPLINE POLICY

STATEMENT OF PURPOSE: To provide a safer and more conducive learning environment.

POLICY:

1. When possible, disciplinary action taken by the school shall be commensurate with the offense and corrective in nature.
2. Disciplinary actions may include any of the following:
 - A. Oral reprimands - with appropriate notation in employee's file
 - B. Written reprimands - with appropriate notation in employee's file
 - C. Suspension without pay – not to exceed five days
 - D. Serious allegations, such as neglect or abuse, will result in suspension without pay until the end of the investigation.
 - E. Termination

PROCEDURES:

The following list of offenses is a guideline and is not meant to be all-inclusive. Other factors considered in applying the appropriate penalty for an infraction include but are not limited to: the severity of the offense, the employee's prior disciplinary record, and other mitigating circumstances, if any.

Violation	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
Neglect of duty (<i>major -- endangers life, property, or public safety</i>)	Suspension or Termination	Termination		
Neglect of duty (<i>minor</i>)	Oral Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination
Theft	Suspension or Termination	Termination		



Insubordination (<i>refusal to conduct work assignment</i>)	Written Reprimand or Suspension	Suspension or Termination	Termination	
Insubordination (<i>willful disobedience of a supervisor's direct order</i>)	Suspension or Termination	Termination		
Insubordination (<i>failure to follow written policies</i>)	Written Reprimand or Suspension	Suspension or Termination	Termination	

Intentional misrepresentation of time in or time out	Loss of pay for two days	Loss of pay for five days	Suspension or Termination	Termination



Posting or displaying abusive material, using insulting language, or displaying inappropriate conduct towards a student, another employee or general public	Suspension or Termination	Termination		
Acts of discrimination or insult based on race, color, gender, age, national origin, or handicap	Suspension or Termination	Termination		
Carelessness with tools, keys, and equipment	Oral or Written Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination
Destruction or damage of school property, property of visitors to school facilities, or property of other employees	Suspension or Termination	Termination		
Reporting to work under the influence of alcohol, or consuming alcohol while on duty	Termination			
Reporting to work under the influence of drugs or consuming drugs while on duty, other than drugs taken only as directed by a physician.	Termination			
Sleeping on duty	Oral or Written Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination
Leaving work area without supervisor permission	Oral or Written Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination



Extending break or lunch period without authorization	Written Reprimand or Suspension	Suspension or Termination	Termination	
Unethical or indecent conduct	Suspension or Termination	Termination		

Unexcused tardiness or leaving work early	Oral or Written Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination
Unauthorized Absence of <i>One day</i>	Written Reprimand or Suspension	Suspension or Termination	Termination	
Unauthorized Absence of <i>Two days</i>	Suspension or Terminated	Termination		
Unauthorized Absence of <i>Three days or more</i>	Termination			
Misuse or unauthorized use of school vehicles	Written Reprimand or Suspension	Suspension or Termination	Termination	



Transporting unauthorized passengers or guests in a school vehicle	Written Reprimand or Suspension	Suspension or Termination	Termination	
Falsifying any document	Suspension or Termination	Termination		
Misusing funds	Suspension or Termination	Termination		
Accepting bribes, or misusing position for personal gain	Termination			
Unauthorized use or disclosure of confidential material	Suspension or Termination	Termination		
Misuse of approved leave	Written Reprimand or Suspension	Suspension or Termination	Termination	
Participation in an illegal strike	Termination			
Violation of dress code	Oral or Written Reprimand	Written Reprimand or Suspension	Suspension or Termination	Termination
Failure of good behavior	Written Reprimand or Suspension	Suspension or Termination	Termination	
Violation of safety rules, policies, or directives	Written Reprimand or Suspension	Suspension or Termination	Termination	
Violence in the workplace	Termination			

GRIEVANCE PROCEDURE

The school expects the relationship between the staff and the administration to be based on values of fairness and mutual respect. In case of any misunderstanding, teachers are expected to communicate their concerns to the administration, and search for ways to resolve the conflict. If no satisfactory solution is reached, the teacher requests a meeting with the principal to discuss the matter, and to arrive at an acceptable resolution. A written statement of the problem by the teacher, and a written response from the administration are expected after the meeting. If such action does not resolve the matter, the issue will be referred to the Board of Education. The Board of Education will request a written statement from the parties involved, and, if needed, will hold a meeting with both parties to discuss the issue before reaching a final decision on the matter.



