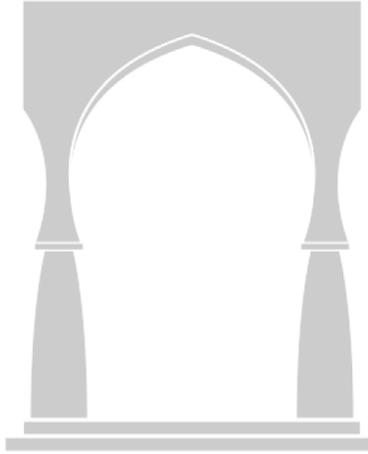


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allāh, the Most Gracious, the Most Merciful

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AL - BAYAAN  
INSTITUTE

**Guide to Success**  
**Student/Parent**  
**Handbook 2018 - 2019**

Roswell Community Masjid  
345 Market Place Roswell, GA 30075  
[www.albayaaninstitute.org](http://www.albayaaninstitute.org)

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## About Al-Bayaan Institute

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### **Vision**

Al Bayaan Institute is a distinguished educational institution that fosters the development of the next generation of confident, articulate, and noble hufadh in possession of the highest degree of accuracy and fluency in Qur'anic recitation, who are well poised for post-secondary academic success and the pursuit of further Islamic scholarship.

### **Mission**

To serve the intellectual and spiritual needs of students by using a combination of the traditional approaches in Qur'anic recitation and memorization extending back to the time of Rasulullah [Muhammad] (SAW), coupled with the most highly regarded modern educational best practices including individualized learning goals and regular independent assessment of progress for hifdh, as well as customized online academic instruction.

### **Background and History**

The idea for AlBayaan Institute started back in 2004 when a number of dedicated teachers and families began working in the North Fulton area to develop programs and halaqaat focused on the reading and meaning of the Qu'ran. It was not the brainchild of any one person, rather the connection and evolution of ideas over a seven year period during which a network of teachers and programs was established in the area, Alhamdulillah. The Institute was officially established as a Roswell Community Masjid education program in March of 2012.

## Policy Overview

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1. Parents and students shall become familiar with the parent/student handbook by reading and discussing it together at home. Parents and students must sign and return the **Family Handbook Acknowledgement of Receipt and Understanding** form at the back of this book the first day of school.
2. The Institute reserves the right to modify these policies at any time during the course of the year as seen fit for the best operation of the Institute. Parents will be notified of all changes in school policy.
3. Parents shall understand that tuition and fees must be paid within the time period outlined in this handbook and that failure to do so will result in immediate parent notification and student suspension until tuition is paid unless notification and alternative arrangements have been made with the Executive Director, Samer Bashir
4. All students, parents, and staff members will uphold ABI's safety and discipline policies as specified herein.
5. Student attendance is mandatory and absences must be reported by the parents in accordance with school policy. Arrangements for excused absences are the responsibility of the students and their parents.
6. Parents will be kept informed of student progress. Please contact us by email or phone if you would like to discuss any matter concerning your child. Please keep in mind that meetings require an appointment as staff and volunteer time is dedicated to your child's memorization unless we have made other arrangements.

7. Students are expected to keep up with all academic assigned work through their respective academic programs and should be prepared for all scheduled hifdth assessments and academic exams.
8. Students will dress in accordance with the Dress Code Policy outlined herein at all times, including but not limited to school sponsored activities, field trips, conferences, etc...
9. ABI cannot exist without the cooperation and support from parents and the ABI community. To make ABI an excellent place for our children to learn and grow, all families are required to volunteer a total of 20 hours per family per year. In the event that you are unable to meet this obligation than please donate \$10 per hour or a total of \$200 per year.

### **Admission Policies and Enrollment**

The Admission Policy at ABI seeks to enroll students with the intention of completing the memorization of the entire Quran within several years, taking into account that completion time will vary from student to student in ability and circumstances. The following will be evaluated to determine student readiness to complete this task at ABI:

1. Admit students in accordance with ABI's fluency, academic, and behavioral standards;
2. Detect the readiness and compatibility of students joining the ABI program;
3. Detect achievement levels of students prior to admission;
4. Acquaint students and parents with the school policy, environment, and expectations of both parents and students;
5. ABI is operated on a non-discriminatory basis, according equal treatment and access to services without any regard to race, color, national origin, affiliation or ancestry in administration of its admission and educational policies, scholarship and financial aid programs, or other Institute administered programs.

Due to limited space and enrollment demand, the following criteria in order have been adopted to determine admissions priority to ABI:

1. Students who do not meet the admissions requirements listed above will not be admitted to ABI.
2. Returning students that have met ABI's minimum academic/behavior standards and are not on academic or behavior probation will be re-admitted upon completion and submission of the Re-enrollment form by the given deadline (sent out by Administration before the winter and summer breaks). A student whose probation period expires during this time and has not met the conditions of the probation will NOT be re-admitted.
3. Staff members whose children meet the qualifications will be considered applicants after returning students.
4. Any siblings of returning students that have met ABI's minimum academic/behavior standards based on their previous school records, will be admitted upon completion and submission of the enrollment package by the given deadline and successful completion of all admissions requirements.
5. New students that have met ABI's minimum academic/behavior standards based on their previous school records, will be admitted upon completion and submission of the enrollment package by the given deadline and successful completion of all admissions requirements.
6. In the case of limited space and equally qualifying applications, returning students will be preferred over new applicants. New applicants who equally qualify will be admitted according to the date of application.
7. Upon filling all vacancies, the remaining students will be placed on the waiting list ranked in accordance with the preceding steps. Students who equally qualify for admission at any level will be ranked according to the date their application was received.

8. If spaces remain open and the tajweed teacher's (or teachers) time allows, candidates whose Quran reading skills are below the admission criteria may be admitted for a probationary period to determine if their skills can quickly be brought up to a sufficient reading level and they sufficiently progress with assigned memorization.

### **Admission Requirements**

Al-Bayaan accepts students ages eleven (11) through fifteen (15), on or before August 31st. Students are admitted into the program during open enrollment twice a year (summer and winter) following the Admissions Committee acceptance and satisfactory completion of pre-requisite application materials. Additional applicants may be considered mid-semester if spaces become available due to students leaving or graduating. Quran fluency tests (QFT) are available year round by contacting the program at [admissions@albayaaninstitute.org](mailto:admissions@albayaaninstitute.org) or filling out the website request. Deadlines vary with the interest level in the program and are announced on the website and via RCM media. Note deadlines have been as early as January for the summer semester if there is a waiting list or a significant amount of interest. Winter applicants should contact ABI and inquire about QFT as early as September for January admissions.

All new students are on probation for their first ninety (90) days with the Institute and may be dismissed from the program at any time therein for valid academic or disciplinary reasons. The parent's signature on the Enrollment Form means acceptance of all current school policies. Enrollment in the Institute requires full-time attendance for all grade levels. Factors to be considered in evaluating applications for admission include:

1. Ability to read the Qu'ran proficiently including knowledge of basic makhaarj and tajweed\*
2. Proof of good academic standing – report card or school transcripts for the past two years, 70% average or above required.
3. Character references (letters of recommendation) – two letters from either a school teacher, community member, or Islamic weekend school teacher
4. A short essay explaining why “*I want to be a Hafidh*” – minimum one paragraph, double-spaced
5. Formal interview with the Admissions Committee for both parents and students.

