

# PARENT-STUDENT HANDBOOK



BAYAAN

ACADEMY.COM

Full-time online school - live instruction.

**Academic Year 2020-2021**

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## Introduction

Bayaan Academy is an Online Middle-High School registered with the Maryland Department of Education. We follow Maryland State's Common Core Standards for curriculum design in Language Arts, Science, Mathematics and Social Studies.

In an effort to cater to the all round development of children, our classes place emphasis on moral education along with their regular subjects.

The purpose of this handbook is to help students and parents/guardians understand how online schooling with Bayaan Academy will work for them, what to expect and what to be mindful of as the student enrolls with us. In addition to the information in this handbook, feel free to get in touch with us at [contact@bayaanacademy.com](mailto:contact@bayaanacademy.com) for any further queries.

### **1. Mission:**

Our mission is to provide a holistic learning environment taught by experienced teachers that is accessible globally to all who seek a quality education that will enable them to be productive members of society.

### **2. Vision:**

An aware, educated, and spiritually rooted global community that leads the world with its evolving challenges.

### **3. Philosophy:**

Centering on the core values of faithfulness, understanding, mindfulness, dutifulness, and reflectiveness, our institute takes a holistic approach, combining faith with knowledge, cultivating awareness of a need to introspect, and developing a keen sense of our responsibilities toward ourselves and others.

Ultimately, our philosophy culminates in the ability to reflect on ourselves in order to continually strive to achieve our full potential as world citizens. By measuring ourselves as leaders and facilitators by these criteria, we hope that the same values will ripple outwards through the actions of our learners, enabling them to successfully navigate the difficult terrain of the real world with clarity, skill, and confidence.

## SECTION A: GENERAL POLICIES

### 1. Acceptable Use Guidelines:

This document describes the policies and guidelines for the use of the Bayaan Academy program and exists to ensure that all Bayaan Academy students are aware of, and understand their responsibilities when accessing and using Bayaan Academy resources. Bayaan Academy reserves the right to update or to alter this agreement at any time. Such revisions may substantially alter access to Bayaan Academy instructional computing resources.

Bayaan Academy instructional computing resources include any computer, software or transmission system that is owned, operated or leased by Bayaan Academy. As a parent or guardian of a student enrolled at Bayaan Academy, you should be aware of the following guidelines and expectations. Any activity that is not listed here which constitutes a violation of local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in removal of your access to Bayaan Academy instructional computing resources, which could result in your inability to complete learning activities.

### 2. Code of Conduct:

*“On the Day of Resurrection, nothing is heavier on the scale of the believer than a good character (good manners). And verily, Allah detests the shameless, indecent one who has foul manners.”*

*(At Tirmidhi, 2002)*

We must each be watchful of our behaviour and conduct, students and teachers alike, above all else, out of consciousness of Allah.

We have come together on this common platform in an effort to seek beneficial knowledge. Let us strive to maintain an environment that is conducive to productive learning and growth. For this, there are some important key guidelines students *must* follow during all forms of interaction with each other and with the teachers, online and offline:

- **Respect:** You must respect each other, yourself, and the fact that this institution is solely meant for healthy and constructive learning.
- **Responsibility:** Hold yourself responsible and accountable for abiding by the rules.
- **Honesty:** You are expected to be truthful in all your words and actions. Cheating and lying are strictly prohibited at all times.
- **Modesty:** You must be most modest in your behaviour, speech and for offline meetings/events, dressed modestly. Additionally, sharing personal social media accounts or contact details amongst students on school platforms is not acceptable and will have serious repercussions.

In addition to the guidelines above, posting anonymous messages is not permitted unless authorized by the teacher of the online course. Impersonating another person is also strictly prohibited. Use only your own username and password, but do not share these with anyone.

If a student is found to violate any of the above mentioned codes of conduct, disciplinary action will be taken like restricting a privilege, notifying and/or meeting with parents, suspension or expulsion, depending on the severity of violation.

## SECTION B: ACADEMICS

### 1. Curriculum:

At Bayaan Academy, we believe that any student, if provided with the appropriate learning environment will grow intellectually, emotionally, and spiritually. Our curriculum is designed from the ground up to cater to students studying at home. Whether you choose our qualified teachers or find your own, we believe in empowering the student in his/her quest for excellence.

Our Core Principles and curriculum include:

- Spiritual Literacy (Tauheed - Oneness of God)
- Moral Literacy (Tazkiyah - Purification of the Soul)
- Intellectual Literacy (Hikmah - Wisdom)
- Physical Literacy (Istiqama - Steadfastness)
- Social Literacy (Amanah - Stewardship)
- Interpersonal Literacy (Ihsan - Pursuit of Excellence)
- Cultural Literacy (Deen - Way of Life)

English Language Arts, Math, Science, and Social Studies will follow the Maryland Common Core Standards. Students will be assessed through national standardized testing methods.

