



Albayan Academy Islamic High School

Parent & Student Handbook

2024



INTRODUCTION

THE PRINCIPAL'S MESSAGE

All praise is due to Allah for the establishment of Albayan Academy.

Our goal is to ensure that our students achieve the best possible education. All students and parents are welcome to share their ideas with the school's staff. As principal, I have committed my time and expertise to serving Albayan Academy and its community. As we go through this journey together, we aspire to raise leaders and purposeful individuals through whom Allah may bless us; both as members of the Muslim ummah and as members of humanity at large.

We are confident that by His grace, our best efforts and intentions will realize the potential of this noble project.

VISION STATEMENT

We aim to be the beacon of academic excellence under the shade of Islamic faith and character.

MISSION STATEMENT

Albayan Academy believes in cultivating both cognitive and spiritual rigor. Our mission is to nurture Muslim youth for a brighter future of humanity through faith and knowledge. We believe in worshipping the Almighty, serving our Muslim communities, and partnering with all diversified communities at large, without sacrificing our values and faith. Our values at Albayan Academy are extracted from a strong belief in the Quran and the Sunnah (the traditions of Prophet Mohammad, peace and blessings be upon him), and the virtue of Allah's path. By the guidance of Allah, we will succeed in cultivating the goodness inherent in our community for the benefit of all.



PHILOSOPHY OF EDUCATION

Albayan Academy believes that children will mature into well-rounded, socially, and spiritually developed human beings if they are provided with quality education within a safe and secure Islamic environment.

The following are among our top priorities at Albayan Academy:

- To seek and hire role models in dedicated and highly qualified educators who demonstrate a commitment to the values and practices of Islam
- To become and remain life-long learners in academia and Islam
- To achieve academic excellence by educating the whole child: physically, socially, spiritually, intellectually, and emotionally
- To celebrate diversity
- To emulate the teachings of the Prophet ﷺ
- To foster a workplace culture of individual and team excellence
- To provide visionary leadership through data driven decision making
- To promote and welcome stakeholders' involvement

ESTABLISHMENT OF ALBAYAN ACADEMY

Ohio Recreation and Education Foundation (OREF) was founded to establish the first Muslim High School in the Greater Cincinnati and Dayton Area. Albayan Academy was created on the premises of OREF and opened its doors in August 2022 offering 9th and 10th grade enrollment, with the intent to expand through 12th grade.

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.

ADMISSION POLICIES

Admission to Albayan Academy is open to all students entering 9th through 12th grade. The school does not discriminate in enrollment on the basis of race, color, gender, religion, or national origin. Albayan Academy reserves the right to decline admission to students for any of the following reasons, which include but are not limited to: need for special education services or English as a Second Language beyond the school's capacity, poor academic performance, and disciplinary issues.

Enrollment opens during the month of March and continues until all available spots are filled in a given grade.

ENROLLMENT PRIORITY

- I. Students already enrolled at Albayan Academy
- II. Staff children
- III. Siblings of students already enrolled at Albayan Academy
- IV. All others

ADMISSION REQUIREMENTS

In order for a new student to be considered for admission to Albayan Academy, the following must be on file at the school:

- Completed admission package, including:
 - Registration form
 - Record Request Form
 - The final page of this document, signed by both the student and his/her guardians
 - Payment of the registration and material fees as well as the first tuition installment
 - Updated health records, including physical examination and immunizations.



- Copies of student's academic and disciplinary records for the past two years. The student has to be in good academic standing with a minimum GPA of 3.0 when applicable. A student may be admitted on a probationary basis if he / she does not meet these standards.
- Copies of standardized test results for the past two years, if applicable.

The admissions committee will not start reviewing a file until all of the above items are completed. All admission decisions are communicated in writing. A student will be allowed to attend classes only after they are fully registered in the school. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms.

The school policy states that parents/guardians must sign the tuition payment contract before their child(ren)'s admission process is completed. Accounts held in delinquency will result in temporary suspension of your child from school. If any tuition or fees remain outstanding by the end of the school year, it will result in your child not being admitted the following year, and all school records (report card, transcripts, student file etc.) will be withheld. Students may be excluded from school for non-payment of tuition and fees at any time during the school year.

- 1) Fill out registration application
 - a.) Pay non-refundable application fee of \$250.00
- 2) Submit records of prior school enrollment/ Student Records (IEP/504/Accommodations)
- 3) Submit Medical Records
- 4) a certified copy of a court order allocating parental rights, if applicable; and,
- 5) a certification of birth

Within 24 hours of enrollment, a school official must request the pupil's official records from the sending school. If the school claims it has no records of attendance or the records are not received within 14 days, or if the pupil does not present a certification of birth, the school official must notify the local law enforcement agency of the possibility that the pupil is a missing child.

Private and parochial schools must report to the treasurer of the Board of Education the names, ages, and residence of all pupils under 18 within the first two weeks of school to facilitate carrying out the laws relating to compulsory education and the employment of minors. Reports must be updated within the first week of every



subsequent school month.

The superintendent of public instruction shall establish an advisory committee on chartered nonpublic schools to make recommendations to the state board of education concerning development and administration of regulations for chartered nonpublic schools. Ohio Admin. Code §3301-35-12 (C).

PLACEMENT PROCEDURES

TRANSFER STUDENTS

In general, the school discourages students from dropping courses or transferring between classes and levels. However, the administration will approve the drop of courses or the transfer to other classes in some circumstances. The add/drop policy is not automatic. A parent, on behalf of the student, will be required to officially make the request in writing. The administration's decision in these matters is final. There is a one-week deadline to decide whether to add or drop a course after the term begins. This also applies to changing levels.

High school graduates must fulfill all graduation requirements by deadline dates. If a student fails the Senior Project, does not obtain the minimum number of points on Ohio State Tests, or any of the required courses, they will not graduate. Students will be awarded their diplomas as soon as they finish graduation requirements and will participate in the next available graduation exercises if they elect to do so.

Transfer students include students who were previously homeschooled in Ohio or another state and students who attended an:

- Out-of-state school,
- Ohio chartered nonpublic school, or
- Ohio non-chartered, nonpublic school.

All students, including transfer students, in the classes of 2023 and beyond must demonstrate the knowledge and skills they have acquired by meeting the following three requirements on their pathway to graduation:



1. **Course Completion:** Earn the required credits to complete the curriculum requirements of the school from which they are graduating,
2. **Competency Demonstration:** Demonstrate competency on Algebra I and English Language Arts II end-of-course assessments or demonstrate competency through an alternative demonstration, and
3. **Readiness Demonstration:** Earn two diploma seals, one of which must be a state-defined seal.

COURSE COMPLETION

Ohio law outlines the course requirements all students must complete to earn a high school diploma. Ohio students must earn a minimum of 20 course units in specified subject areas. Districts and schools may have requirements that exceed the state minimums.

Students must receive instruction in economics and financial literacy* (in high school) and complete at least two semesters of fine arts** (during grades 7-12).