### **Admission Restrictions**

1. Children with emotional and learning disabilities cannot be accepted at ABI, as programs are not available to meet the needs of these children.
2. After accepting a student, if it is determined that he/she has emotional, behavioral problems, and/or severe learning disabilities, etc., the student may be referred out of ABI to a program that is designed to meet his/her learning needs.
3. After admission, any student diagnosed as inadequately familiar with the English language within the probationary period will be recommended to a public or private ESL program and may not continue attending ABI.
4. Students with any other special needs that cannot be addressed by ABI's resources will be referred to an appropriate institution.

**\*Note on the Qu'ran Fluency Prerequisite:** *All students are required to take a reading proficiency test (QFA) prior to admission. If deemed necessary by the Admissions Committee, a student may be required to relearn the makhaarj prior to enrolling in the program.*

## School at a Glance

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### **Organization of ABI**

ABI is governed by the Roswell Community Masjid Governing Board.

### **ABI Administrative Team**

The ABI Executive Director reports to the Governing Board of the Roswell Community Masjid and is charged with executing ABI's mission and goals and overseeing the daily operations of the Institute. The managing team includes:

1. ABI Executive Director: Samer Bashir
2. Hifdth Administrator: Dr. Shehla Altaf
3. Administrative Assistant: Saba Sheikh
4. Ustadh: Hafidh Ibraheem Budier
5. Part Time Teachers: Ustadhah Dalal Benawy Allaa Malek and Safia Zorfa
6. Tajweed Teacher: Ustadhah Bana Bitar
7. K12 Advisor: Sadaf Ansari

### **Role of the ABI Executive Director**

The Executive Director coordinates the team and ensures that each role is being executed competently to execute the vision and mission.

### **Role of the Hifdth Administrator**

The Administrator serves as the director of the Institute, ensuring that the mission and goals of ABI are executed through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the Institution. The Administrator is also responsible for hiring qualified personnel, coordinating staff development activities, and communicating with ABI parents and the community. The Administrator reports directly to the RCM Governing Board. All other ABI staff report to the Administrator. The Administrator works in conjunction with the entire Committee Director Executive Committee to ensure smooth and successful school operation.

### **Hours of Operation**

ABI operates year-round on the premises of the Roswell Community Masjid. Hours of operation are Monday – Friday from 7:45am to 2:20pm. Ramadan and summer hours may vary and will be posted as needed.

## Contact Information

All physical correspondence can be mailed to: RCM, 345 Market Place, Roswell, GA 30075. For phone communications related to student progress, tardies, absences, general questions, or admissions:

ABI Administrator Dr. Shehla Altaf (saltaf@albayaaninstitute.org)

Or ABI Administrative Assistant Saba Sheikh (ssheikhalbayaaninstitute.org)

Executive Director Br. Samer Bashir (samer.bashir@gmail.com) can be contacted for other matters or when additional consultation is needed after first consulting with the Administrator.

## Daily Schedule

Students attend to their Qu’ranic memorization from 8:00 am to 1:00 pm, with breaks for snack and lunch. Arabic or Islamic Studies occurs from 1:15 pm – 1:55 pm daily.

Students conclude the day with Salat ul Thuhr at 2:00 pm. On Fridays, the Hafidh, Administrator, or a guest speaker gives an Islamic studies course.

Students must be picked up by directly after Salautul Thuhr (no later than 2: 20 pm) or Salat ul Jummua’ on Fridays.

Students are dismissed from the school and the student’s ride should come to the school staff or volunteer and let them know they leaving.

## Calendar

ABI is a non-resident, day program housed at the Roswell Community Masjid. The Qur’an memorization program is year-round. For those breaks listed that are county breaks, they will co-ordinate with Fulton County. Some academic programs such as GCA participate in standardized testing in the spring. This date varies from year to year but is generally the third week in April for K-8 and the first week in May for High School. Students may be given permission to take these testing days off or come for ½ day.

Graduations, RCM events requesting our participation, or guest visitors, or field trips are announced by What’s App and email and/or Evite.

**ABI 2018-2019 Calendar**

|                                   |   |
|-----------------------------------|---|
| Ramadan and Eid ul Fitar Vacation | June 1 <sup>st</sup> -June29 <sup>th</sup> 2018   |
| <b>First Day ABI</b>              | July 2 <sup>nd</sup>                              |
| Eid ul Adha Vacation              | August 20 <sup>th</sup> – August 24 <sup>th</sup> |
| <b>Back to School</b>             | August 27 <sup>th</sup> 2018                      |
| Thanks giving break               | Nov 21 <sup>st</sup> - Nov 23 <sup>rd</sup>       |
| <b>Back to School</b>             | Nov 26 <sup>th</sup> 2018                         |
| Winter break                      | Dec 21 <sup>st</sup> – Jan 4 <sup>th</sup> 2019   |
| <b>Back to School</b>             | Jan 7 <sup>th</sup>                               |
| Spring break                      | April 1 <sup>st</sup> – 5 <sup>th</sup>           |
| <b>Back to School</b>             | April 8 <sup>th</sup>                             |
| <b>Last Day of School</b>         | May 23 <sup>rd</sup>                              |

## Tuition and Fees

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ABI offers the following figures to help estimate yearly student expenses including tuition:

- Tuition (for fall, spring, summer semesters): \$400 per month
- Annual Enrollment Fee: \$150
- Late Tuition Fee: \$25
- Bounced Check Fee Estimate: \$35 (may vary depending on the banking institution)
- Student Life Expenses (field trips, competitions, celebrations, etc.): TBD\*

\* These fees may include activity fees for field trips or other educational experiences that require additional funding. Such costs will be communicated to parents as the need arises in a timely fashion. Actual student-related expenses may vary. Typically there would be one to two outings per semester that may include service related trips. Celebrations conducted onsite may require donations or may require additional fees.

### **Due Dates & Forms of Payment**

Tuition installments are due on the 15<sup>th</sup> of each month. Cash or checks are also accepted and should be clearly notated for ABI tuition payment. Tuition may be deposited in the “ABI” box located in the school hallway.

### **Late Fees & Collection Policy**

1. Payments are due on the fifteenth (15<sup>th</sup>) of each month.
2. Any payment received after the 15<sup>th</sup> of the month is considered past due and a charge of \$25.00 per student will be applied.
3. Accounts not rectified by the 20<sup>th</sup> of the month will be given a written notice followed by a suspension warning for each student on the account.
4. If the account remains unsettled or an alternative payment arrangement is not agreed upon by the 30<sup>th</sup> of the month, students on the account will be suspended until payment is received or appropriate arrangements have been made.
5. No child will be re-admitted to the school if there remains outstanding tuition due from a previous semester or year.

### **Financial Aid**

Availability of financial aid depends on the amount allocated by RCM from the zakat fund, as well as the generosity of private donors. To be considered for financial aid, families in need must complete a Financial Aid Application Form contained in the Appendix of this document and submit it with all supporting documents to the ABI Administrator, Dr. Shehla Altaf who will then submit it to the finance committee of RCM. Families who qualify for financial aid will still be responsible for the remainder of the tuition balance for each child. Financial aid does not cover extracurricular activity fees. Any change in the financial status of financial aid recipients should be reported in writing to the ABI Administrator in order to make the allocated funds available to other.