#### a. Secular Subjects:

##### i. Core Courses:

Bayaan provides a well-balanced curriculum with Language Arts, Mathematics, Science, Social Studies, and Health Science. These follow public school curriculum and Maryland State Standards.

##### ii. Electives:

In addition to the core subjects, students can also take up self-paced electives from a variety of courses that we offer. Depending on elective course work completed at the end of the academic year, students will be awarded the due credit. One semester's worth of work completed earns 0.5 credit. Two semesters' worth of work earns 1 credit. All electives are offered at no additional cost, with the exception of Technology courses.

## **b. Etiquettes and Manners (Akhlaq)**

In Etiquettes and Manners, students critically read hadith texts, gain an understanding of hadith classification and place the traditions in an historical context, and are encouraged to research autonomously during term projects. Further to this, they focus on selected Arabic vocabulary from the traditions enabling them to contextualize their learning across the curriculum, as it complements Arabic Language and Qur'an Studies. Presenting their learning using multimedia or written means, and ultimately synthesizing their learning cements the subject as crucial for each student and relevant to their contemporary setting.

## **c. Arabic**

The Arabic program at Bayaan is an immersion program with a focus on spoken and written Arabic, Quranic vocabulary with proper usage of grammar, and Arabic comprehension. Teachers and students have to converse in Arabic during the Arabic Language class.

## **2. Programs:**

### **a. Live Class Programs**

#### **i. Full Live Academy**

The full live academy offers live classes for English, Math, Science and Social Studies as well as Arabic and Islamic Studies along with two self-paced electives. Live classes are available in two timings: 9 AM EST onwards and 12 PM EST onwards.

#### **ii. Evening Partial Live Academy**

The evening partial live academy offers live classes for all the academic subjects and is available in two timings: 9 AM EST onwards and 2 PM EST onwards. Students also have access to 2 self-paced classes.

#### **iii. Live Arabic & Islamic Studies Only**

Students attend live Arabic and Islamic Studies classes taught by subject experts. There are a total of 5 hours worth of live classes a week (3 hours of Arabic and 2 hours of Islamic Studies).

## **b. Self-Paced Programs**

### **i. Curriculum Support**

Students enrolled in Curriculum Support Program get access to six self paced academic courses. These courses are self-paced but students may have their pace guided by deadlines by placing a special request with the administration. Students also have access to join any club or activities for students run by the school.

Parents receive a weekly progress report which summarizes the student's activity during the week and lists any overdue work (if you opt for deadlines).

Students and parents have 24/7 access to school support staff for any technical issues or questions regarding the program.

A report on school letterhead listing all topics covered under each subject is issued for students upon completion of the self paced courses. Report card with a school seal can be issued upon special request with additional charges.

### **ii. Full Homeschool Package (Curriculum Support + Live Islamic Studies/Arabic)**

This program has Curriculum Support services with additional access to live classes for Arabic and Islamic Studies. Arabic classes are three hours a week and Islamic Studies classes are two hours a week.

Report card is issued for the live classes only. For self paced courses, the same report is issued as for the Curriculum Support program.

## **3. Assessments:**

Assessments include, but are not limited to standardized tests. To promote a more holistic and fulfilling learning environment, our teachers use different means to assess the students. These include presentations, projects, homework assignments and activities, attendance and participation in class discussions.

Most assessments for Curriculum Support students are computer graded with the exception of a few teacher-graded tests assessed by our qualified staff.

#### 4. Grading:

- Formative assessments make 20% of the total academic grade and include attendance, teacher's observation, participation in class discussions and quizzes.
- Summative assessments make 80% of the total academic grade and include regular assignments, assessments following completion of a lesson, projects, and midterm and end-term assessments.

Our standard for grading is as mentioned below:

<b>Number Grade Conversion</b>		
<b>Numeric Grade</b>	<b>Standard Grade</b>	<b>Grade Point Average</b>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Less than 60	E	0.0

*SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education*

Grade point is the numerical value of a grade. Grade Point Average or GPA is the average taken from the grade points earned by the student in a graded course. It is calculated by dividing the total grade points earned by the total course credits attempted. Courses that don't carry any grades don't contribute to the GPA calculation.

## SECTION C: ADMISSIONS & ENROLLMENTS

### 1. Statement of Non-Discrimination

Bayaan Academy, Maryland supports diversity and does not discriminate against a student because of his or her race, ethnicity, culture, color, creed, age, gender, national origin, ancestry, native language, or socio-economic status (SES).

Siblings and children of faculty, staff, and administration will be given priority in the admission process.