ACADEMIC PREPARATION

LESSON PLANS

Long range and short-range planning for instruction is needed for a well-prepared teacher and a successful classroom. Lesson plans should include preparing for the following components: objectives, tasks/procedures, state standards, learning resources, and assessment. All of these components must be present in a good lesson plan. Teachers must follow the described lesson plan format:

1. **Objective:** list the goals of the lesson being taught
2. **Task / Procedure:** how the students will reach the goal and/or be evaluated – methods and techniques
3. **State Standard:** the state standards which this lesson meets
4. **Assessment:** test students to see if the objective was understood and mastered

Example:

This is a lesson plan entry on Financing Our Community's School

Class Name: Consumer Math, Period 1

Objective: To be able to find sources of local funding for the school

Task / Procedure:

- Students will research publications on local funding
- Students will inquire at local schools for resource funding
- Note taking on subject matter
- Cooperative learning groups of three students
- Organize a resource list by amounts funded (must have three sources) include the contact names, grant names, and addresses, Read Consumer Math text, Chapter 7, pages 131-154

State Standard: Taken directly from the Ohio Department of Education's standards

Assessment: Students will present their findings to the class and teacher during the following class period. Students will be asked essay questions on the next test regarding their findings for the assignment.



Dos of Lesson Planning:

- List objective / state standard / procedures not just page numbers or chapter numbers/assessment.
- Use higher order thinking terms like review, process, examine, evaluate.
- Include the text, chapter number, and pages being taught.
- Create homework assignments relevant to the lesson, and appropriate length. Remember students have other subject areas.
- Write lesson plans in ink. Pencil fades over time and can be unreadable.
- Submit your lesson plans on time.

Lesson plans should be submitted to the principal online through PlanbookEdu by 10:00 a.m. on Monday mornings. Please submit the lesson plans on time. Evaluation of lesson plans by the principal will be a part of the annual teacher evaluation.

PREPARATION PERIODS

It is expected that preparation time scheduled for teachers during the day will be used for class related activities, planning, conferencing, and preparation of materials. Such time is not to be used on personal errands. Teachers should remain in the building and engage in professional activities during prep times. The principal /office staff must be informed if the teacher needs to leave the building during the school day. Teachers are expected to sign out at the office when they leave the building, and sign back in upon their return.

IMPLEMENTATION OF LESSONS

Students at Albayan Academy are taught through well-prepared and well-delivered lessons. Students deserve interesting lessons, involved discussions, and firsthand and extended activities. Homework must be meaningful. Teachers must use multiple teaching styles to hold student interest and take in different learning styles. Positive reinforcement is a valuable ingredient for every lesson. Students need to hear positive comments and praise, and he/she should be respected in the classroom. Lesson plans are due according to the schedule given by the principal, and a copy needs to be available at school.

DAY-TO-DAY SUBSTITUTES

A substitute folder must be prepared and kept current by any teachers who will be absent. Class schedules and work to be done must be included in the folder. Additional notes like seating arrangements, special class circumstances, and class rules, would be helpful for a substitute.

Arrangements for substitutes will be done through the office. It is imperative to let the office know as soon as possible of sickness and absence. A call to the administrative assistant after Fajr or before 6:30 a.m. will help the office make necessary arrangements for a substitute. The



home telephone number of the administrative assistant will be provided to all teachers. If teachers know of absences ahead of time, a “Staff Absence” form needs to be filled out at least a week in advance.

SCHOOL COMMITTEES

School Committees are planned and assigned in the beginning of the school year during in-service days. Teachers have the freedom to choose the committees they would like to serve on. Teachers are required to serve on at least one committee, and no more than three school committees.

Committees are expected to meet on a regular basis. Minutes of the committee meetings and activities need to be reported to the principal.

GUIDELINES FOR COMMITTEE MEETINGS:

- Committee members and the administration must be notified in advance of the meeting time and place.
- An agenda must be prepared and distributed to committee members and administration in advance.
- The chairperson is appointed by the committee and will be responsible for running the meetings and preparing the agendas.
- Minutes of all committee meetings must be submitted to the administration in a timely fashion.
- Committees must meet at least once a month.
- All committee fundraisers and activities need to be submitted as proposals to the principal two weeks in advance for approval. All approvals need to be notified in writing from the principal.
- Money obtained through fundraisers should be utilized for direct student benefit. A report of expenditures should be submitted to the principal.
- No committee meeting may be scheduled and/or attended during class time of any members.

AWARDS AND CEREMONIES

HONOR ROLL CEREMONY

At the end of each quarter, an Honor Roll Ceremony is given for all Honor Roll HS students in the south building.

Students are recognized for their Honor Roll Status as defined by the school handbook:



Grading for the honors and AP courses is done based on a weighted grade point average. Please visit the School Profile for more information. Honors courses are on a 4.5 scale and AP courses are on a 5.0 scale.