### **Withdrawal**

In the case that a parent desires to withdraw a student from the Institute prior to an agreed upon finish/review date, the Withdrawal Form must be completed by the parent, each ABI curricular resource must be submitted to the Administrator who will sign off on the withdrawal form, all outstanding balances must be paid in full to the accounting department, and the Administrator’s signature must be obtained before unexcused absences will stop being counted, records may be released, and applicable family accounts closed. Once knowledge of a student’s transfer to another school is acquired or a child fails to appear within the first five school days and their tuition has not been paid, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

30-Day Notice for Intent to Withdraw: Given that ABI is operating as part of a non-profit organization, it is heavily dependent upon the payment of tuition, and the direct loss incurred by a withdrawn student is very damaging and therefore requires parents to submit written notice of intent to withdraw thirty days prior to the intended withdrawal date. This gives the school time to replace the student with a student on the waiting list.

In the case of withdrawal at any time during the school year:

1. Tuition will be charged for the remainder of the semester, no exceptions.
2. Students who are withdrawn without a 30-day notice will be billed for the entire semester and collection procedures will be applied.
3. Upon withdrawal, the registration fee is forfeited and will be required if/when the student wishes to re-enroll.
4. Any extra-curricular activity fees will NOT be refunded if cancellation periods have passed and a parent has not notified the administration.

### **Donations**

All donations (sadaqa funds) are greatly appreciated. Please note that all donations are accepted on the basis that the giving individual is providing the donation as a gesture of generosity and kindness with no expectation of anything in return. All donations are tax deductible, nonrefundable, and not transferable. Donations may be placed in the ABI box in the RCM school hallway.

## Curriculum and Instruction

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### ***Hifdth Program***

#### **Methodology**

The Al-Bayaan Institute approach incorporates the best practices in classical Qur'anic instruction along with a strong support system that allows for individual customization. ABI, individual learning plans to set the pacing and individual outcomes. These plans take into consideration a student's strengths, skills, learning preferences, and abilities, and develop over time with ongoing assessments. We closely monitor our students' progress in meeting their individual learning goals and communicate with parents/guardians on a weekly basis to ensure each student is performing to his/her best ability.

Hifdth is a rigorous task that requires a very structured and organized approach and hifdth instruction takes place under the direct tutelage of the Ustadh/Ustadthah (Hifdth teacher). This learning is the connection a student is establishing with the historical, oral Qur'anic tradition which goes back to the Prophet Muhammad (صل الله عليهم وصال). In addition to the close monitoring and support provided by our instructors and administrators.

The instructional methods used by ABI instructors ensure a balance between the preservation of the previous work committed to memory as well as mastery of the new lessons. The following is an outline of the process we follow:

- **Sabaq** (new lesson) – Sabaq is an Urdu word which means lesson. It refers to a *new* lesson memorized at night to be presented to the teacher on the following day. The more fluent the student is with the sabaq, the easier for him/her to maintain the Qur'an. It must be ready when the child arrives at school. New students will read this to a teacher at school and memorize it at home

that night.

- **Sabqi** (recent lessons) – Sabqi are the *recently* memorized verses that are recited on a daily basis. This practice helps to reinforce long-term retention as new verses committed to memory are easily forgotten.
- **Manzil** (old lessons) – Once a student has memorized a substantial amount of the Qur'an, it will then be necessary for him/her to routinely maintain this knowledge. This is done by dividing the Qur'an into portions. Each portion will be recited in sequence and repeated on a regular cycle.
- **Montly Manzil** tests are given as a means to measure retention and help to keep previously memorized work strong.
- Each student will be provided with an individual learning plan and Tracking Log and all the three above mentioned lessons will be recorded daily in this book.

### **Hifdth Performance Expectations**

Failure to maintain adequate progress in the hifdth program is a serious matter and students will be held to the highest performance standards regarding their memorization of the Qur'an. All students are expected to complete their daily hifdth lessons as assigned by the Ustadh (sabaq, sabqi and manzil). Failure to complete the hifdth lessons for a period of three (3) consecutive days at any time during the school year will be cause for an immediate student/teacher conference. If after the conference the student still fails to come to class properly prepared, a mandatory parent/teacher conference with the ABI administration will take place. Students will be immediately placed on probation after three (3) performance lapses and will have a period of two (2) weeks to demonstrate improved performance. If the student does not improve his/her performance within the two (2) week probation period, the student will be withdrawn. ABI is under no obligation to re-enroll any student.

### **Islamic Studies: The current focus of ABI Islamic studies includes Arabic, tafsir, tajweed and ahlaq.**

- **Tajweed** – The formal rules of tajweed (theory) are taught as a separate class twice a week for first year students, while the application of the principles of tajweed occurs naturally as an integral part of the student's daily lessons. ABI uses the AlQaidah AnNouraniya method for tajweed.
- **Arabic Grammar and Meaning:** ABI is currently basing its Arabic program on the Bayannah TV Quranic Arabic program which consists of approximately 15 minutes of video, examples, exercises. Additionally, ABI teachers integrate their own knowledge, handouts, and tests to the program to meet the students' needs. The program focuses on grammar and builds Arabic vocabulary after some basic skill of identifying nouns is attained. Additionally, students work independently on vocabulary and reading translation as needed.
- **Islamic Studies:** This component varies and is taught by Sr. Shehla, Hafidh Ibraheem and various guests such as Imam Arshad. Subjects include seerah, hadith, tafsir and various fiqh topics such as salah and fasting. New this year is a program offered by a trained community member known as Gems of The Quran and works on the meaning of the Quran by learning vocabulary and basic tafseer on a surah by surah basis beginning with Juz Amma.

### **Academic Program**

Academics are completed independently among families but all students must be enrolled in an academic program simultaneously with hifdth. Georgia Cyber Academy (GCA) K<sup>12</sup> is commonly used by Al-Bayaan Institutes' students because it offers ABI students a tuition-free, online public schooling option that offers remedial, average, honors, and AP courses that meet the diverse learning needs of our students. It is the parents' job to assist students in completing their work and staying on task. Some students are working with Keystone courses at a more independent pace. Students who finish sabaq, sabqi, and manzil early may work on the next day's sabaq. Students needing to attend a special class during the week for academics may do so with pre-approval; however, ABI does not have staff that

can devote time to supervising the use of computers or aide students with their studies. The day is dedicated to Quran.

### **Academic Standards and Probation**

All students are expected to maintain a grade of “C” or higher in every subject. When a student makes lower than a “C” during any nine week grading period, the student will be placed on academic probation and will have until the end of the next subsequent grading period to raise the grade to a “C” or better. If it is suspected that the student is struggling with academics, ABI may ask to view current grades or have a meeting with the family to go through the student’s grades.

### **Parental Commitment**

Although it is the child who will be undertaking hifdth and online learning, it is very important to appreciate that parents need to be highly involved on a daily basis. Examples of effective parental involvement are:

1. Ensuring students are sitting down to learn and revise every day at an appointed time. Children have to devote time in the evening and/or early in the morning before school, thus parents need to ensure that this is taking place.
2. On a daily basis, parents need to review the Log Book to ensure the Sabaq, Sabqi and Manzil have been recited and that the child is on track with their prescribed pacing. Likewise, parents need to log into their child’s online learning grade book and review their child’s performance on a daily basis.
3. Priorities need to be clear. If a child is going to be absent from ABI on a regular basis for whatever reason, this will affect consistency. Parents need to think about such issues before admitting their child and be willing to rearrange their schedules in order to give priority to the program for its entire duration.
4. Parental support and cooperation is essential. Thus, where ABI raises concerns, parents need to appreciate these concerns and support ABI in implementing recommendations that are made.
5. Children at times may need a “sympathetic ear” from both teachers and parents. This could be due to the pressures of their work, exams, stress, etc. Regular positive reinforcement and encouragement is essential in ensuring the motivation levels needed to be successful with the ABI program. It is the parent’s responsibility to notify the ABI Administrator if your family is experiencing difficulty at home that will interfere with the student’s progress.