**Recently passed Senate Bill 1 now requires students in the class of 2026 and beyond to earn ½ credit of financial literacy. More information on this will be forthcoming.*

***Fine arts may not be required for students in a career-tech program unless it is a component of local course requirements.*

In addition to regular and honors level courses, Albayan Academy offers Advanced Placement (AP) classes. Arabic is offered as a foreign language, in addition to Islamic Studies and Leadership classes. Oral and written language ability plays an important part in whether a student is accepted into the honors program. The total program stresses individual effort and provides a fair opportunity for individuals to achieve and demonstrate excellence.

At this level, students are encouraged to participate in as many programs for academic excellence as possible. It is with exactly this aim of enabling students to mature into outstanding and academically excellent human beings that Albayan Academy was established. Albayan Academy handbook details specific course requirements, the grading policy, and graduation requirements.

TRANSFER CREDITS

Students transferring into Ohio schools will share their previous high school transcripts with the school in which they are enrolling. They will take placement tests and based on results will determine their acceptance and place in the school.



DEMONSTRATING COMPETENCY

Students must earn a “competency” score of 684 on the Algebra I and English Language Arts II end-of-course tests. Students who do not earn competency scores on the first attempt must be offered appropriate remediation and support and retake the test at least once. In lieu of attaining competency scores on the state tests, students can use alternative ways to demonstrate competency once they have attempted the assessments at least twice. Transfer students who transfer in grade 12 and fail to obtain the competency score in Algebra I or English Language Arts II end-of-course assessments are exempt from having to retake that exam prior to using alternative demonstrations. All other transfer students are required to meet the competency score or retake the assessment at least once prior to using an alternative method to demonstrate competency.

ALBAYAN ACADEMY WITHDRAWEL PROCEDURES

WITHDRAWAL

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees and will also be responsible for tuition until the end of the month of withdrawal.

RETURNING STUDENTS

Due to the limited number of seats available and the desire of many families to join Albayan Academy, parents of returning students must fill out and sign an intent to re-enroll form by mid-April. The signing of the intent of enrollment does not constitute full registration. Parents must fully register a returning student by the deadline set by the school.

In order for a returning student to be fully registered, the following must be completed:

- I. Complete, sign and return registration form.
- II. Pay registration and material fees to the office.
- III. Update health record.
- IV. Sign all promissory forms for tuition and assessment.



RE-ENROLLMENT

Students who are currently enrolled at Albayan Academy and want to continue enrollment for the following year must notify the school during the period of reenrollment in order to reserve a space. Paying the re-enrollment and material fee and filling out the registration forms completes registration.

Students who decide to leave the school after one quarter of attendance, and then they re-enroll, their admission will be subject to the approval of Albayan Academy Board of Education. In this case the board members will take into consideration various factors before they grant their final approval. The Board's approval is also required for students who request to return to school during the current academic school year.

TUITION AND FEES

Albayan Academy depends financially on tuition, fees, and charitable donations from community members to carry out its mission. By the help of Allah, we endeavor to keep our fees as affordable as possible through fundraising efforts. We encourage all community members to join us in these efforts.

PAYMENT OPTIONS

In order to facilitate payment, Albayan Academy has two payment options:

- Full tuition payment made before the start of the academic year at the school office.
- All other payments must be paid through the office of the principal/assigned administrator. Monthly payments throughout the year must be received before the 5th of each month.

SCHOLARSHIP OPTIONS

Albayan Academy continuously strives to assist families in finding scholarships for students at all levels. Currently, we are working on establishing our status as a nonpublic charter school with Ohio's Department of Education, which will qualify us for financial aid from the state. However, we encourage all parents to speak to us openly about financial matters so that we may cooperate to find solutions that work for yourselves and our organization.



WITHDRAWAL

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees and will also be responsible for tuition until the end of the month of withdrawal.

CLEARANCE OF TUITION AND FEES OWED

The school policy states that parents/guardians must sign the tuition payment contract before their child(ren)'s admission process is completed. Accounts held in delinquency will result in temporary suspension of your child from school. If any tuition or fees remain outstanding by the end of the school year, it will result in your child not being admitted the following year, and all school records (report card, transcripts, student file etc.) will be withheld. Students may be excluded from school for non-payment of tuition and fees at any time during the school year.

ORIENTATION

All new students and their parents are required to attend an orientation session prior to the start of the school year.

CHANGE OF INFORMATION

It is the parents' responsibility to inform the school office of any changes in contact information.

SCHOOL HOURS

08:30 am-3:10 pm

If a parent is delayed, a phone call must be made to the office. Students must be picked up by 3:30 p.m. daily.



ACADEMIC POLICIES

HOMEWORK POLICY

Homework assignments and grade allocations are determined at each teacher's discretion.

GRADUATION REQUIREMENTS

There are testing requirements and curricular requirements connected with the Ohio diploma; students must meet BOTH requirements in order to earn an Ohio diploma. Ohio State Tests are given in Reading/Writing, Mathematics, Science and Social Studies. This policy will be in place once Al Bayan Academy gets the approval from the Ohio Department of Education.

1. State Credit Requirements

Ohio requires students to take and complete a minimum of 20 credits	State Minimum
English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social studies	3 units
Electives	5 units
Additional credits, if any, in district requirements	
Other Requirements	
Economics and financial literacy	
Fine arts	



2. Passing Ohio's State Tests¹:

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

3. Albayan Academy Requirements

In order to graduate from Albayan Academy, a student must fulfill the following requirements:

Comparison of General Diplomas and Diplomas with Honors Criteria			
Note: Students must fulfill all but one criterion for any of the following Diplomas with Honors			
Subject	General Diploma Ohio State Minimum Requirements	General Diploma Requirements	Diploma with Honors
English	4 units	4 units	4 units
Mathematics	4 units	4 units	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four-year sequence of courses that contain equivalent content
Science	3 units ²	3 units	4 units, including physics and chemistry
Social Studies	3 units ³	3 units	4 units
Health	½ unit	½ unit	½ unit
Physical Education	½ unit	½ unit	½ unit
Foreign Language		2 units	3 units, including at least 2 units in each language studied

¹ Until Albayan Academy is established as a non-public charter school with the state of Ohio, we will be using private standardized tests, such as the Stanford 10 full battery.

² Science units must include 1 unit of biological sciences and 1 unit of physical sciences.

³ Social Studies units must include ½ unit of American history and ½ unit of American government.



Fine Arts		1 unit	1 unit
Electives	5 units ⁴	5 units ⁵	Not counted toward requirements
Grade Point Average			3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]			27 ACT / 1210 SAT
Additional Assessment	OST	OST / Senior Project	OST / Senior Project

4. Third Party Courses/College Credit Plus

Courses taken outside Albayan Academy will appear on the official transcript and are included in the course load and the grade point average calculation. Such courses must receive prior approval by the school administration and guidance counselor. Dual college credit courses/college credit plus, will be weighed at 5.0 GPA and will count as full credit.

