In the name of Allah, most Gracious, most Merciful.

BAYAAN ACADEMY ASIA

Online Islamic School

Parent-Student Handbook

Academic Year 2026-2027

SECTION A: GENERAL POLICIES

SECTION B: ACADEMICS

SECTION C: ADMISSIONS & ENROLLMENTS

SECTION D: TECHNICAL REQUIREMENTS

SECTION E: LEARNING TOOLS

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INTRODUCTION

In the name of Allah, most Gracious, most Merciful.

All praise is due to Allah and peace and blessings be upon Muhammad ﷺ the messenger of Allah.

Assalamu Alaikum wa rah matullahi wa barakatuh!

Welcome to the Bayaan Academy Family!

We are committed to providing a comprehensive education rooted in both academic excellence and strong moral values. Our goal is to nurture students in a holistic manner, helping them excel academically while instilling Islamic values such as *Taqwa* (Allah-consciousness), *Akhlaq* (good character), and *Ihsan* (excellence). By combining a rigorous academic foundation with an Islamic worldview, we aim to prepare students for success in this world and the hereafter, Insha'Allah.

Bayaan Academy is proudly registered with the Maryland Department of Education, and our curriculum is designed in alignment with Maryland State's Common Core Standards in Language Arts, Science, Mathematics, and Social Studies. In addition, we integrate Islamic teachings throughout our curriculum, fostering both academic excellence and spiritual growth.

We believe that the collaboration between parents, students, and teachers is key to creating a thriving learning environment. Through our online platform, we offer a flexible and innovative educational experience that encourages independent thinking, spiritual growth, and a deep sense of responsibility.

The Purpose of this Handbook

This handbook is designed to guide you through our school policies, expectations, and resources, ensuring that we work together to support your child's academic journey. We look forward to partnering with you to help your child achieve their full potential.

Please take the time to become familiar with this Handbook. It can be a valuable reference during the course of the school year and a means to avoid confusion and misunderstandings when questions arise, insha'Allah.

Our Mission, Vision, Philosophy & Values

MISSION

To provide a holistic, globally accessible, faith-based learning environment taught by experienced
teachers. We promote excellence, both in the classroom and beyond.

VISION

To nurture an aware, educated, and spiritually rooted global community.

VALUES

Centering on the core values of faithfulness, understanding, mindfulness, dutifulness, and reflectiveness

PHILOSOPHY

The philosophy of the institute is encapsulated in its name 'Bayaan', an Arabic term which means 'declaration' or 'elucidation'; it holds the connotations of 'making clear', and 'illustrating'.

As an Islam-centred institute, Bayaan Academy aims to provide its students with the opportunity to be educated through online, digital technology-based methods of instruction and learning, whilst maintaining a connection with their Muslim identity and morals. The role of the Academy is to provide students with high-quality instruction outside of a physical classroom, in a faith-based environment, where religious approaches to all aspects of education are catered to and encouraged.

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. In measuring ourselves as leaders and facilitators using 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. Quality Policy

At Bayaan Academy, we are committed to fulfilling our mission, vision, and core values by:

- Establishing realistic and measurable quality objectives each year, which are communicated to all staff, and continuously evaluated, reviewed, and revised as needed.
- Maintaining a structured quality program that ensures our programs and services are designed and implemented with a commitment to meeting Allah's will.
- Ensuring that our staff are highly qualified by providing ongoing training that emphasizes Competency-Based Education Principles.
- Actively monitoring, reviewing, and improving all activities to maintain and enhance our standards.

2. Management

Bayaan Academy is organized and administered by the Board. The school, which has been in operation since 2017, is founded on Islamic principles.

The role of the Board is to:

1. Ensure the financial stability of the school.
2. Set the school's mission with input from administration, faculty, staff, and parents.
3. Establish school policies based on recommendations from the Director.
4. Support the Heads/Leads of school and Administration in the day-to-day operations of the school.

The Board meets regularly and encourages input from parents, faculty, and staff. Bayaan Academy also has an administrative staff responsible for managing the daily operations of the school, as well as maintaining relationships with students, parents, staff, and community partners.

3. School Operational Hours

School operational hours typically refer to the hours during which a school is open and functioning for instruction, administration, and other activities.