ABI will periodically review the student’s grades and standardized assessment records to ensure ongoing compliance with the program’s grade requirements. For more information on the student’s standardized testing requirements, please contact your child’s respective academic program.

## Attendance

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Al-Bayaan Institute considers regular attendance essential to successful progress. Students must be present to take full advantage of available educational opportunities. It should be noted that although ABI operates as a private educational program, students enrolled in ABI are still subject to Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Parents are required to maintain accurate attendance records in accordance with the policies and procedures stipulated by their academic program. Likewise, it should be noted that state rule OCGA § 20-2-690.1 states that ***any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.***

### Excused and Unexcused Absences

A student's absence from ABI will be considered excused when it is due to any of the following circumstances. Absences should not exceed a cumulative total of six days per year for the following reasons, unless the absence has been pre-approved by the school Administrator or designee:

1. Personal illness of the student or a doctor's/dentist's appointment.
2. Attendance would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from the Institute.
4. Compliance with a court order or an order issued by a governmental agency mandating absence from school.
5. Scholarship interviews/college visitations,
6. Travel opportunity with educational benefits,
7. Specialized educational experience,
8. ABI days missed as a result of an out-of-school suspension.
9. Funeral, graduation, or wedding of an immediate family member,
10. Other circumstances that are mutually agreeable to the parent and Administrator and have been pre-approved by the ABI Administrator.

A student's absence from the Institute or class for any reason other than those listed above will be considered an unexcused absence.

### Notification

Any student who has been absent from the Institute must present a satisfactory written excuse to the Administrator within three days of returning to ABI. The excuse must state the reason for the absence and be signed by the student's parent or guardian (sample absence excuse form included in Appendix). Additionally, parents should also call or text the ABI Administrator on the day of their child's absence. If ABI does not receive a note within three days, the child's absence will be counted as unexcused. Excuses will be kept on file at the school at least until the beginning of the next school year. Students who have missed 6 days of school or more in a school year may be required to provide additional verification including doctors' statements.

### How to inform ABI of an absence/tardy

- For a sickness that just came up suddenly the morning of school – please text the Assistant Administrator the day of the absence and send in a response to the Google form.

<http://goo.gl/forms/jbmJqVqawHZuKulf1>

or use the existing paper form.

### **Make-Up Work for Excused and Unexcused Absences**

Regarding the hifdth program, parent(s)/guardian(s) and students are encouraged to request make-up work for any excused or unexcused absence. Upon returning to ABI following an absence, or prior to an absence, it is a parent's responsibility to contact the Administrator to request make-up work. Make-up work must be completed by the student within the time specified by the Administrator. Arabic or Tafseer videos may be watched the next day if the student is caught up on their memorization.

In the case of illness, the student will do what they can to resume from a point where the quality of their work is not compromised. For a long term illness requiring multiple absences, the family will consult with the Administrator regarding a modified system of completing work.

Recitation over the phone is generally not allowed. The Administrator will determine if circumstances warrant a system of distance recitation for a short time period.

### **Arrival**

Classes at ABI begin promptly at 8:00 am. Students will be allowed to enter the building at 7:45am. Please **do not drop off children prior to 7:45am**. For safety reasons, we ask that you refrain from discharging children anywhere other than the school side drop-off entrance of the building. Students will go directly to the classroom at 7:45 am to prepare for the day. Because we do not offer before school care, it is important that families make arrangements for the timely arrival of their children. If you arrive earlier than 7:45am, please remain with your child outside RCM. Students should not be left unattended outside RCM prior to 8:00am.

Unless an appointment has been previously made, the Administrator or teachers are not generally available to have discussions during this drop off period of 7:45 – 8:00 am as they are busy preparing for the day including setup or attending to student questions or needs.

### **Dismissal**

The ABI day ends at 2:20 pm each day after Dhuhr Salah. Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences.

ABI will only release students to friends and family members designated by the student's parent or legal guardian on the official Enrollment Form. We may ask for identification from this person; please inform your designated caregiver that it is for the security of the students that these precautions are taken. If there are changes in transportation we should receive notice from you personally. Please come in to take your child from us so that we may see that the child has been picked up and by whom.

### **Punctuality**

Prompt arrival of all students enables classes to start punctually and operate without needless interruptions. We understand that on rare occasions there may be extenuating circumstances that prevent prompt arrival as well as the need to pick up children before the scheduled dismissal time. However, we have found that habitual tardiness and early release are problems that the school and parents can work together to remedy. When a child arrives late or misses classes, the following procedures are in place:

1. Students arriving after 8:00 am are considered tardy. Three (3) tardiness constitute an unexcused

absence. After 8:00 am, the parent must park and accompany the child to the door. You will need to text the Assistant Administrator or the Administrator to open the door for you and fill out the ABI Tardy form in order to enter the class.

2. If tardiness exceeds three (3) per month, a letter from the Administrator will be mailed to the parents alerting them of our concern.
3. If a student arrives after 10:30 am due to an unexcused tardy, it will be marked as one unexcused absence.
4. If tardiness (or early pick-ups) continue after written notification, parents will be asked to attend a conference with the Administrator and members of the administrative team. During that time, a written agreement will be signed outlining a plan for remedying the problem and a timeline for success.
5. Failure to comply with the attendance agreement will result in withdrawal of the student with full tuition obligation as outlined above.

### **Inclement Weather and Emergencies**

If the Fulton County Schools district closes due to snow or any other safety reason, ABI will also be closed. Check for the FCS announcement of closings by radio (WSB, WGST and STAR 94), television (WXIA, WSB and WAGA), and the FCS website ([www.fultonschools.org](http://www.fultonschools.org)), whenever necessary. An emergency phone tree will also be in place to notify ABI parents of any emergency via text, What's App notifications and email.

### **Late Pick-Ups**

There are times when emergencies prevent families from picking up their child from school. Please inform us as soon as possible of late pick-ups. Students who are not picked up within 5 minutes of dismissal will be billed a \$1 penalty, per child, for every minute late. Students who are not picked up from school by 2:25 p.m. may need to be picked-up from the last of the administrators on duty and families will be billed accordingly. These fees may be put into the ABI box in the hallway.

### **Early Dismissal**

When a student needs to be excused early for any reason, a parent must send in the Early Dismissal Form (see Appendix) to be turned in to the Administrator at the beginning of the school day. When picking up your child, a parent should text the Administrator or other onsite staff when they arrive to obtain entrance. The school door is locked and with the recitation, we do not always hear knocking at the door. If someone other than a parent will pick up a child during the school day, a parent must provide the name of the individual picking up the child.

### **School Withdrawal**

In the event that you decide to withdraw your child in order to enroll him or her in another school, we request a minimum of thirty days notification. After an absence of three (3) days without notification or explanation, we will deem your child to have withdrawn from ABI. The open slot on our roster will be filled with the next child on our waiting list. Please review the "Withdrawal" section above for additional information regarding ABI's student withdrawal procedures.