5. Failing a course/repeating a failed course

If a student fails a high school course, the grade of F is indicated on the transcript and is figured as zero when calculating the grade point average. No credit is given for a failed course. Sometimes a student may be required to repeat a course. In such case, the earlier course and grade still remains on all school records, and the repeated course and grade are indicated as well. If a repeated course is passed, then the student receives credit for it toward graduation requirements and it is calculated into the GPA. Any student who fails a class taken through the College Credit Plus program will be required to directly pay the State for the coursework.

⁴ Elective units must include 1 unit or 2 half units in Business, Technology, Fine Arts or Foreign language. ⁵ In-house requirements for graduation that include religious studies and technology



6. Add/Drop policy

In general, the school discourages students from dropping courses or transferring between classes and levels. However, the administration will approve the drop of courses or the transfer to other classes in some circumstances. The add/drop policy is not automatic. A parent, on behalf of the student, will be required to officially make the request in writing. The administration's decision in these matters is final. There is a one-week deadline to decide whether to add or drop a course after the term begins. This also applies to changing levels.

7. Promotion and Retention Policy

High school graduates must fulfill all graduation requirements by deadline dates. If a student fails the Senior Project, does not obtain the minimum number of points on Ohio State Tests, or any of the required courses, they will not graduate. Students will be awarded their diplomas as soon as they finish graduation requirements and will participate in the next available graduation exercises if they elect to do so.

8. Academic Probation Policy

Students with a GPA of less than 2.0 will be placed on academic probation. While on probation the students will be required to attend counseling and tutoring. If a student does not raise his/her GPA the following quarter, he/she may be asked to leave the school or not be allowed to re-enroll for the following year.

9. Report Card

The school will operate on a quarterly calendar. Parents will be required to attend a parent-teacher conference twice a year for the first and third report card periods. Students will not be able to pick up their report cards if the parent fails to attend the conference. The school will mail the report cards home. These dates are listed on the Academic Calendar.



10. High School Grading Policy

The following grading scale was adopted from the Ohio Department of Education and adjusted for Albayan Academy. Students earn a **weighted** cumulative Grade Point Average (GPA) for high school coursework.

GRADING SCALE					
% GRADE	LETTER GRADE	REGULAR COURSE	HONORS (HR) COURSE	ADVANCED PLACEMENT (AP) COURSE	GRADUATION HONORS / HONOR ROLL
A+, A	A+, A	4.0	4.5	5.0	
A-	A-	3.7	4.2	4.7	SUMMA CUM LAUDE 4.00 +
B+	B+	3.3	3.8	4.3	
B	B	3.0	3.5	4.0	MAGNA CUM LAUDE 3.90 – 3.99
B- C+	B- C+	2.7	3.2	3.7	CUM LAUDE 3.70 – 3.89
C	C	2.3	2.8	3.3	
C- D+	C- D+	2.0	2.5	3.0	PRINCIPAL'S AWARD 4.00 +
D	D	1.7	2.2	2.7	HIGH HONOR ROLL 3.50 +
		1.3	1.8	2.3	
		1.0	1.5	2.0	HONOR ROLL 3.20 – 3.49
					(THERE ARE OTHER REQUIREMENTS NOTED ELSEWHERE IN STUDENT HANDBOOK)
D-	D-	0.7	----	----	



F	F	0.0	0.0	0.0	
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11. Grading Physical Education

The students will be graded on the following:

- Participation and attendance
- Gym dress code
 - Short or long-sleeved t-shirt and sweatpants with socks and sneakers
 - Remove all accessories (except hijab). This is to avoid injury and loss or damage of personal property.
- Sportsmanship
- Conduct
- Practical skill tests and improvement
- Written skill tests

12. Final exams at the end of each quarter

Starting with the 9th grade, students in each grade are required to take a comprehensive exam covering all material taught during the quarter. Final exams of each semester make up 20% of the grade. High school students with a cumulative average of 96% in a given course are exempted from taking the final exam.

13. Honors (HR)/Advanced Placement (AP) courses

Honors/AP level course work indicates that students are performing at a higher level than those who are taking general courses. The additional coursework and requirements will increase the depth of study and place more emphasis on critical thinking skills.

14. HR and AP grading scale

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.



15. Honor roll

- **9th - 12th grades:** Students will be recognized for their academic achievement based on the following scale at the end of each marking period (Q1, Q2, Q3, Q4)
- **Principal's Award:** Students earning a G.P.A. of 4.0
- **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 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.

16. Standardized testing

Students at Albayan Academy also participate in the criterion-referenced Ohio State Tests for grades 9 - 12. All college-bound students should take the ACT test during the latter part of their junior year or during their senior year of high school. We also administer the Pre-SAT anytime between September 25 and December 4 for grades 9-11. These are used to assist students in their educational plans. High scoring 11th grade students may be eligible for the National Merit Scholarship through the qualifying test. Parents will be informed of the results of student performance through a written analysis developed by the testing agencies.

Standardized tests are also used by teachers to target gaps in comprehension or understanding, so they can plan to re-introduce specific instruction in obvious weak areas.

17. Instructional Programs and Services

Albayan Academy provides instruction to students in the 9th through 12th grades. The school keeps its goals and objectives at the heart of its curriculum. To that end, the school



developed rigorous academic programs in secondary education. The Arabic and Islamic Studies program is designed to go hand in-hand with the core curriculum to produce a student who is rooted in faith, ethical living, social responsibility, and worldly success.

18. Reading Philosophy

Albayan Academy staff views reading as being of vital importance. Deriving meaning from the printed word is an essential component to success in virtually every field of endeavor. Albayan Academy strives at the Middle level to inculcate a love of books, and to introduce students to the joy of independent reading. Reading also provides a forum to deepen the scholastic sensibilities of the student. By building on readers' past experiences, reading enhances knowledge of the world around us.

Reading instruction consists of many skills:

- Word attack
- Phonics skills
- Comprehension by using context clues
- Enhancing vocabulary
- A balanced literacy approach as a foundation
- Extending reading activities to the home
- Reading to gain knowledge.

19. High School Instructional Program (grades 9-12)

At the high school level, the program is based upon the fundamental knowledge acquired during the elementary and middle high-level school years. The skills center on critical thinking, providing a challenge to all students. The program encompasses a spectrum of educational endeavors focused on academic excellence, with the aim of enabling students to enter the premier universities in the country.

In addition to regular and honors level courses, Albayan Academy offers Advanced Placement (AP) classes. Arabic is offered as a foreign language, in addition to Islamic Studies and Leadership classes. Oral and written language ability plays an important part in whether a student is accepted into the honors program. The total program stresses individual effort and provides a fair opportunity for individuals to achieve and demonstrate excellence.



At this level, students are encouraged to participate in as many programs for academic excellence as possible. It is with exactly this aim of enabling students to mature into outstanding and academically excellent human beings that Albayan Academy was established. Albayan Academy handbook details specific course requirements, the grading policy, and graduation requirements.

English and Literature

Exposure to Great Books opens Minds!

In each of the four years of high school, students build upon the foundation of reading and writing skills. The emphasis on writing with vocabulary development and enrichment in the language phase of studies enables students to think clearly, to write terse prose, and to articulate their thoughts in a comprehensible manner and in a style appropriate to the audience and task. The language phase stresses grammar, usage, and various composition styles. As students progress, emphasis shifts from basic composition to specific genres of writing and writing styles, including research writing, comparison and contrast writing, expository writing, descriptive writing, and journalistic writing. Critical thinking is elicited and expected of students.