O. HONOR ROLL

9th-12th grades: Students will be recognized for their academic achievement based on the following scale at the end of each semester (S1 and S2) principal 's **Award:** Students earning no lower than an A in any class

High Honor Roll: Students with grades no lower than B- AND have a G.P.A. between 3.7-3.99
Honor Roll: Students with grades no lower than B- AND have a G.P.A. between 3.5-3.699

Honor Roll students will have their names displayed on a bulletin board located in the hallway inside the school for the entire quarter. High school students must be enrolled in at least four credit hours to be recognized for the honor roll.

Any student who served two or more detentions in each quarter will be removed from the honor roll list. Likewise, any student who was suspended will not be listed on the honor roll list for the quarter in which the action occurred.

END OF YEAR AWARDS' CEREMONY

The students and community are invited at the end of the year for an Awards' Ceremony held at the school. Special Awards will be given out to students who may not be capable of making Honor Roll, but who excel in other areas: character, sports, attendance, etc.

It is the goal that every student will have received an award in at least one area by the end of the year.

SALAH - PRAYER

All teachers must accompany students to make wudu /ablution and salah/prayer. All teachers who do not have a class should be present for good role-modeling and to assist in supervision. Teachers should make sure of the following during the time of salah:

- Students arrive with the class and teacher.
- Students arrange their shoes neatly on the shoe racks.
- Students sit down in rows immediately and remain there quietly waiting for the start of Salah.



- There is no talking after the adhan (call to prayer) is called, and until students are dismissed for classes.

Everyone entering the mussalah / prayer area for salah should not participate in any unnecessary conversation. Teachers must actively supervise the students during this time and may not engage in any other activities such as grading papers, preparing lessons, carrying on discussions with other teachers.

PROFESSIONAL APPEARANCE

Professional appearance is part of setting a good example. Members of the staff/employees of Albayan Academy are required to dress in a way that is neat, clean, modest, dignified, and professional in appearance. Casual or dress shoes are preferred.

Male Staff Dress Code:

Professional attire for male staff includes a dress shirt, tie, loose-fitting modest dress pants with black shoes, and socks. In order to maintain a professional appearance, jeans, shorts, sleeveless shirts, sandals, and jewelry are not permissible. In addition, blazers are recommended with a dress shirt and tie for Fridays. Polo shirts are permitted for Athletic and Technology staff. P.E. teachers may wear appropriate gym wear. All attires must be ironed and clean. Hair must be clean cut and no hair color is allowed.

Female Staff Dress Code:

For professional attire of female staff, it is expected that each female staff member be elegantly dressed appropriately for their job; 1-Socks should be worn, 2-Leggings, shorts, transparent or fitted clothing, low neckline and sleeveless/short sleeves shirts and blouses are not allowed. 3Heavy make-up, nail polish, heavy perfume are not allowed, 4-Open-toed shoes or sandals are not permitted, 5-Legs must be covered to the ankle, 6-Head coverings will be a requirement for all female Muslim employees, which cover all hair, ears, and neck, 7-long loose top that goes at least mid thigh should be worn with loose fitting pants.

Field trip attire should adhere to the professional appearance policy. However, exceptions may be made due to the nature of the experience. Please see administration for further details / guidance.

The aforementioned dress code must be maintained on the school premises and at school functions.



BOOK ORDERS FOR NEW STUDENTS

When a new student registers with the school, it will be the responsibility of the teacher(s) to submit any orders to the Administrative Assistant for processing. The Administrative Assistant will then check the book availability with the Assistant principal. If books are available, they will be assigned to the new student. If they are not available, they will be ordered and, once received, will be assigned to the new student.

Cell Phone & Computer Use in the Classrooms for Personal Purposes

All staff must turn off their cell phones or cell phone ringers during class time. Staff may not answer nor make phone calls during class time, except in an emergency situation. Classroom phones should be used to contact the office. If audio is being used on the computers and is not being used for instructional purposes, headphones should be used. Attention should be paid to the ringtone used on cell phones unless the phone is being kept on vibrating or silent. Staff should not use cell phones while supervising students.

No use of video chat or Facebook is permitted on school grounds at all times. Failure to comply will result in disciplinary measures by the principal.

Technology Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff must:

1. Respect and protect the privacy of others by:
 - o Using only assigned accounts.
 - o Not viewing, using, or copying passwords, data, or networks to which they are not authorized.
 - o Not distributing classified information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources by:
 - o Observing all network security practices, as explained and/or posted.
 - o Reporting security risks or violations to a teacher or administrator or technology supervisor.
 - o Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.