## School Safety

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### **ABI Emergency Response Plan**

ABI has developed this plan in alignment with the policies and procedures adopted by the Fulton County Schools Board of Education and the Roswell Community Masjid's Governing Board.

### **Internet Safety**

Student use of the Internet is only for the purposes of supplementing Quranic learning. Websites used should be pre-approved by ABI staff to ascertain the correctness of the material. Approval to do academic work is at the discretion of the Administrator and is based on the student's Quran progress, ability to work independently without distracting others, and their responsibility with regard to not abusing the use of computer time to play or do non-school related activities on the internet. The Roswell Community Masjid is in no way responsible for violations of its *Acceptable Use of the Internet* policy. ABI students and their families must sign the Masjid's internet use agreement before being permitted to use email, World Wide Web, or other Internet-related tools (located in the Appendix at the end of this document). The ABI staff may request to see what a student is viewing on their electronic devices at any time. Failure to abide by the rules will result in the suspension of Internet privileges for the student. Use of the computer for Academics during ABI hours is at the discretion of the Administrator and is based on supervision availability.

### **Visitor Policy**

While we welcome families and the visitors to ABI, all visitors must first report to the Administrator onsite. Parents/relatives may visit during the school day with prior approval from the Administrator. Volunteers may visit with prior approval from appropriate staff member. Young siblings may visit accompanied by parent with prior approval from Administrator. Prospective families and applicants may visit with prior scheduled appointment.

## School Conduct, Discipline and Dress Code

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### **Discipline Philosophy**

ABI faculty reflect on interactions within the classroom and ABI community and collaboratively implement classroom management and discipline strategies that ensure consistency throughout the program. Some examples of classroom management strategies used at ABI include but are not limited to:

1. A daily, consistent, routine
2. student participation in creating their classroom and learning environment
3. clear and consistent rules and logical consequences based on responsibility/ownership
4. individual learning plans to ensure students become self-motivated learners
5. classroom organization that encourages independence
6. explicit character education and social development lessons
7. family communication to involve families as true partners

Developing positive relationships with students and helping them to reflect on and take responsibility for their own behavior is at the heart of how our Prophet (SAW) interacted with His companions and serves as a guiding example for how we approach student discipline. To that end, we are committed to a responsibility based, as opposed to a consequence based, approach to student discipline.

### **Student Discipline Policy**

#### **Student Behavior Expectations and Discipline Contact**

It is the responsibility of every student and parent to have read and be aware of ABI's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will NOT be considered a valid excuse for violations. Students will be given a very detailed discipline, conduct, and hidfth contract that outlines the students' responsibilities and consequences not meeting the elements of the contract. Parents and administrators will also sign the contract and partner to help the student keep their obligations

**Right to Search**

**IMPORTANT NOTICE REGARDING RIGHT TO SEARCH**

ABI acknowledges the need for the in-school storage of student's possessions. However, students shall not have an expectation of privacy as to prevent examination of the storage area and any other RCM storage space by ABI or RCM personnel, (i.e. lockers, desks, etc.). ABI authorities are charged with the responsibility of maintaining the safety, cleanliness, and well-being of the students in their care. In the discharge of that responsibility, they shall regularly inspect for cleanliness and organization. ABI/RCM officials will also investigate the presence of an object or substance that is illegal, in violation of ABI/RCM policies, or poses a hazard or threat to the safety, well-being and good order of the Institute. Whenever there is cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety, and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property. A request for search of a student or a student's possessions will be directed to the Administrator or designee. Wherever possible, a search will be conducted in the presence of the student and a second staff member.

**Personal Property**

**Student Responsibility** All property brought to RCM is brought entirely at the owner's risk. ABI does not assume responsibility for students' personal property.

**Electronic Equipment** It is prohibited to use cellular telephone or other personal electronic communication device on RCM property except as granted permission by the ABI staff. Students turn in their phones at the beginning of the day. If violations of use occur the Administration may ban the use of these devices for all students. The only legitimate use of such devices on school property is for the purpose of listening to Quran, taping themselves recite, reading translation and tafseer of Quran, searching information for Islamic Studies class or learning Arabic.

Students who are found with such devices in the "on" position, in use, or displayed except as permitted above, shall have the device confiscated by the ABI Administrator and the Administrator will check the content of what they were using. If a parent needs to communicate with a child, then they should do so by communicating through the ABI staff who will then call the child to call their parents. Students may go the entire day without access

**Roller Skates, In-line skates, Skateboards, etc.** Roller skates, in-line skates and skateboards are not allowed on RCM property. They must be removed at the RCM property boundary and stored in a safe place during the school day. If used on RCM property, skates and/or skateboards will be confiscated on the first offense.

**Confiscation** Any personal property being used in a distracting or inappropriate way will be confiscated and returned at the end of the day. Repeated violations will require a parent

conference and may ultimately result in permanent confiscation.

**Money** If it is necessary for a student to bring a large sum of money to school for an afterschool event, it should be brought to the Administrator's attention for safekeeping.

**Lost and Found** Found clothing, backpacks, water bottles, lunch boxes, etc. are located in the RCM hallway for one week at which time they will be thrown out or donated as appropriate. Found jewelry, watches, wallets, and like items are kept locked in the main office. Individuals wishing to claim such items must first provide an accurate description to an Administrator.

### **Dress Code**

At ABI, we recognize that there is a strong, positive correlation between appropriate attire, good work habits, and good character. When dress and appearance are characterized in accordance with the Sunnah of the Prophet (saw), by cleanliness, neatness, modesty, and safety, students generally have a more positive attitude toward themselves and those around them. ABI believes that a dress code and/or a policy of wearing clothing that conforms to Islamic requirements will address issues related to the health, safety, and welfare of the students and the maintenance of an ethical learning environment.

### **Boys**

Clean and odor free collared shirts, pants, including traditional Islamic shalwar kamiz, thobes, galabiyas, etc... are permitted. T-shirts, and jewelry such as neck chains, rings, etc. are not allowed. "Skinny" pants or "Skinny" jeans are not permitted. Furthermore, excessive colognes are prohibited. Middle school aged boys and older should apply de-odorant.

### **Girls**

Clean and odor free, ankle-length skirts with shirts that come beyond the mid-thigh, traditional Islamic dresses, jilbabs, abayahs, etc... are permitted. Girls must cover their head and chest with a khimar or hijab and should have socks and pants or skirt under their jilbabs. Clothing should not show the shape of the girl nor be see-through. All ABI female students must observe the hijab at all times on RCM property.

ABI faculty and staff reserve the right to point out anything objectionable to the student or parent.

## ***Health and Nutrition***

### **Medications**

Whenever possible, a child's medical regimen should be carried out at home; however, any student who is required to take medication during the regular school day must comply with the guidelines outlined below. The school's Administrator must be notified if any medication is to be used during school and medications will be administered in the office not in the classroom. Forms for taking medicine and for general health are contained in the Appendix and must be returned in order to have medicine at school.

### **Prescription Medication**

Written orders from a physician detailing the name of the student, the drug dosage, reason for giving, and time medication is to be given, and any possible side effects and suggested first aid for side effects, must be received by the Administrator or her designated staff before the medication can be given.

Completion of the Medical Release Form is needed for each separate medication. This form is available from the Administrator.

All medications must be processed through the main office for appropriate documentation. Medication must be brought to ABI in a container appropriately labeled by the pharmacy or physician with the student's name, physician's name, date of original prescription, name and strength of medication and directions for taking.