The literature phase focuses on the classical literature that forms the bedrock of English letters, and on modern writers addressing issues of modern life. Students will discuss literary concepts and terminology and will learn the basic skills of critical reading and writing. This exposure is essential for college entrance examination success.

Science

The science department includes a laboratory, and offers basic and advanced courses, which include Physical Science, Biology, Chemistry, and General Physics. The honors and Advanced Placement (AP) courses are taught at the high school levels. The sciences offer a strong laboratory component in order to give students as much hands on experience as possible. Each student is responsible for reading assigned material and for research into special topics. Lectures, laboratory periods, and demonstrations are the primary media use in instruction. Middle science preparation is essential for success in Albayan Academy high school science curriculum. Students are encouraged to take the full high school science curriculum.



Mathematics

Courses offered in the math department include Algebra I and II, Geometry, Precalculus, and Calculus. Each sequential course is challenging, designed to develop the aptitude and background of each student.

Computer Science

Albayan Academy provides students with a solid background in state-of-the-art facilities. Students take a variety of courses exposing them to and helping them develop the skills needed to succeed in the rapidly changing world of technology. Courses include Keyboarding, Computer Applications, Multimedia Creations, Web Page development, and Computer Programming. Our school aims to go beyond online research and consuming electronic content, to expansion in order to teach students to become innovative multimedia producers of unique, original content.

Social Studies

Each course covers the events, movements, patterns, scholars in the field, and leaders within the range of the specific topic and time period. Students read, compare, and analyze the flow of history and the writing of history. Each course is a survey of a specific period, with World History, American History, Civics required.

Foreign Language

High School students take a minimum of three years of Arabic. The objective of high school Arabic is to develop conversational Arabic, to build a sufficient vocabulary, and to learn the rudiments of Arabic grammar. These skills promote communicative speaking and can be applied to the reading of the Quran along with the understanding of its content.

Islamic / Quranic Studies

Four years of Islamic studies includes knowledge of Islam's system of belief, practice, and history. Students are expected to demonstrate the values and etiquette of Islam in their daily interactions. At the high school level, Islamic History, Seerah, and Hadith are all taught within the components of a comprehensive, four-year, Islamic Studies / Leadership class. The daily prayer experience, Friday congregational prayers, and



khutbah avail students of an opportunity to draw closer to Allah. The English language is the primary language of instruction and of texts for reading.

Quranic study adds the vital link of Quran to the school's Islamic curriculum. The course includes memorization, Tajweed recitation, basic understanding of the text, and discussion of the particular times related to revelation. Students gain an appreciation for the value of the Quran in their daily lives, for the miracle of the Quran's revelation, and for the preservation of its original form.

20. Study Hall

A study hall is maintained for students not having classes in any given period. This is a place for study and, consequently, quiet must be maintained. All students are to be in their seats and in order when the tardy bell begins to ring.

21. Leadership and Social Programs

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high school and middle level students. More than just an honor roll, NHS and NJHS serve to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character (and Citizenship for NJHS). Al Bayan Academy has established a NHS chapter.

22. Student council

The student council, elected every year, has its constitution, and holds regular meetings. Students are able to plan, organize, and implement events and activities through student council with the help of its faculty advisers.



INTERNET USAGE POLICY AND PROCEDURE

INTRODUCTION

Albayan Academy has established a computer network and is pleased to offer Internet access for student use. This will allow students to have computer accounts and will provide them with access to a variety of Internet resources. An Internet “Filter” Program is in place, which requires a password to access websites of questionable content; however, it may not filter all websites with unsuitable information. In order for students to use the Internet, students and their parents or guardians must first read, and understand the following acceptable technology use policies.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

Albayan Academy is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for Albayan Academy to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School’s teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy for Albayan Academy and the Data Acquisition Site that provides Internet access to Albayan Academy. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. Albayan Academy cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates



this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

a. Personal Responsibility

By signing this Policy, you are agreeing not only to follow the rules in this Policy but are agreeing to report any misuse of the network to the person designated by the School for such reporting.

Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his or her property.

b. Term of Permitted Use

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in Albayan Academy before they are given an access account.

c. Acceptable Uses

Educational Purposes Only. Albayan Academy is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

d. Unacceptable Uses

Among the uses that are considered unacceptable, and which constitute a violation of this Policy are the following:

- I. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by Albayan Academy's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and



download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- II. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- III. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.
- IV. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

e. Netiquette

All users must abide by rules of network etiquette, which include the following:

- I. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- II. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- III. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail



address to third parties. This should only be done with permission or when you know that the individual would have no objection.

- IV. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

f. Internet safety

- I. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- II. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- III. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- IV. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the



permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- V. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students aged 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that -taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

g. Privacy

Network and Internet access is provided as a tool for your education. Albayan Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior



notice any and all usage of the computer network and Internet access and any and all information transmitted or received in

connection with such usage. All such information files shall be and remain the property of Albayan Academy and no user shall have any expectation of privacy regarding such materials.

h. Failure to follow policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy shall at a minimum, have his or her access to the computer network and Internet terminated, which Albayan Academy may refuse to reinstate for the remainder of the student's enrollment in Albayan Academy. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Albayan Academy may also take other disciplinary action in such circumstances.

i. Warranties/Indemnification

Albayan Academy makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Albayan Academy, the Data Acquisition Site that provides the computer and Internet access opportunity to Albayan Academy and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside Albayan Academy's network.



j. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some, or all of the information changes, you must notify the person designated by the school to receive such information.

HEALTH POLICIES

HEALTH RECORDS

All incoming students are required to have a complete physical and immunization record prior to the opening of school according to the requirements of Ohio Department of Public

Health for immunization, which is detailed in the immunization form.

OUTBREAKS OF COMMUNICABLE DISEASES

Policies and guidelines related to outbreaks of communicable illnesses have been developed at Albayan Academy with the help of the Ohio Department of Health and local pediatricians. In order to protect the entire group of children and staff at Albayan Academy, we ask parents to assist us by keeping sick children at home. If your child is experiencing any of the following symptoms within the last 24 hours, the child needs to stay home:

- A fever over 100°F (37.8°C) orally or 99°F (37.2°C) axially (under the arm)
- Signs of a newly developing cold or severe coughing
- Diarrhea, vomiting, or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Children who become ill with any of these symptoms, or come to school with these symptoms, will be sent home.



SAFE OUTSIDE PLAY TEMPERATURES

According to the **Ohio Department of Job and Family Services Rule 5101:2-1214**, each center shall provide an opportunity for supervised outdoor play each day in suitable weather. The center shall plan a daily outdoor play period for each toddler, preschool, or school age child. Outdoor play shall be shown as part of the center program schedule.

Children can play outdoors in most types of weather. Outdoor play opportunities must be provided for children for most types of weather. Extreme heat, cold, rain, snow, or sleet may prevent outdoor play. Most days, however, despite temperature, children can play outdoors for some length of time. Weather should only be a factor in determining the duration of outdoor play.