Bayaan Academy does not use any kind of lottery system for enrollment.

### 2. Admission Process:

Bayaan Academy seeks to work with families whose goals and visions align with those of our school. Our admission process is as follows:

#### a. Application Form

An application is needed to enroll your child at Bayaan. The online form can be found here:  
<https://bayaanacademy.com/online-schooling-registration/>

*Note:* We accept applications throughout the year, but admission is contingent upon the availability of open seats in a given grade.

#### b. Documents Required

Upon submission of the application form to the school, the administration will contact you for additional documents. This typically takes three business days.

The following documents are required for students in school:

- Previous school report card
- Current school report card (if transferring during the academic year)

For homeschooled students:

- Prior portfolio review by the county if formerly homeschooled
- Student work samples
- Picture snapshot of the last writing assignment the student completed on their own
- Last math assignment done by the student

**c. Assessment**

If needed, a placement test is scheduled. Please note that we take into great consideration the feedback we receive from parents and what the student has actually completed as compared to the test. This is due to the fact that some students are not effective test-takers.

**d. Assessment Review**

The student may be evaluated on the basis of: (1) a diagnostic test for Language Arts, Mathematics, and Arabic Language, (2) interview, and (3) previous school performance. Foreign language placement is based on proficiency of the student rather than grade.

**e. Results Notification**

Upon successful completion of the evaluation process, parents will be informed of admission through an email sent to the address listed in the application form. Bayaan aims to maintain a low teacher-student ratio.

If seats are full, students will be placed on a waiting list and parents will be informed accordingly.

**f. Registration Fee**

There is a \$200 registration fee in addition to a \$300 tuition deposit which is applied towards the annual tuition.

*Note:* This is a non-refundable deposit due at the time of registration. Parents must pay this fee to secure their child's spot in the class

**g. Tuition**

Tuition fees are paid in advance by the 7th day of the month.

Students with an outstanding balance from the previous year will not be allowed to re-enroll with Bayaan until the payment has been made in full.

Unpaid balances may be turned over for collection unless an approved waiver from the school director is given in written form.

*Note:* This tuition amount is subject to change prior to the beginning of each academic year.

**h. Enrollment**

Once the student is officially enrolled at Bayaan Academy, parents will receive an onboarding email along with the student’s personal login credentials to access the LMS, live classes, and curriculum. The schedule for live classes is also attached in the email. Students can use those credentials and have access to the academy instantly.

Orientation session is conducted for every student with their parent to facilitate the onboarding process with the Academy.

Please contact the academy if you have not received notification of your child’s enrollment within 5 business days of enrolling. It’s possible the admissions email may have gone to your spam folder.

**3. Refund Policy:**

Parents can withdraw their child any time round the year. Refunds will be issued according to the following schedule:

1.	2 weeks before the semester starts:	90% refund
2.	1 week before the semester starts:	75% refund
3.	Within 7 days of the semester starting:	50% refund
4.	After the 7th day of semester starting:	No refund

The refund schedule is to recover a portion of the costs incurred by Bayaan for each student. For example, 1 week before the semester begins, LMS accounts, Virtual Classroom accounts, Teacher and Curriculum allocations all take place which takes a substantial amount of planning, time, and money.

#### **4. Financial Aid**

Financial aid is available to all deserving families who are currently facing financial hardship. Bayaan Academy strongly believes in providing financial support to students who cannot afford the cost of tuition. Please request more information from the Director.

Financial aid application may be requested from the administration. Recent pay stubs, tax returns, federal/state assistance documentation is required to determine eligibility for financial aid. Financial aid applications typically require 1-2 weeks of processing time by the Executive Committee.

## SECTION E: LEARNING TOOLS

### 1. Approaches to Online Learning:

Two approaches to online learning have emerged:

#### a. Synchronous learning

Synchronous learning is instruction and collaboration in “real time” via the Internet. It typically involves tools, such as:

- live chat
- audio and video conferencing
- data and application sharing
- shared whiteboard
- virtual "hand raising"
- joint viewing of multimedia presentations and online slideshows.

#### b. Asynchronous learning

Asynchronous learning methods use the time-delayed capabilities of the Internet. It typically involves tools, such as:

- e-mail
- threaded discussion
- newsgroups and bulletin boards
- file attachments

Asynchronous courses at Bayaan are mostly self-paced and self-taught, unless parents arrange for an instructor independently. In asynchronous courses, learning does not need to be scheduled in the same way as synchronous learning, allowing students and instructors the benefits of anytime, anywhere learning.

Our teaching practice includes both the approaches for the benefit of students. To offer this flexibility, Bayaan Academy ties up the following means together to build a robust learning plan to cater to different students, depending on their learning needs and preferences.