- o Conserving, protecting, and sharing these resources with other students and Internet users.
3. Respect and protect the intellectual property of others by:
- o Not infringing copyrights (no making illegal copies of music, games, or movies!).
 - o Not plagiarizing.
4. Respect and practice the principles of good etiquette by:
- o Communicating only in ways that are kind and respectful.
 - o Reporting threatening or discomfoting materials to a teacher, administrator, or technology supervisor.
 - o Not intentionally accessing, transmitting, copying, or creating material that violates the ABA's Discipline Policy (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - o Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - o Not using the resources to further other acts that are criminal or violate the ABA's policies.
 - o Not sending spam, chain letters, or other mass unsolicited mailings.
 - o Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Staff may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules will result in disciplinary action, including the loss of a staff-member's privileges to use the school's information technology resources.



Supervision and Monitoring. School administrators and authorized employees and technology personnel will monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the ABA's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement if deemed necessary.

THESE RULES ALSO PROVIDE GOOD FRAMEWORK FOR YOUR USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Technology Support

Teachers and staff requiring technical support should report their needs by contacting Shaher or by completing a computer maintenance request form.

Code of Ethics Policy

In light of ABA's mission, it must be noticeably clear to each member of ABA's Administration, Faculty and Staff that the health, safety, and welfare of ABA's students is of utmost importance and must be the priority of each and every member of ABA's Administration, Faculty and Staff.

Each member of ABA's Administration, Faculty and Staff must be:

1. Aware of the importance of maintaining the respect and confidence of his/her colleagues.
2. Aware that this respect for the confidence of his/her colleagues cannot extend to holding in confidence information related to the health, safety and/or welfare of a student or students.
3. Aware of his/her responsibility to report any suspected or actual misconduct which could negatively impact the health, safety and/or welfare of a student or students.
4. Aware of the fact that he/she cannot be penalized for sharing such information of suspected or actual misconduct with a person in authority.
5. Aware of the fact that hiding such information could lead to reprimand, suspension with or without pay, termination and/or discipline by the Ohio Department of Education with regards to his/her teaching certificate (where applicable).

Prohibition

The following items are prohibited on school campus:

- Smoking
- Pork Products/Pork gelatin



- Alcohol
- Illicit Drugs
- Weapons

The following behaviors are prohibited on school campus:

- Gossip
- Cursing
- Ethnic or racial slurs
- Casual intermingling between males and females
- Inappropriate published materials (magazines, novels, etc.)

Team Leader Council

Definition & Purpose

A committee made up of ABA Staff-members will advise the Administration and/or Board on school-related issues. This committee will be elected by a secret ballot and made up of one representative from each of five departments:

1. High School
2. Quran/Arabic
3. Islamic Studies

The committee will be called-upon by the Administration and/or Board at certain times to assist in the decision-making process. These times may include, but will not be limited to:

- Decisions regarding the establishment of new school policies;
- Decisions regarding student disciplinary action, especially prior to a decision of expulsion;
- Decisions regarding staff disciplinary action, in the cases of staff disregard for school policy;

The committee will also represent each department when submitting suggestions, concerns, etc. to the Administration and/or Board.

Criteria for Membership on

- Each member will be elected by his/her department and will serve until the end of the school year in which s/he is elected.
- Each member must have been an ABA staff-member for at least one year.
- Each member must be a full-time staff-member at the time of his/her election.



Staff / Teachers' Lounges

There are two areas throughout the school designated as Staff / Teachers' work areas / lounges. It is especially important that the teachers and staff maintain the cleanliness and appearance of the lounges and make sure to:

- Clean up any spills on the floors or counters; in the microwave or refrigerator; etc.

- Take home any empty dishes, containers, etc. that were brought in.
- Label their food containers or take them home at the end of the week. Food left over the weekend may be thrown out with the container it is in.
- Each department (K-6)/Staff member (7-12) will be responsible for assisting in overall appearance on a monthly basis.

STUDENT RECORDS

Student records are confidential and may only be viewed by school-authorized personnel. Records will not be provided to non-school personnel except with written request from the parents/guardian of the student to the principal or Board. This request must be delivered to the school by mail or in person to the office. Parents may request a copy of all or some parts of their child's record. The school requires a notice of 48 hours to process requests. The school will share non-academic records only with custodial parents. Non-custodial parents have the right to a copy of academic records such as report cards, standardized tests scores, etc. Any other part of the student record will not be released to a non-custodial parent except by a court order or the written consent of the custodial parent.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

No part of the student's confidential record is to be taken out of the school building. Teachers have the right to check student records in the office. Records must be returned to the appropriate drawer within one class period time.

TEACHER-PARENT CONFLICT RESOLUTION

Questions and complaints arise inevitably. It is important that these be managed courteously, politely, and promptly. The following steps should be followed:

1. The teacher should meet privately with the parent to seek resolution in a spirit of reconciliation. Remember that both want the good of the child and are not in an adversary position.
2. If unresolved, the teacher then meets with the parent and the principal.