Teachers should not forget to consider the combined effects of wind or humidity and the current temperature. The heat index or wind chill should be the real gauge of the conditions outside. The school office has an outdoor thermometer attached to the window. If you have questions regarding the temperature, please call the office.

When very cold, a 10–15 minute outdoor play period may be enough. Remember extreme heat and prolonged exposure to the sun may cause sunburn or heat exhaustion for some children. Exercise good judgment in all types of weather, and always take appropriate precautions such as dressing in layers with hats and mittens on cold days, or always have a big jug of cold water handy on hot days.

A popular misconception is that cold weather causes children to become ill or catch colds. However, just the opposite is true. Having some time outside, even in colder weather, is good for children because it provides them an opportunity to breathe fresh air, as opposed to warm, recycled air, which is a breeding ground for germs and viruses.

Temperature Scale for Safe Outdoor Play

90 – 100 degrees F Caution

20 – 90 degrees F Safe

10 – 20 degrees F Caution



STUDENT MEDICATION PROCEDURES

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

- Parents will give written permission for the school to give medication 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 medications in a central, locked location.
- Student prescription medication must be in its original container with student's name on it.
- The school will designate one person (staff member) to administer medications.
- No classroom teachers will be allowed to administer medications in the classroom.
- The school will keep a log of all medications administered

It is essential that parents must strictly follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parents' failure to follow the guidelines.

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



SAFETY POLICIES

SAFE SCHOOL ORDINANCE

The state of Ohio enacted a Safe School Ordinance that provides:

- I. No person shall knowingly cause or attempt to cause physical harm to a school administrator, schoolteacher, student, person in charge of a class of students, volunteer, or any employee of a school while in performance of their duties.
- II. No person shall knowingly disrupt or interfere with teaching of any class of students in a school.
- III. No person shall knowingly disrupt, disturb, or interfere with any activity conducted in a school building or upon the grounds of such school.
- IV. No person shall knowingly cause a school administrator, schoolteacher, student, person in charge of class of students, volunteer, or any employee at the school to believe that the offender will cause physical harm to the person or property.
- V. Whoever violates any of the provisions of this section is guilty of assault in the schools, a misdemeanor of the first degree. Punishment shall be provided in accordance to the state law.

STUDENT WELFARE-CHILD ABUSE POLICY

According to Ohio law, a staff member who has reasonable reason to suspect that a student may be an abused or neglected child shall report such a case to the Principal. The staff member has the freedom to then contact the Department of Children and Family Services.

Abuse and neglect are defined by Ohio law, and may generally be understood as follows:

- I. “Abuse” is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child’s health and welfare.
- II. “Neglect” is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child’s welfare.



LOCKERS

All lockers are the property of Albayan Academy. Lockers are provided to the student for storage of school supplies and coats. The following rules apply to search of the lockers and school property:

- General search of school property may be conducted at any time by members of the school staff.
- Items which can be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- Illegal Items (firearms, weapons, fireworks, magazines, inappropriate pictures etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school administration. Further actions may be warranted.

WEAPONS

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. These include, but are not limited to, padlocks, pens, pencils, chairs, jewelry and so on. Criminal charges may be filed for this violation.

Possession of a weapon will subject a student to removal from classes or school for the remainder of the school day, contacting the civil authorities, legal guardian, at least one additional day of suspension, which could be a maximum of a 10-day suspension with recommendation for expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

VANDALISM

A student (or any other person) shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Acts of minor vandalism will be penalized by notification of parents and suspension. This process may include a police report



being filed. Repeated acts of vandalism will result in a ten 10-day suspension and/or recommendation for expulsion. Students and their parents or guardians will be held responsible for any vandalism that any student commits on school property. Remuneration for the complete restoration of the property damaged will be required. Court referrals will be made in cases where parental cooperation is not forthcoming.

RULES OF CONDUCT FOR ALL BUS PASSENGERS

- I. No one shall smoke or produce a flame of any kind while students are on the bus.
- II. No one shall throw any object in or out of the bus.
- III. No one, except the bus driver, shall sit in the driver's seat, or operate any of the controls.
- IV. No one shall cause any part of his/her body to project from a bus window.
- V. No pushing, shoving, or fighting is allowed.
- VI. No one shall eat or drink on the bus.
- VII. No one shall interfere with the driver's operation of the bus in any way.
- VIII. No one shall damage any part of the bus.
- IX. No one shall bring cap guns, squirt guns, or any other object that might serve as a weapon or anything of a detrimental nature aboard the bus.
- X. All students shall obey the orders of the driver and conduct themselves in a manner to reflect credit on their homes and school.
- XI. Students shall ride only their assigned bus unless granted written permission.
- XII. Students shall maintain silence when the driver flashes dome lights.
- XIII. Students shall board the bus and leave the bus in an orderly manner.
- XIV. Students shall remain seated at all times throughout the ride.
- XV. Students shall abide by the bus driver's instructions.

SEARCH AND SEIZURE

Albayan Academy school administration maintains the right to request a search of students' persons or lockers and to seize items that can be used to disrupt or endanger the health and welfare of other students within the school. Parents will be contacted in these situations.

ACCIDENTS

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the



parents. The staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent.

DISASTER DRILLS

a. Fire drill

Each classroom has a planned fire escape route. All students are to listen carefully to the classroom teacher, read the posted signs, and become familiar with the exit expected to be used in case of any emergency or a fire drill. During a fire drill, students are expected to remain calm and exit the building by WALKING as quickly as possible. There should be NO TALKING while exiting the building. Remain in a group outside with your classroom teacher while attendance is taken. Students should wait until the signal to enter the building has been given and return to the room with the teacher in an orderly fashion.

b. Tornado Drill

A tornado drill has a certain procedure to be followed. Your classroom teacher will explain this procedure. Things to remember during a tornado drill:

- Know the designated area for each classroom (proceed to the nearest hallway).
- Move to that area quickly and efficiently.
- No talking at any time during the drill.
- Assume the position until the all-clear signal is given.

PERSONAL SAFETY

All visitors to the school enter through the main entrance and report to the main office to sign in and receive a visitor pass. All students should be picked up by 3:10 p.m. unless they are with a faculty person for school activities. **The school is not responsible for any student unsupervised in the building after 3:30 p.m. on regular days or after 1:30 p.m. on early dismissal days.** Students who arrive before 8:15 a.m. should go immediately to the Musalla. Students who arrive after school commences must obtain a tardy pass and proceed directly to the class.



EMERGENCY SCHOOL CLOSING

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

Information about Alert Levels (Homeland Security)

Should a *Threat Level Red* be announced?

- **Before school hours:** Schools will be CLOSED. All activities and events scheduled for any district facility will be canceled until further notice. Normal school operations will remain closed until advised by the Northwest Ohio Regional Terrorism Task Force to re-open.
- **During school hours:** School buildings will be secured and remain open until regular dismissal time unless otherwise advised by the Regional Terrorism Task Force. All after school activities and events will be canceled.