Students must report to the Administrator at the designated time for medications. Students with chronic illnesses (e.g. seizure disorders, cystic fibrosis, diabetes, etc.), who are responsible for self-administering their medications will be allowed to continue this practice. However, medications shall be kept in the office unless otherwise indicated. Unused medication shall be returned to parent/guardian for disposal.

### **Non-Prescription Medications**

The ABI Medical Release Form must be completed if a non-prescription/over-the-counter medication is to be used during school hours or activities. Non-prescription medications must be brought to school in their original container and must be left at the school's main office.

### **Field Trips**

Medications needed on field trip must be in pharmacy/physician labeled container. Parents can ask the pharmacy/physician for an empty labeled container for field trips. A designated ABI employee going on the trip can administer the medication; parents must fill out a medication authorization form for each medication (if authorization is not already on file at the school).

No child shall have prescription or non-prescription drugs on his/her person during the school day. An exception will be made for upper elementary and middle school children who use inhalers for respiratory concerns, epi-pens for severe allergies, and insulin for diabetes. However, the school office must have prior written permission from the child's parents/legal guardian and the physician. Unique individual circumstances will be handled in consultation with the child's physician and parent.

All medications, prescription and over-the-counter, should be clearly labeled with the student's name and presented with written directions for administration from a physician consistent with the labeled directions. We also require written permission from the parent or guardian to administer the medication in school. Students may not keep any medication in their personal effects or in classrooms.

### **First Aid, Allergies, Illness and Emergencies First Aid**

Our on-site staff can provide limited care (i.e. cleanse a wound, put ice on a bump, assist a student who needs regular medicine, etc.) and will call parents to pick up sick or injured children.

### **Allergies**

Please alert us to any allergies your child may have and provide medication (if necessary) to prevent a serious allergic reaction. This includes allergies to plants, animals, foods, medicines, and other substances.

### **Illness and Accidents**

If your child has an illness or accident that requires outside attention, you will be notified to come pick him/her up from ABI. If neither parent can be reached, we will follow the emergency procedure on your child's medical permission form. If your child contracts a communicable disease with risks of exposing other children, please notify us immediately so that we can advise our staff. When an accident does occur, an Accident Report will be completed and the Administrator must be notified.

### **Guidelines Regarding Sick Children**

In the best interests of our students and staff, ABI has set forth suggested guidelines to help maintain a healthy community. They are as follows:

1. Fever: Children should be without fever (<99.5) for 24 hours or more before returning to school. Children identified with fever (99.5) at school will be kept out of the classroom to prevent further

spread of infection. A school representative will notify the parent and the child will be required to be picked up from ABI.

2. Vomiting: No child can stay at school after vomiting. An ABI representative will notify the parent and the child will be required to be picked up from school. Children should be without vomiting for 24 hours or more before returning to class.
3. Diarrhea: Children should be without diarrhea for 24 hours or more, keeping in mind that some antibiotics and medications can cause diarrhea that is not contagious.
4. Runny Nose: Clear runny noses are acceptable without other symptoms. Any green, yellow, or pus-like runny noses may be related to infection and should be evaluated by a physician. The child may return to school after treatment has begun.
5. Strep Throat: Children may return to ABI after at least 24 hours of antibiotic treatment and no fever for 24 hours.
6. Rashes: Some children may need to be cleared by a physician before attending ABI.
7. Chicken Pox: Children may return to school when all lesions are crusted over.
8. Pin Worms: Treatment should be given to reduce spread.
9. Ring Worm: Child may return to school after treatment begins.
10. Conjunctivitis: ("pink eye") Bacterial conjunctivitis must be treated for at least 24 hours before returning to ABI.
11. Mononucleosis (Mono): Child may return to school after 24 hrs without fever.
12. Head lice: ABI enforces a "NO NITS" policy. Children may return to school 24 hours after treatment and removal of all individual eggs. Before returning to the classroom, the child must be brought to the Administrator to obtain a pass from the confirming that no nits are present. If any of our staff observes nits or lice, the child may not attend class and treatment should continue.

### **Food Policy**

Parents are required to supply a lunch and a nutritious snack, lunch, and beverage(s) for the child. ABI has a refrigerator for lunch boxes as needed. Students should not bring snacks or lunches that are too messy for the child to manage. Lunch should be packed in re-usable containers to reduce the overall trash generated by program. Currently, there is a refrigerator and a microwave that can be used to heat meals once the child has checked with supervising staff onsite.

During lunch time students have the opportunity to visit with their friends and socialize.

Parents may attend lunch with their children as well. Lunch is from 10:00 – 10:30 AM 10:30 –11:00 AM and break is from 1:00 to 1:15 PM. All students are responsible for cleaning the lunch area by gathering all recyclables, sweeping the floors, wiping down the tables, and throwing away their garbage.

cookies or even a special food such as pizza. We will arrange a schedule among the families when the new semester begins.

## Communications

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**Email and Text** When a significant event or development occurs in the ABI community, the Administrator will typically distribute a letter to parents and students, use texts, email, and What's App.

**Log Book** The log book is the best place to check for general updates on progress and behavior. School needs, special announcements, and quick updates will be handled primarily through email and text.

**Website** The ABI website ([www.albayaaninstitute.org](http://www.albayaaninstitute.org)) is a quick source for information for applications and basic common information. At the moment due to the size of the school, email is the primary mode for contacting parents.

**Parent to Faculty** ABI strives to maintain a welcoming environment that encourages parent involvement and strong parent - faculty communication. During classroom hours, however, each faculty member's attention and energy is dedicated to classroom activities with the students.

### **Grievances/Issues for the RCM Governing Board**

Parent Complaints and Grievances Members of the ABI community are committed to addressing complaints and grievances as fairly, honestly and directly as possible. As a general ethic, we strive to resolve our differences through direct communication. The following is a sequence of steps to be taken in addressing a concern or seeking resolution to a problem at ABI:

**Step 1:** Make an appointment with the Administrator to discuss issues and concerns.

**Step 2:** Contact the RCM Executive Director and request a conference between yourself, the teacher, and the Administrator.

### **Conferences**

At any time, faculty members or parents may request conferences. Communication at ABI is open so you may communicate with as frequently as needed.

### **Student Assessment**

Students are assessed and evaluated in a manner that reflects our desire to create students who will be motivated to learn and retain what is learned from curiosity, desire, and willingness.

ABI student assessment tools in place:

1. **Daily Tracking Logs:** Students at ABI are issued daily Tracking Logs for the purpose of recording their memorization targets, monitoring their progress and preparing for assessments. Parents should check the Tracking Log daily in order to be aware of student learning on a daily basis. Additionally, parents should monitor their child's academic performance by logging into the online grade book on a daily basis.
2. **Semester Progress Reports:** Related to the hifdh program, written reports will be sent home each semester that give an account of how each child is performing.
3. **Testing:** Monthly manzil tests are conducted on a regular basis to assess retention. Students are tested on 1-2 Juz based on student ability. Those who have difficulty with the monthly are put on a weekly manzil test plan.

### **Student Records, Photographs and Publications**

It is very important for ABI to be able to contact parents by mail, telephone, and e-mail. Valid emergency telephone contacts are critical at all times. Please notify ABI of any change of

address or telephone numbers immediately and keep an accurate emergency contact on file.