3. If still unresolved, the problem is brought before the Board of Education. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment, and takes appropriate action.

MAINTENANCE AND SAFETY

FACILITY CARE:

Each teacher and student are expected to assist the custodial staff in maintaining a high standard of cleanliness, neatness, and orderliness.

1. The furniture in the rooms should be kept in orderly fashion at all times. Student responsibility should be encouraged along this line. Teachers are responsible for controlling student misuse of furniture and equipment in their assigned classrooms.
2. Paper and loose articles should be removed from the floor and desks at the close of each period and the end of the school day.
3. Lights should be turned off when the teacher leaves the room for any period of time or when the classroom is being closed for the school day.
4. Doors should be closed and locked when a teacher will not be in the room. When rooms are not in use, the classroom windows and emergency door are to be locked along with the classroom door.
5. Physical education teachers are responsible for turning off the gymnasium when he or she is the last teacher in the area.
6. Teachers are responsible for maintaining the security of the entire building by making sure that those doors they have unlocked are locked upon leaving the area used or building.

POSTING SIGNS, NOTICES, ETC.

All notices, signs, flyers, and verbal announcements for any function must be approved by the administration before posting in the school or on school grounds. Submissions for approval should be made in writing at least one week before the posting date. A copy of the notice or sign must also be included.

COPY EQUIPMENT AND PROCEDURES

Teachers are to exercise judgment in making copies and should work together to contain this cost. If making large numbers or sets of copies, try one first to make sure it is how you want it before making all the copies. Each staff member will be allotted four thousand copies per year.



END OF YEAR PROCEDURES

At the end of the school year, teachers should store all materials in designated areas and clean and organize their rooms. This includes emptying out the teacher's desk of all personal items. Teachers are given a checklist to follow and complete during the last week. The checklist and keys are to be turned in to the office the last day of school.

All teachers must complete the following:

- Supervise the evacuation and clean-up of lockers and/or student desks by the students.
- Collect and turn in student books to the appropriate book storage rooms.
- Submit a list of books and students' names of damaged or missing books to the office.
- Submit a list of turned in books and numbers of books to the principal.
- Turn in all teacher manuals and instructional materials to the book storage room. Or sign out the teacher manuals for the summer with a form from the office.
- Submit lesson plan books and grade books to the office.
- Submit classroom and cabinet keys to the office. Keys should be placed in an envelope with the teacher's name, room number, and cabinet location on it.
- An inventory of all items and supplies in the classroom that belong to the school must be given to the office. Items that do not belong to any specific classroom should be moved to a designated location for storage (TV, overhead projectors, etc.).
- All bulletin boards and walls must have staples and tape removed.

Teachers have access to the classrooms even after the last day of school and throughout the summer.

TEXTBOOKS

All student textbooks are the property of the school. They are issued to students and proper treatment is expected. Replacement fees or fines due to damage will be charged, if necessary. Textbooks are numbered and recorded for this purpose. Teachers are responsible for keeping track of books and supplies loaned to students or other teachers. A list of textbook numbers assigned to students should be recorded in your grade book. At the end of the school year when textbooks are handed in, numbers need to match the student who hands the textbook in. A list of students who have damaged or lost books needs to be given to the office on the last week of school.

When a student transfers to another school, it is the responsibility of the teacher to collect all textbooks and other loaned materials before the office can release the student's records.



WORKSHEETS

It will be the policy of the school to use worksheets minimally, as they waste paper and tend to make our students lazy, since they often require simple fill-in-the-blank answers. This not only gets the students less used to writing but also requires minimal thought process.

The school has document cameras for teachers to use and requests that teachers implement them in their classrooms and let students write complete sentences/answers in their notebooks.

CLASSROOM APPEARANCE

Teachers are to encourage students to maintain the appearance of their classrooms at all times. Student desks, as well as teacher desks, are to be orderly. The desks should be arranged for easy passage within the room. Student desks cannot block any doorways or vents and extra books and materials must be stored in the book storage areas. Bulletin boards must be kept neat, repaired, and have to be changed periodically to reflect new themes. All teacher manuals and resources must

be kept secure. Teachers will be held responsible for any lost school property such as teacher manuals and resources.

Each classroom must have at all times an emergency exit plan posted for fire and tornado drills.

CLASSROOM RULES

All teachers must post classroom rules, rewards, and consequences in the classroom. All must be put in a prominent area where the students can clearly see them. They should be in large print. Teachers must hold a discussion session on the rules and explain, giving examples of what each point means.

Along with the classroom rules the teacher must post the rewards and consequences. Please explain in more detail to students what will warrant these rewards and consequences.