ANTI BULLYING 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 substantially 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 substantially 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, innuendo's, 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 constitutes as 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.



SCHOOL POLICIES

STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL HOURS

All students that arrive before 8:00 a.m. should report to the designated areas. Students are to leave the building by 3:20 PM unless under the direct supervision of a teacher or another responsible adult. Students are not permitted to engage in any school-sponsored activity after school hours without the activity sponsor or delegated individual being present.

BUILDING RULES

- No running in halls.
- Do not kick or slam locker doors.
- No loud talking in halls.
- No bouncing balls in the halls.
- Do not return to lockers during lunch hour.
- No playing, loud talking or loitering in restrooms.
- Keep classrooms, restrooms and halls free of waste paper.

CLASSROOM RULES / PROCEDURES

All teachers must post classroom rules, rewards and consequences in the classroom before school begins. 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 any procedures.

DRESS CODE

Albayan Academy maintains the following dress code:

- I. Chests, shoulders, upper arms, midsections and legs must be covered at all times.
- II. No tight clothing.
- III. Hijab is not required for girls; however it is highly recommended.
- IV. A color scheme will be voted upon by students with school leadership approval at the beginning of each school year.
- V. All students must come to school equipped to deal with the weather: sweaters, winter hats, boots, and mittens for wintry days; boots and raincoats for rainy days; jackets and sweaters in Spring and Fall.



CELL PHONES AND ELECTRONIC DEVICES AT SCHOOL

No cellular phones, iPods, MP3 players, games or other electronic devices are permissible unless a teacher has requested that it be used as a part of a class or project, or the student has permission to use as an organizer/planner, after which it must be put away (or it will be confiscated).

Cellular phones are not to be used by students before, during, or after school, including the afterschool program. If a student must call home, office phones are readily available for use.

Any cell phones or electronic devices used, seen, or heard during school hours will be confiscated and the following disciplinary actions will be taken:

- -First offense: The student will be given a warning, and a parent or guardian must pick up the phone or device.
- -Second offense: The phone or device will be kept for a month, after which it will be returned to the parent or guardian.
- -Third offense: The phone or device will be taken away for the entire year, after which the parent or guardian may pick it up.

LUNCH HOUR RULES

- Students will be expected to report to lunch on time. Unnecessary tardiness will be unexcused. Also, tardiness to class from the cafeteria will be unexcused.
- Students are to clean up their tables, and place trash in the wastebaskets before leaving the cafeteria.
- Students are expected to be orderly in lines and at tables. Avoid disruptive loud talking and laughing in the cafeteria. Students are expected to conduct themselves in the same manner as they would in their homes.
- Running in the halls to the cafeteria is not permitted.
- During the lunch period, students are not permitted outside the Cafeteria without a hall pass and permission from the lunchroom monitor



● **Consequences for Violation of the Lunch Hour Rules:**

- **First** offense- Student will be warned
- **Second** offense- Student will be assigned a permanent seat in the cafeteria
- **Third** offense- Student will be assigned detention

STUDENT DRIVING POLICY

High school students wishing to drive to school will need to fill out the following registration form and return it at the office. This form is valid only with the signature of a parent or guardian. Permission will be granted after a review of the application by the department head. The following guidelines need to be followed by student drivers:

- I. Student drivers must be registered with the school office.
- II. At all times students must obey the speed limits around the school and Masjid parking lot area.
- III. No unauthorized riders will be allowed to ride in a student's car. Any student riding with a student driver will need written permission from a parent or guardian.
- IV. Student drivers may not leave the school premises during school hours, 8:00 a.m.-3:30 p.m., unless they are finished with classes for the day.
- V. Students must drive safely, keeping an eye out for pedestrians, parked or moving cars, and students playing or walking across the parking lot.
- VI. Only students with a valid state driver's license will be granted permission to drive to school.
- VII. First parking row by the school's building is for the staff members only. No students are allowed to park in the first row near the school's building.
- VIII. First and second spots near the main door are designated for the principal and the assistant. Must be unoccupied with others all times.
- IX. Any changes in driving status must be reported to the office.

If any of the above conditions are not met, the administration has the right to revoke driving privileges. Any student who fails to follow the above conditions will meet with the administration for review. Parents will be notified of any driving violations.



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 handled 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 or parent/guardian, if 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 handling the situation will be conducted by the Principal and / or his / her designee. The following process shall be followed:

- I. 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.

- II. 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.
- III. 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.
- IV. 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.
- V. 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:
 - A. That the school intends to take corrective action; or
 - B. That the investigation is incomplete to date and will be continuing; or
 - C. That the school does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- VI. 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 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.



SCHOOL WIDE PROCEDURES

In addition, students will observe the following procedures that are designed to help them comply with above rules.

- **Morning Arrival**

- 8:10 am-8:25 am, open for drop-off at 08:00 am
- Parents must notify administration beforehand if running late

- **Dismissal**

- Dismissal by 3:15pm.
- After-school clubs - all students will remain in their classes until 3:25

- **Hallways**

- Students are to be silent in hallways to respect other classrooms in sessions
- No running
- Students are to walk on the right side with hands to self
- Teachers will remain with their classes at all times
- Students traveling individually need a hall pass at all times

- **Bathroom Procedures**

- No more than 3 students in bathroom at a time
- Clean up any water spills before you leave

- **Assemblies/Ceremonies**

- Every teacher will be responsible for bringing students to the assigned area
- Teachers will sit with their classes
- At the end of the ceremony, teachers will ask students to line up so as to leave quietly



- **Homework Help/Tutoring/Extra-Curricular Activities**

- Parent/teacher recommends students for tutoring
- After-school programs run from 3:30 – 6:00
- Other siblings not in the after school program need to be picked up on time

- **Salah/Jumua'a**

- Students will have 10 minutes to use the bathroom and make wudu
- Students must report to the mussallah immediately; there will be no lollygagging in bathrooms, hallways, classrooms, or elsewhere
- Students exempt from salat will spend dhuhur time with the assigned monitor
- ALL students will attend juma'a, regardless of whether or not they are able to pray. There is benefit in being present for the khutbah and building a sense of community and routine around it.

- **Lockers**

- Assigned by administration at the start of the school year
- For use only before first period, during transition times, and at dismissal

- **Gym**

- Off limits except during lunch/recess
- No food/drink in gym area

- **Computer Lab:**

In addition to Internet use rules, the computer teacher may have other procedures that students will observe as required. Headphones, speakers and peripherals must remain in the lab.



DISCIPLINE POLICY

DISCIPLINE PROCEDURES

Ideally, as our students mature, they will begin to regulate their own actions and behavior, rather than requiring constant external reminder of rules. In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed will be consistent. These disciplinary procedures and consequences will help the students realize their responsibility to self-regulate and behave appropriately. Insha-Allah, this system will allow your child to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or given logical consequences for their behavior.

Each teacher will develop a classroom management plan based on the individualized needs of the students within his / her class. This plan will be in accordance to the established school-wide rules as well as the age and developmental level of the students.