Cumulative scholastic records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals and actions taken, as well as medical and health information. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (if they are at least 18 years of age) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Access to records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents. Files are shredded when the student leaves the program

### **Photographs and Publications**

ABI may make use of student photographs, student names, and student work samples to create slide shows, newsletters or for graduation ceremonies or to showcase the school on the website or RCM website. Please complete the photography release form in the Appendix to clarify whether you give permission or not for the use of photography.

## **Family Involvement**

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### **Parent and Family Involvement Philosophy**

ABI recognizes that parents and other family members know the strengths of their children the best, and we will work closely with parents to develop the best educational experiences possible for their children.

### **Visitations and Volunteering**

We welcome family members to schedule a classroom observation during school hours; however, all classroom visitation appointments must be scheduled in advance with the Administrator.

Parents are required to donate 10 hours of volunteer time per semester or pay \$10/hr or \$100/semester. Volunteer tasks include things such as the following:

- to volunteer on-site by assisting with listening to sabqi/manzil,
- lunch supervision,
- stocking the supply closet,
- organizing/improving our space,
- printouts for class, various administrative tasks,
- update the bulletin board,
- organizing and chaperoning field trips,
- helping to organize the community celebrations and graduations,
- finally suggest a tasks that you feel would add value to ABI.

# Appendix

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## ABI PARENT/GUARDIAN-SCHOOL COVENANT

The goal of the Family---School Covenant is to create the strongest possible partnership between home and the Institute and to nourish and facilitate the natural and individual abilities of each child. For this design to succeed, it must extend beyond the classroom walls to recognize and incorporate the home and family as vital parts of the process.

### Al-Bayaan Institute's Pledge to Parents:

- Provide a program of excellence that fulfills the goals expressed in the vision/mission statement.
- Provide a safe and supportive learning environment for learning.
- Communicate regularly with parent's regarding their child's progress and needs.
- Assist parent in meeting their obligations to their child's educational needs and their responsibilities to the school.
- Continually reflect on, evaluate, and develop the learning environment.

### Parents' Pledge to the Institute:

- Read, understand, and support the mission of ABI.
- Provide a home environment that nurtures a love of learning, with an established schedule for my child.
- Ensure student is on time with appropriate materials.
- Review my child's Tracking Log and listen to his/her recitation on a daily basis.
- Attend parent/student/teacher conferences, and be available for contact with staff on a regular basis.
- Participate in workshops offered throughout the year designed to help parents become more familiar with ABI's program and that assist parents in supporting their child's education.

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ABI GUIDE TO SUCCESS ACKNOWLEDGEMENT OF RECEIPT AND COMPLIANCE AGREEMENT**

By signing this Acknowledgment Form, I/we acknowledge that we have read, understand and agreed to abide by the practices stated in the *ABI Guide to Success* as well as the Family School Covenant. I/we support each of these requirements because they ensure that I am fully involved in my child’s learning.

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please Initial Each of the Following:**

\_\_\_\_\_ I have read and understand the *ABI Guide to Success*.

\_\_\_\_\_ I am aware that it is the responsibility of every student and parent to have read and be aware of ABI’s policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations.

\_\_\_\_\_ I have read and agree to abide by the rules and regulations in this handbook and support the Institute in its implementation to the best of my ability.

\_\_\_\_\_ I understand that ABI policy and procedural changes may occur periodically. I agree to comply with the most recent officially approved version of any policy or procedure.

**Consent for ABI use of Photographs, Use of Name, & Student Work in ABI Publications:** (check one of the following)

\_\_\_\_\_ I give my consent

\_\_\_\_\_ I do NOT give my consent

Sign this form, remove and return this page to the ABI Administrator prior to the first day of school.

## RCM ACCEPTABLE USE OF INTERNET POLICY/AGREEMENT

Use of computers and RCM internet access, is a privilege given for the purpose of enhancing the learning Quran and Islamic studies and occasionally academics on an as needed basis. All use of internet should be pre-approved by the Hafidh, Administrator, or ABI staff. ABI online subscriptions such as to Bayyinah TV are for use exclusively while at RCM. Internet access is a privilege granted by RCM and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

1. Sending chain letters or participating in anyway in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate organization purposes.
2. Misrepresenting oneself or the organization.
3. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in anyway.
4. Engaging in unlawful or malicious activities.
5. Deliberately propagating any virus, worm, Trojan horse, trap door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the organization's or other networks/systems.
6. Using abusive, profane, threatening, racist, offensive or otherwise objectionable language in either public or private messages.
7. Sending, receiving, or accessing inappropriate/offensive materials.
8. Becoming involved in partisan politics.
9. Causing congestion, disruption, disablement, alteration, or impairment of the organization's networks or systems.
10. Failing to log off any secure, controlled access computer or other form of electronic data system to which you are assigned.
11. Defeating or attempting to defeat security restrictions on company systems and applications.
12. Visiting any inappropriate websites as defined by the organization which will have the right to define as such and block access to using a firewall that monitors and logs system activity.
13. Using any inappropriate instructional media services/materials/programs as defined by the organization.

### ***Student Agreement***

My parent/guardian has discussed the Computer/ Internet rules with me. I agree to follow the rules.

Student Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### ***Parent/Guardian Agreement***

As the parent or guardian of this student, I have read and discussed with my child the Computer/Internet Acceptable Use Policy of the Roswell Community Masjid. I understand that the computer facilities and the Internet are designed for educational purposes. I further understand that RCM and the Governing Board of Trustees have taken precautions to restrict access to inappropriate material, but my son/daughter is ultimately responsible for restricting himself/herself from this inappropriate material and will not hold them or their designees responsible for materials acquired on the network.

Please initial: \_\_\_\_\_ I grant permission \_\_\_\_\_ I do not grant permission: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## ABI EARLY DISMISSAL FORM

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
give him/her permission to be dismissed from school early on \_\_\_\_\_ (Date) at  
\_\_\_\_\_ (Time).

Please check the appropriate reason for being dismissed:

|                            |                         |                              |
|----------------------------|-------------------------|------------------------------|
| _____ Personal Illness     | _____ Family Wedding    | _____ College Visitation     |
| _____ Doctor's Appt.       | _____ Family Funeral    | _____ Court Order            |
| _____ Dentist/Orthodontist | _____ Illness in Family | _____ Other (explain below): |

~~~~~

Parent's Mobile Phone #: \_\_\_\_\_

Return Time (if applicable): \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please turn this form in at 8:00 am so that staff may do their best to monitor the progress of the work of the student in a timely manner prior to their early dismissal.*

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## ABI EARLY DISMISSAL FORM

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
give him/her permission to be dismissed from school early on \_\_\_\_\_ (Date) at  
\_\_\_\_\_ (Time).

Please check the appropriate reason for being dismissed:

|                            |                         |                              |
|----------------------------|-------------------------|------------------------------|
| _____ Personal Illness     | _____ Family Wedding    | _____ College Visitation     |
| _____ Doctor's Appt.       | _____ Family Funeral    | _____ Court Order            |
| _____ Dentist/Orthodontist | _____ Illness in Family | _____ Other (explain below): |

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Parent's Mobile Phone #: \_\_\_\_\_

Return Time (if applicable): \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please turn this form in at 8:00 am so that staff may do their best to monitor the progress of the work of the student in a the student in a timely manner prior to their early dismissal.*

## ABI STUDENT ABSENCE / TARDY EXCUSE NOTE

\_\_\_\_\_ Student's Name \_\_\_\_\_ Date(s) of Absence/Tardy  
(Last, First, Middle)

\_\_\_\_\_ Parent's/Guardian's  
Name (Last, First, Middle)

\_\_\_\_\_ Parent's Mobile Phone Number\*

The purpose of this notice is to inform ABI with regards to (circle one): 1) an absence or 2) a tardy

The absence will be classified "Excused" only if it is covered by one of the following areas: Please check one of the below and have the student turn this form in to the Administrator the morning they return to school.

- Personal illness of the student or a doctor's/dentist's appointment.
- Attendance would be detrimental to the health of the student or others.
- A serious illness or death in the student's immediate family necessitating absence from the Institute.
- Compliance with a court order or an order issued by a governmental agency mandating absence from school.
- Scholarship interviews/college visitations,
- Travel opportunity with educational benefits,
- Specialized educational experience,
- ABI days missed as a result of an out-of-school suspension.
- Funeral, graduation, or wedding of an immediate family member,
- Other circumstances that are mutually agreeable to the parent and Administrator and have been pre-approved by the ABI Administrator.

Whenever possible, attach a copy of the formal documentation such as a doctor's note.

*Parent's notes will be accepted for up to six (6) excused all-day absences per school year. Thereafter, the only excused reasons for absences must be verified through the following formal documentation.*

1. Doctor or hospital note.
2. Court or government mandated papers.
3. Funeral brochures or programs.

Excused documentation should be submitted to the Administrator within three (3) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

I hereby certify that the above information is accurate and have attached all available formal documentation.

Parent's/Guardian's Signature \_\_\_\_\_

\* A phone call to a parent may take place to verify authenticity.

## WITHDRAWAL FROM AL-BAYAAN INSTITUTE

I, \_\_\_\_\_, parent of \_\_\_\_\_ hereby  
(print parent name) (print student's name)

choose to withdraw my child from Al-Bayaan Institute, as of \_\_\_\_\_.  
(date)

**Reason for Withdrawal (please check relevant box/es):**

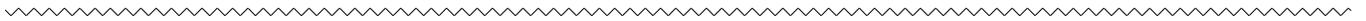
- Moving Away       School Workload       Financial Hardship       Transportation
- Injury       Dissatisfied with Service (please give explanation in comments section below)
- Other (please specify below)

**Any Other Comments, Feedback or Concern:**

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1. You are advised to speak to the ABI Administrator and consider all options carefully before you withdraw from your course of study.
2. Students who are withdrawing because of financial difficulties should contact the ABI Director or Administrator to discuss the possibility of obtaining financial aid.
3. All withdrawals will be processed within 15 calendar days of withdraw and student records mailed after the assessment of all tuitions paid. Any tuitions remaining will be made by the same payment type as student initially used to pay unless the student paid via cash.

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please Sign and Submit to Administrator*



**Office Use Only:**

Date Received: \_\_\_\_\_ Confirmation Sent Date/Via: \_\_\_\_\_

Checklist for Student Clearance

- ( ) Returned Textbooks on Loan
- ( ) Returned All Other Materials
- ( ) Cleared Accounts Receivable
- ( ) Provided Record Transfer

**ABI FINANCIAL AID APPLICATION** (Submitted to ABI Executive Director)

Name of Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address/P. O. Box      City      State      Zip Code      Phone*

Number \_\_\_\_\_  
*Home                                  Work                                  Cell*

Occupation of Father/Guardian: \_\_\_\_\_ Yearly Salary \$ \_\_\_\_\_

Occupation of Mother/Guardian: \_\_\_\_\_ Yearly Salary \$ \_\_\_\_\_

Additional Family Income/Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Total Income: \$ \_\_\_\_\_**

Number of Dependents: \_\_\_\_\_ How many students are currently enrolled in ABI? \_\_\_\_\_

Do you have any children that will be new students this year? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Are You Applying for Financial Aid Elsewhere?  Yes  No

If yes, please write the name of the place: \_\_\_\_\_

I hereby declare that the above information is correct to the best of my knowledge. If my child(ren) receive(s) partial financial assistance, I agree to pay all other fees due to ABI and to abide by all conditions set by the ABI Executive Committee. I understand that **I must include the proof of my current income (e.g. W-2 form or check stubs)** with this application. **This application will not be reviewed without supporting documents.** I also understand that my financial aid application will be reviewed by the Financial Aid Committee twice a year. Finally, I understand that the parents of students receiving financial aid are required to do volunteer work at the school for a specified number of hours per month. Failure to complete these work hours will result in loss of student aid.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

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**ABI OFFICIAL USE Application Received By:** \_\_\_\_\_

**Financial Aid Committee Chair:** \_\_\_\_\_

**Financial Aid Granted per Month :** \$ \_\_\_\_\_

**Comment(s):** \_\_\_\_\_

**Signature of Financial Aid Committee Chair:** \_\_\_\_\_

## ABI AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Method of Administration: \_\_\_\_\_

Time(s) to Be Taken: \_\_\_\_\_

Diagnosis or reason for medication: \_\_\_\_\_

I request and authorize this student to carry their medication.

I request and authorize this student to self-administer their medication.

This student has been instructed and has demonstrated the ability to properly manage self-administration of medication.

Possible medication side effects (limit activity): \_\_\_\_\_

Emergency procedure in case of serious side effects: \_\_\_\_\_

I request and authorize the above-named student be administered the above identified medication in accordance with the instructions indicated above from blank date (to) blank (date) (not to exceed current school year). There exists a valid health reason, which may make administration of the medication advisable during school hours.

Date of Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ABI Onsite Medicine Policy: Please read and acknowledge.

**Important: ABI does not have a staff nurse onsite.** Administrators can observe medicine that absolutely needs to be taken onsite as long as we are notified by you in writing for the necessity and medicine is checked in the office in the morning in a pharmacy container with clear dosage and instructions.

For students needing to self- dose for asthma or other conditions, a written letter needs to be sent to the Administrator.

Teacher have a professional duty to safeguard the health and safety of pupils when they are authorized to be on school premises and when they are engaged in authorized school activities elsewhere. This does not imply a duty upon teachers personally to undertake the administration of medicines.

### Points to remember are:

- Parents are responsible for informing the school Administration of any serious changes in the student's health or any change in the medication to be administered. IF there is a change in medication including alteration in dosage time as well as frequency.
- It is a privilege for a student to be allowed to self-medicate during school hours. Abuse of this privilege shall result in its revocation.

Therefore, I acknowledge that I have read the information given above. (check box)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your assistance in providing the necessary documentation and care for our students. We share your concern for their health and safety as well as their academic success.

Sincerely,

ABI Administration

**ABI Onsite Medicine Form**

Filing Date \_\_\_/\_\_\_/\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Wk Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: F / M Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy # / ID #: \_\_\_\_\_

**In an emergency, please notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Arrangements in School**

Please note the conditions for which medicine needs to be kept on site or self-administered below and follow up with the appropriate letter

- Yes, my student has medicine which needs to be supervised on administration and I will send in an appropriate letter.

Please describe the general condition: \_\_\_\_\_

- Yes, my student has medicine which needs to be self-administered and I will send in an appropriate letter.

Please describe the general condition: \_\_\_\_\_

Complete the following:

Are there any specific activities to be encouraged, limited, or avoided? YES NO

If yes, please explain:

Parent/guardian signature or adult participant signature                      Date