OUTSIDE SURROUNDINGS AND SAFETY

Teachers are expected to:

- Observe the arrival of students to ensure their safety.
- Strive to provide an environment that is both secure and safe for the children.
- Report any emergencies immediately. Only designated teachers/staff members who have successfully completed the First Aid & CPR courses may perform first aid. In cases of emergency, teachers/staff should contact the front office or an administrator.
- Be aware of their surroundings at all times and report anything unusual to the office.
- Adhere to all guidelines and their individual role in their implementation of the safety plan.



- Supervise their students to clean their classrooms at the end of the day. Teachers are responsible for the neatness and cleanliness of their classroom.
- Report all safety and health concerns to the office immediately.
- Report students who are out of their classrooms without a pass to the office immediately.
- Report any stranger roaming the campus to the office immediately.
- Be always aware of their students' movements and activities around their classrooms.
- Make sure that the portable fire extinguishers around the buildings are secured on their hangers on the walls.
- Assume the responsibility of their students' safety for early arrival or late dismissal.
- Observe the speed limit of 10 mph when driving on or near campus.
- Leave handicapped parking places for their designated function.

PLAYGROUND AND BUILDING RULES

The following is a list of playground and building rules that all students are expected to follow, and that all staff members are to enforce.

1. Students are not to play in the area where cars are parked.
2. Staff should inform the office if any playground equipment needs repair or needs to be checked to ensure students' safety.
3. The following are not permitted:
 - a. Heelys, roller skates or skateboards
 - b. Snowballs.
 - c. Food outdoors during recess or lunch period.
 - d. Climbing on top of monkey bars or slides.
 - e. Hanging upside down from bars.
4. Swings.
 - a. Seated only.
 - b. One person per swing.
 - c. Do not stand, walk, or run in the swing area.
 - d. Swing only forward and back - no circles.
 - e. No jumping out of swings.



5. After recess (lunch period also) students are to line up and enter the building quietly and orderly.

6. Building Rules.

- a. Walk in hallways. Running is not allowed.
- b. Gently use school property such as lockers doors.
- c. Maintain quietness and tranquility in the hallways.
- d. Remain in the gym or outdoor playing area during the lunch hour.
- e. No playing, loud talking or loitering in restrooms.
- f. Keep classrooms, restrooms, and halls free of wastepaper.
- g. No gum chewing

COMMUNICABLE ILLNESSES AND HEALTH SAFETY

Teachers are expected to:

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

Notes:

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



MEDICAL EMERGENCIES AND ACCIDENTS

- All incidents have to be reported to the office and the proper forms have to be filled out immediately by whoever witnessed the injury/event. The parent must sign and receive a copy of this report before the end of the day or before the child is taken home, whichever comes first. In the case that the parent is not the one picking up the student, he/she must be contacted and informed of the incident/injury. Whoever is picking up the child must sign the report.
- When there is a need to transfer an injured student to the nearest hospital, a staff member should accompany the student if the parents are not able to arrive on time.
- A signed release form allowing the school to treat the student must accompany the student to the hospital.
- In the case where a colleague is injured on the job or on school property, the same procedures must be followed.
- First Aid Kits are located in each office and science lab, with the PE teachers and in the Kitchen. Teachers should familiarize themselves with the First Aid Kits and the location and use of EpiPens.
- Gloves must be worn before dealing with any bodily fluids.
- Appropriate first aid to be administered:
 - Bumps and bruises iced
 - Cuts/scrapes washed with soap and water ○ Insect bites rinsed with cool water
- All accidents/incidents must be reported by the teacher to the front office.
- The Incident Report must be filled out and initialed by an administrator before the parent signs, if possible. The report should include a description of what happened, under what conditions, and the resulting injury, including if there was blood. The head teacher, associate teacher, or a substitute for the head or associate teachers can sign the incident report. A student assistant cannot sign the incident report but can serve as a witness. The original copy of the incident report, once it is initialed by an administrator and signed by the parent, is to be given to the administrative assistant. The administrative assistant will log the information into the accident log and place the accident report in the child's file.
- Incident Reports must be filled out in ink and must be filled out in clear handwriting. All information must be complete and accurate.
- When filling out an incident report, only the child in question may be named in the report. If more than one child is involved, more than one report must be filled out, each listing only one student's name.
- The parent must sign and receive a copy of this report before the end of the day or before the child is taken home, whichever comes first. In the case that the parent is not the one



picking up the student, he/she must be contacted and informed of the incident/injury. Whoever is picking up the child must sign the report.

- 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.

MAINTENANCE REQUESTS

Maintenance request slips are found in the office and the staff lounges. They should be filled out and given to the office administrative assistants. Teachers are asked not to approach the maintenance crew for facility or computer maintenances.