In order to ensure a wholesome Islamic atmosphere and an environment conducive to learning, the following discipline procedures will be implemented by all teachers of the school.

These policies and procedures shall be interpreted by the principal and his/her designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

I. MINOR OFFENSES/TARDINESS

- Verbal warning on first occurrence. Documented student conference if issue is persistent.
- Demerits
 - First demerit issued after persistent occurrences AND formal, documented conference
 - Second demerit issued after a documented phone call to a parent/guardian
 - Third demerit will result in a detention
- Detention - The student and parents will have a 24-hour notification period to arrange their schedules. The detention will be served the first detention day after the infraction. If the detention is missed, then the student will receive yet an additional detention.



Detention supersedes any extracurricular responsibilities. Parents will be notified by phone and/or letter of detention.

- First occurrence will be a constructive lunch detention with the teacher issuing the detention
 - Second occurrence will be an after school detention and a phone call to parents
 - Subsequent offenses will require a meeting with the student, parent/guardian, teacher, and possibly a member of administration.
- Referral
 - First issued after the student served two detentions and commits the same offense
 - Second referral issued will require a meeting with the student, parent/guardian, and a member of administration warning of a suspension
 - Subsequent offenses will result in an in-school suspension
 - Suspensions

In-school and out-of-school suspensions will be assigned depending on the severity of the offense. Students on out-of-school suspension may not come to school or participate in school activities while on suspension. They also may not make up any work missed during suspension.

- Held in-school
- Second suspension will require a meeting among the parent/guardian, a member of administration, and a board member to discuss disciplinary probation and warning of termination from Albayan Academy. Students will be warned that subsequent violations will result in disciplinary probation.
- On the third suspension, the student is officially placed on disciplinary probation.
- While on probation, any infraction that results under normal circumstances in suspension will be grounds for expulsion from the school.

II. INFRACTIONS AND ACTION PLANS

The school administrator/teachers will assign detention. The student will be verbally informed about the detention. The next day, the student will receive a detention slip from the school administrator/homeroom teacher, and detention will be served after it is given to the student.



Students serving detention may be asked to do something related to the infraction they committed.

- The following infractions will result in a **detention on the first** occurrence:
 - Minor physical altercations
 - Skipping a class
 - Use of flame-producing devices such as matches, lighters, and fireworks, as well as other hazardous items

- The following infractions will result in a **detention on the third** occurrence:
 - Showing disrespect, verbally or by gesture, to teachers.
 - Disorderliness and rudeness during daily and Jummah prayers, as well as during school dismissal.
 - Use of profanity.
 - Writing on furniture.

- The following infractions will result in **one or more days of suspension**, issued by the Principal or his/her designee:
 - Severe disrespect of an adult on school ground
 - Fighting with other students
 - Repeated use of profanity
 - Continuous disruption of the educational process in class
 - Lying; giving false testimony
 - Cheating (student will receive F on the assignment)
 - Plagiarism (student will receive F on the assignment)
 - Vandalism
 - Slander/gossip
 - Smoking
 - Threatening language
 - Leaving the school without following proper procedures
 - Public displays of affection
 - Recurring use of flame-producing devices
 - Suspension will be assigned by the Principal, or his/her designee.



- The following are considered zero-tolerance infractions and may result in disciplinary probation or may be grounds for immediate expulsion. Such cases will be reported to the Board of Education for final decisions and/or action:
 - Theft
 - Immoral acts, such as sexual promiscuity, distribution or use of pornography, profane literature, or promotion or engagement in premarital relationships
 - Gang affiliation or signs of gang activities
 - Possession and/or use of weapons, including any sharp objects
 - Use or promotion of drugs or alcohol, including cigarettes.
 - Violation of a behavioral contract for students on probation.
 - Recurring public displays of affection
 - Bullying

III. DISCIPLINARY PROBATION

If a student receives three suspensions, he/she will be placed on disciplinary probation/behavior contract. He/she also may be placed on probation by the Principal for committing a zero-tolerance offense. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the Board of Education for possible expulsion.

IV. EXPULSION

A student may be referred to the Board of Education as a result of committing:

- A zero-tolerance offense
- An offense, which is normally disciplined by suspension, during disciplinary probation period
- Violation of a behavior contract

● Procedure

- I. When a student is referred to the Board of Education for expulsion, the family will be informed in writing that the student is placed on open suspension, with a detailed reasoning for the school's action.



- II. The Board of Education will hold a meeting to review the case within 10 school days from the day of suspension.
- III. The student and his/her guardian will be invited to appear before the Board of Education to present their case during that meeting.
- IV. The Board of Education will make a decision that will be conveyed to the parents in writing as soon as possible.

Students on open suspensions may not return to school without a decision from the Board of Education. They also may not participate in any school activity or function including field trips or after-school events.

DUE PROCESS

In case of alleged infractions of the rules and regulations, the alleged student may be suspended or expelled from attending regular class and co-curricular activities in the school. In any case, the due process procedures adopted by Albayan Academy will be followed:

- I. If an alleged infraction occurs, administration shall make an investigation of the alleged conduct or violation and determine if a suspension or expulsion is necessary to resolve the problem.
- II. Before the suspension or expulsion shall take effect, the student shall be given a written notice of the alleged infractions against him/her and an explanation of the evidence the administration has, and an opportunity to present the student's version.
- III. If, after the above, a determination is made to suspend or expel the student, the suspension/expulsion shall take immediate effect, and the administration shall send a written notice to the student or the student's parents, or guardian of the action taken.
- IV. If a student's parents or guardian are not satisfied with the determination by the school administration, a hearing may be requested in writing, to be delivered to the Board of Education within three days of receiving the notice of suspension or expulsion.



- V. If a hearing is requested, it shall be held within ten days of the request and a notice of the time and place of the hearing will be given to the student/parents or guardian within five days of receiving the request. The notice shall contain an outline of the alleged infraction.
- VI. At the hearing, the student/student's parent will be given the opportunity to confront and cross-examine any witnesses. The student/student's parents will have the right to have a decision based solely on the evidence presented at the hearing.
- VII. Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and decision rendered. The statement of findings of fact and the decision will be mailed to the participant, parents or guardian. A record of the hearing shall be kept by the school.

EMPOWERING STUDENTS

“Righteousness is good morality, and wrongdoing is that which wavers in your soul and which you dislike people finding out about.” –narrated by Muslim

It is expected that all Albayan Academy students, faculty, and staff members contribute to the community's healthy learning environment. Students should demonstrate pride in their school and should assist in ensuring that our campus is clean, organized, welcoming, friendly, and safe. The student body holds a specific responsibility for maintaining Albayan Academy's community standards that focus on proper Islamic conduct and honorable behavior rooted in *politeness, punctuality, productivity, and positive contributions*.

a. **Politeness** – Students are expected to:

- Speak and act in a positive, respectful, polite manner
- Honor the personal space of others
- Use assigned exits at all times.
- Drive safely and refrain from loitering in or around the parking lot.
- Refrain from entering any unauthorized areas, i.e., teachers' lounge, unassigned classrooms, etc.



b. **Punctuality** - Students are expected to:

- Arrive at school by 8:15 a.m.
- Be seated before class begins.
- Arrive promptly to any extracurricular function.
- Quickly and quietly arrive for Salah.

c. **Productivity** - Students are expected to:

- Respect and honor class rules
- Ask an adult for clarification when a rule or assignment seems unclear
- Complete all duties, academic or otherwise, in a timely, orderly manner
- Use instructional time for academic tasks, saving relaxed socialization only for breaks

d. **Positive Contributions** - Students are expected to:

- Conduct themselves with discretion and modesty with each other and the other gender according to the Quran and Sunnah
- Treat all school property appropriately
- Use school furniture or equipment in the way for which it was built ● Use equipment or supplies with permission only

HONOR SYSTEM

Albayan Academy takes upon itself the responsibility of not only teaching students in the classroom, but outside the classroom as well. Every aspect of our Islamic being revolves around the basic concepts of honor, righteousness, and trust. Every student at Albayan Academy is held to the high standard that Islam asks of every Muslim.

Nurturing and upholding this spirit of honesty and trust is the responsibility of members of Albayan Academy community - students, faculty, and staff. Honorable and righteous actions must overcome desires of selfishness and unethical conduct.

As a young adult, each student is expected to conduct himself/herself in a mature and responsible manner. The ultimate purpose of the administration is not to punish, but rather to uphold the integrity of the student and the school. Should a student uphold the morals taught to us by Prophet Muhammad (PBUH), the reward is twofold: helping a fellow Muslim from straying any farther and great hassanat (hereafter rewards) on the Day of Judgment.



DETERMINATION OF PENALTIES

In deciding on the appropriate penalty to be imposed for a student found violating the school rule or honor code, the following factors shall be considered:

- The extent of the misconduct
- The inadvertent or the deliberate nature of the misconduct
- Whether the act in question is an isolated incident or a behavioral pattern
- Any other mitigating or aggravating circumstances.

The following penalties are among those approved by the school. Note that this does not necessarily reflect staff members' individual beliefs about behavior modification.

- Assignment to detention
- Assignment to school service
- Disciplinary probation
- Suspension
- Alternative consequences deemed advisable, such as: educational tasks, restitution, counseling, removal from team, club, honor society, removing privilege, etc.
- Recommendation for expulsion.

COMMUNICATION

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress, and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications, especially the regular emails sent, website postings, and newsletter.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. **Teachers are not able to confer with parents during class time or during drop-off and pick-up periods under any circumstances.** Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child as soon as possible without disrupting the educational process.



Parents may request a meeting with the principal or the department head regarding any matter. The office secretary will schedule the meeting as soon as possible. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction, you may request to meet the department head. The department head will address your concerns and may refer the matter to the principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. If you believe that the staff and administration did not address your concern, you may submit your concern to Albayan Academy Education Committee in writing. The Education Committee may request further information, in writing or face-to-face, before addressing your concerns.

The school will abide by court decisions regarding communication with noncustodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding his/her children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing, and a copy of the court order must be provided to the school.

TEACHER-PARENT CONFLICT RESOLUTION

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

- I. 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.
- II. If unresolved, the teacher then meets with the parent and the principal.
- III. If still unresolved, the problem is brought before Albayan Academy Education Committee. The Committee 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.

EXTRACURRICULAR ACTIVITIES

In addition to a quality educational program, Albayan Academy promotes the emotional, physical, and social well-being of its students by offering a host of extracurricular activities at all levels.



Students participating in extracurricular activities must have a grade point average of 3.0/4.0. Students may have to miss school to participate in an extracurricular activity. Any absence due to an extracurricular activity is considered an excused absence. The written consent of classroom teachers and parents must be secured in order for a student to miss school for extracurricular work.

The administration reserves the right to deny a student the privilege of participating in an extracurricular activity if they have discipline violations resulting in detention or suspension during the school year.

FIELD TRIPS

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. The school will try to arrange for educational field trips that will allow the children to enjoy and learn at the same time. Students must complete and return the permission slip to the teacher responsible for the field trip by the deadline date. The school also may request the presence of the parent on the field trip in order for his/her child to be allowed to participate in the trip. Students must pay all required fees by the deadline date. The school may deny a student the privilege of a field trip due to discipline concerns. School personnel will provide the best possible supervision of your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip. Occasionally, students may do fundraising such as bake sales or car washes to help pay for field trip costs.

FUNDRAISING

As a private, not-for-profit institution, Albayan Academy relies on annual fundraising events to bridge the gap between the tuition the school collects and the actual cost of educating its students in a high-quality environment. Parents are expected to help with the fundraising efforts.

There are numerous ways in which parents can help:

- Become a PTO member!
- Selling tickets for the fundraising dinner
- Making donations during the fundraising dinner
- Helping the school to find sponsors for projects, services, and monthly expenses



- Contributing to the school's scholarship fund
- Providing educational needs of a classroom or of the school in general.
- Volunteering time to help with certain school activities or renovations.

PARENTAL INVOLVEMENT

The success of Albayan Academy depends greatly on the concern and cooperation of students, parents and teachers. For children to be Islamically-educated, the school experience must be an extension of the home and vice versa. The school stresses the need for unity of purpose and perspective between the staff and parents of children attending the school. Regular communication and participation between students, staff and parents are therefore essential part of this school's view of education. Throughout the school year, parents and staff are expected to maintain close contact to ensure the best possible development of the child both at school and at home.

VOLUNTEER PROGRAM

Parents are required to volunteer at the school for 10 hours per child for no more than 25 per family. If parents cannot fulfill their hours, they must pay \$200.00 per child up to a maximum of \$500.00 so the school can pay someone to cover the required number of hours. The primary role of Albayan Academy volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening, or helping in the office.

Community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at Albayan Academy is to learn about the environment and education being offered, and to contribute to the making of a stronger Muslim community. Guidelines for volunteer work are available from the office. A good volunteer-teacher relationship depends on ongoing communication.

Volunteers may be help in the following ways, however, this is not an exhaustive list:

- Tell stories to students
- Listen to students read
- Assist in learning centers
- Set up learning centers



- Practice vocabulary with non-English speaking students
- Make instructional games
- Grade papers
- Prepare bulletin boards
- Assist with field trips
- Help with gardening & landscaping
- Share items and artefacts of your culture or world travels with students

ALBAYAN ACADEMY EDUCATION COMMITTEE ROLE

Albayan Academy Education Committee is the governing body of the school. It is responsible for setting policy, hiring, renewal of contracts of all staff members, and evaluating the principal. Parents may contact Albayan Academy Education Committee in writing, through the school's office or by mail, at:

STAFF PERSONNEL LISTING

All school staff can be reached at the school's office or by email. Parents may leave a message for any staff member, and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school office staff will not interrupt a class to deliver any messages, except in severe emergencies.

HANDBOOK REVISIONS

Albayan Academy retains the right to amend this handbook as need and unanticipated situations arise. Parents will be informed of amendments through the school newsletter and website or in mass emails addressed to all families. A revised handbook or an insert to the handbook will be provided as needed, whenever changes are approved.



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.