ALLEGATIONS OF CHILD ABUSE

Overview

Child Abuse and neglect is a fundamental problem which can have devastating effects on the abused or neglected child, parents, or other loved ones. Following strict procedures is essential to ensure that any issue is overseen in a prompt, professional and private manner, and that, most of all, the child is protected. As professionals, we must also be aware of proper procedures to ensure we protect ourselves from allegations of abuse.

Preventing Allegations of Child Abuse

The teachers and staff will be made aware of the disciplinary policy for any inappropriate behavior around children. This is done during the hiring process and reinforced through staff meetings and continuing education. In order to avoid false allegations of abuse, teachers and staff will:

- Never allow one adult alone in the building with any children.
- Monitor bathrooms and changing areas closely.
- Always ensure the bathroom doors are propped open in the event the teacher or staff member is assisting a child in the bathroom.
- Use the team concept when possible.
- Communicate any suspected abuse immediately to the principal.



The principal will ensure that teacher behavior is monitored and will provide immediate counseling for behavior that is inappropriate. Blatant violations can result in immediate termination as outlined in the Faculty/Staff Handbook. As a guideline, the administrators will:

- Frequently do a walk-through of the facility.
- Immediately counsel any employee that oversees children roughly.
- Watch for teacher exhaustion.
- Train teachers in ways they can prevent being accused of abuse.
- Have complete background checks on all employees.
- Be sure all classrooms are frequently monitored.
- Never allow one adult alone in the building with any children. ➤ Act at the first sign of trouble.

Reporting Procedures

Checklist:

1. Each child should be examined discreetly each morning they are in care for signs of abuse or neglect.
2. If abuse or neglect is suspected, it should be documented in writing and forwarded to the principal and counselor immediately using an Incident Report Form.
3. If the Principal concurs with the teacher's assessment, the principal will notify the authorities.
4. If the principal feels that there is not enough evidence of abuse, a report will not be made.
5. Regardless of the principal's assessment, the report filed by the teacher will be filed in the child's file.

GIVING PRESCRIPTION MEDICINE

The following are the school guidelines for dispensing medications by school personnel:

- Parents will give written permission for the school to give medications to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medication in a central, locked location.
- The school will designate one person (staff member) to administer medications.
- The school will keep a log of all medications given out.



The above policy is for prescription medications only. No child should be given medication for fever. Any child with a fever needs to be sent home.

Students who are ill should be sent to the office so contact with the parents can be made. Another student should always accompany the ill child to the office. An ill child should never be left alone.

NEWSLETTER

The newsletter is a source of information for parents, students, and community. It includes a calendar of upcoming events, various news items, and student activities. Teachers are encouraged to provide information regarding such activities so it may be included in the publication.

Hanging a copy in the classroom has proven quite effective in assuring proper communication. Copies of all newsletters need to be provided to the principal.

WEBSITE

The school's official website is www.albayanacademyusa.com. This website is an additional useful source of information for parents, students, and community members. Teachers are expected to post their newsletters, homework, and upcoming events weekly. The website includes a calendar of upcoming events and communicates various upcoming events, recognitions, and achievements.

ELECTRONIC MAIL

The ABA administration will communicate with staff members through the use of electronic mail. Teachers will be provided with an e-mail address and are required to check it regularly. Parents may also communicate with staff members through email.

SCHOOL ANNUAL EVENTS

Albayan Academy Board of Education, staff, teachers, students, and parents participate in different annual events:

1. **Annual Dinner:** ABA employees are encouraged to attend and help out in the fundraising dinner held in the autumn of the year.
2. **Ramadan Celebration (if Ramadan falls within the school year):** The Ramadan/Eid Committee at ABA involves students in a full program during Ramadan to keep in the spirit of the holy month. Activities usually planned during the month are:



- **Charity Drive** – adhering to the traditions of ABA, during the month of Ramadan, students and teachers of each class collect donations of canned foods for needy and deserving people in the community.
 - **Student Gift Exchange** – students exchange gifts under the supervision of the classroom teacher.
 - **Quran Competition** – The Arabic/Islamic Studies teachers of each level hold a Quran Recitation Competition in their respective classes. The winners of each class participate in a school-wide final competition.
3. **ABA Pride Night / Ramadan Program:** All classes participate in presenting Islamic Nasheed, plays, and other entertainment to families and friends on this evening.
 4. **Annual Eid Bazaar:** The Parent/Teacher Organization plans and organizes a bazaar before the end of the month of Ramadan for the community.
 5. **Annual Book Fairs:** The Parent/Teacher Organization plans, organizes, and runs the yearly book fair. This is usually held during Ramadan and in the spring.
 6. **Potluck Iftar:** The school community holds a family potluck iftar during the month of Ramadan.
 7. **Eid ul Fitr Field Celebration:** Students celebrate Eid by participating in an Eid celebration. This can be done throughout the department or by individual classroom teachers.
 8. **Hajj Day** – All students participate in a school-wide hajj day.
 9. **Eid ul Adha Celebration:** The Parent/Teacher Organization may put on an Eid celebration for students after the Eid ul Adha Break.
 10. **Week of the Prophet** – In coordination with the Islamic Studies curriculum, students live in the footsteps of the Prophet for the duration of the month participating in various activities that bring his sunnah to life.
 11. **Honor Roll Breakfast** – At the end of each quarter, an honor roll breakfast is conducted to recognize our honor roll, high honor, and most improved students from each class.
 12. **Awards Ceremony:** The Awards' Ceremony at the end of the school year honors the accomplishments of all students and teachers. Parents and the school community are invited.
 13. **High School Graduation Ceremony:** Graduation honors the graduating class at ABA. Guest speakers, a small student presentation, and awards are presented during the celebration. This is usually held the last Sunday of the school year.



14. **Senior Dinner** – High school seniors and their guests are invited to listen to the culminating research project. A formal dinner is then enjoyed with the seniors and their families.

15. **Sports Banquet** – A formal dinner to recognize all of our school's athletes.

The number of activities that occur at the school are tremendous – and the list continues to include the newly established Career Fair, College Fair, Salah Day, Cowabunga Reading Week, Math Night and much more.

All teachers are strongly encouraged to attend the special programs done throughout the school year. Teacher suggestions, cooperation, and help in any of the special programs during the year are welcomed. Most of these activities are conducted through committee work.

HOMWORK POLICY

ABA has the following homework policy:

-High school (9-12): Homework should not be more than two hours per day.

Teachers are responsible for coordinating with each other for the correct distribution of homework and tests.

TESTING

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

- Tests should consist of at least 12-15 questions and two or three question-types.
- Care should be given to ensure that the question is clearly and accurately worded.
- An answer key should be prepared and points per question and points per test assigned BEFORE tests are administered.
- Grading should be done carefully and accurately and within a reasonable amount of time.
- Teachers should not be pressured by the students to grade the tests in-class or immediately following test administration. The probability of error increases under such circumstances.
- The 70% Rule Must be followed: If more than 70% of the students miss the same question, the question should be dropped. Also, if more than 70% of the class scores below 70%, the whole test may need to be dropped. Chances are: The concept was not



taught in a way that students could clearly understand it. Any exemptions to this rule must be approved by the Administration.

- Test Analyses must be performed on each test given to determine areas of weakness and to allow for re-teaching of concepts where necessary.
- Extra Credit cannot count for more than 5% of a quiz, homework, test, or project grade.

FIELD TRIPS

Teachers are encouraged to bring learning to life for their students. Field trips serve as a great venue for doing that. All field trips need to be arranged by the teacher and must be directly aligned to state standards. Teachers must complete a field trip request form with an attached permission slip at least two weeks prior to the field trip. Teachers are responsible for ensuring written permission from the parents for all students who will be attending the trip. The teacher also needs to plan for the students who are not able to attend the field trip.

SERVED FOODS

Any meats served in meals to staff, students, and/or any visitors attending a function at the school cannot contain pig meat or products (i.e., lard, pork gelatin, etc.) and needs to be zabiha (halal or meat from an animal slaughtered as prescribed in Islam) or identified otherwise. This should be kept in mind while planning school events.

HANDBOOK REVISIONS

ABA has the right to amend this handbook as the need arises. Staff will be informed of amendments in writing. A revised handbook or an insert to the handbook will be provided as needed whenever changes are approved.



RECEIPT OF STAFF HANDBOOK

This Staff Handbook is an important document intended to help you become acquainted with Albayan Academy. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements, and sign below to indicate your receipt and acknowledgement of Albayan Academy Staff Handbook:

1. I have received and read a copy of Albayan Academy Staff Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Albayan Academy Board of Education at any time.
2. I further understand that my employment is terminable at will, either by Albayan Academy, or myself regardless of the length of my employment or the granting of benefits of any kind.
3. I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Chairman of the Board of Education of Albayan Academy.
4. I understand that, should the contract be changed in any way, Albayan Academy may require an additional signature from me to indicate that I am aware of and understand any new policies.
5. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of Albayan Academy Staff Handbook.

Employee’s Printed Name

Position

Employee’s Signature

Date



Albayan Academy High School

Educational Excellence in an Islamic Environment.

4340 Union Drive
Middletown OH, 45005
513-783-2793

RACIAL NONDISCRIMINATORY POLICIES

The governing board of **Albayan Academy** school located at 4340 Union Rd. Middletown in Ohio 45005 has adopted the following racial nondiscriminatory policies.

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

Albayan Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.