School Hours:	Administration Hours:
• **Monday to Thursday:** 10:30 AM - 4:40 PM (MYT) • **Friday:** 10:30 AM - 12:10 PM (MYT)	• **Monday to Thursday:** 10:30 AM - 4:40 PM (MYT) • **Friday:** 10:30 AM - 12:10 PM (MYT) • **Sunday:** 10:30 AM - 12:00 PM (MYT)

The annual school calendar is published each year, detailing school events schedules, semester/quarter breaks, and closures. For the School Calendar, please visit: **Bayaan Academy Asia website.**

Should the school operational hours be modified, parents will be notified in writing, and the updated hours will be added to the handbook and kept on file in the school office.

4. School Use Policies and Guidelines

We strive to maintain a respectful and effective learning environment for all students. Our school policies and guidelines are designed to ensure that students use school resources, including online platforms responsibly and respectfully. Students are expected to adhere to behavior standards during virtual classes, maintain academic honesty, and demonstrate good character in all interactions. Parents are encouraged to support these guidelines at home to help foster a productive and respectful online learning experience.

By following these policies, we ensure a safe, supportive, and focused learning environment for all students.

5. Code of Conduct:

The Prophet ﷺ said "The best among you are those who have the best manners and character." – Sahih Bukhari

We are committed to fostering an environment of respect, integrity, and personal responsibility, guided by Islamic values. Our Code of Conduct outlines the expectations for all students to maintain a positive, safe, and productive learning community.

a. Ethical Behavior:

Students should adhere to Islamic ethics online respecting privacy, avoiding disruptions during lessons, avoiding inappropriate content, foul and unpleasant language. Students are required to engage with teachers, peers, and school staff in a respectful manner, demonstrating Islamic etiquette during classes or online discussions.

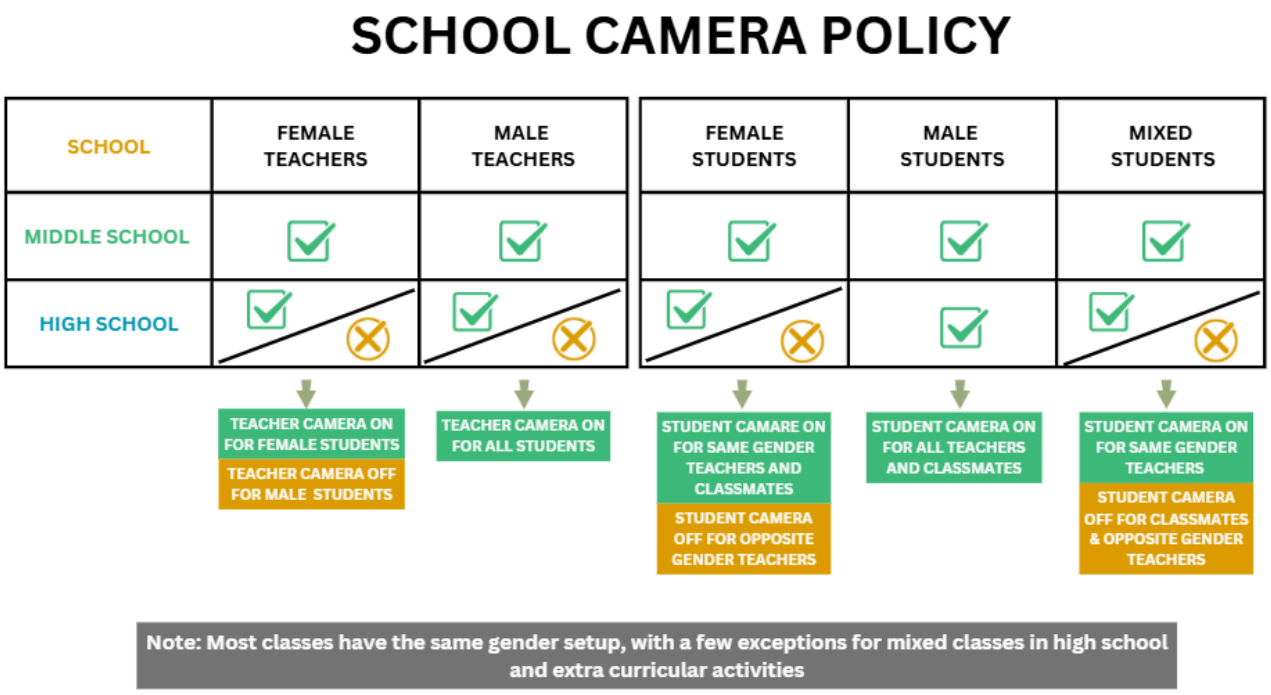
b. Classroom Presentation Protocol:

To ensure focused and effective learning and teaching in class, students are expected to observe the following guidelines:

- Join the online classroom on time, ready to learn, and stay logged in for the entire session.
- For effective communication, make sure your microphone is functioning properly. Mute your microphone when not speaking to reduce background noise.
- Dress modestly and appropriately, in line with the school's dress code, just as you would in a physical classroom.
- Pay attention to the lesson, engage respectfully in discussions, stay attentive, participate actively, and maintain a positive attitude throughout the lesson.
- When joining the class, find a quiet place. Limit background sounds, and avoid using electronic devices or applications not related to the lesson to maintain full concentration.
- Have all required materials, including notebooks and writing tools, ready before the class begins. Take notes on key points discussed during the lesson.
- Be respectful in all interactions, whether speaking or using chat features. Always raise your hand (virtually or physically) before speaking.
- If you encounter technical difficulties, inform your teacher promptly and attempt to resolve the issue quickly.

- Students are expected to have their cameras turned on and remain visible throughout the duration of each virtual class session. Keep the Camera positioned at eye level, ensuring it is neither angled too high nor too low for a clear, direct view.
- Use sufficient lighting to ensure you are clearly visible on camera. Select a tidy, neutral background free from distractions, including members of the household or casual settings.

- To ensure an effective learning environment within Islamic guidelines, the school shares the video camera policy below. This policy outlines how live-class video cameras are used, and the differences in camera access between segregated and non-segregated classrooms.



c. Honesty in Academic Work:
Students must complete all assignments, quizzes, and exams with honesty. Cheating, plagiarism, or submitting work that is not their own is strictly prohibited.

d. Responsibility for Learning:
Students are responsible for completing assignments on time, participating actively in their learning, and seeking help when needed. Taking responsibility for one's own progress is key to success in both this world and the hereafter.

We believe that a strong partnership between home and school is essential to student success, especially in a virtual learning environment. To ensure a productive and supportive experience for all students, parents need to play an active role in their child's virtual education by ensuring their student's timely attendance and assignment completion, and providing a distraction-free learning

e. Consequences of Violations:
Any form of academic dishonesty, including plagiarism, will result in disciplinary action, which may include loss of credit for the assignment, additional educational sessions, or further consequences as determined by the school.

We encourage parents to play an active role in guiding their children towards ethical behavior, reinforcing the importance of integrity both in their academic work and daily lives.

f. Appropriate Dress Code:
Students are expected to dress modestly and according to Islamic guidelines. We urge all students to ensure that modest attire is adhered to during virtual classes, reflecting *Haya* (modesty). (Female students are required to wear Hijab for all live classes).

g. Cyberbullying:
Cyberbullying refers to any form of bullying or harassment that takes place through electronic means such as SMS, text, and other applications. It is the use of technology to threaten, harass, embarrass, and/or target another individual. Any student at Bayaan Academy found to be cyberbullying either on a Bayaan educational platform or outside of it will be reprimanded, and continued offense will lead to expulsion from the school and parents will be liable to pay the remainder of the academic year fees.

6. Attendance and Punctuality:

Regular attendance and punctuality are essential. Missing classes without valid reasons affects both academic progress and spiritual discipline. Students must not only attend live classes, but actively contribute, communicate and participate in class in order to be considered present and not be marked absent. An absence will be excused once a parent or guardian provides a note explaining that it was due to one of the following reasons:

- Illness: A parent note is acceptable for illnesses lasting up to three days. For illnesses lasting longer than three days, a doctor's note is required.
- Death in the immediate family: A parent note/email is acceptable in this circumstance
- Legal Obligations: If the student is required to attend court, the student's name must appear on the summons.
- Hazardous Weather Conditions: A parent note/email is acceptable when weather conditions prevent attendance.

- **Religious Holidays**: Bayaan Academy observes all major Islamic holidays.

  As an online school, students are required to attend all live classes regardless of their physical location. This includes periods when families may be traveling, including Umrah. All assignments, assessments, projects, and class activities must be completed and submitted by the designated due dates. Extensions may be granted at the teacher's discretion, but it is the

- student's responsibility to communicate proactively with their teachers. Families are encouraged to inform the school about upcoming trips as early as possible to facilitate planning and communication.

  It is important to note that even when class attendance is excused for any of the reasons mentioned, *assignments, assessments, projects and class activities will not be excused. Students are required to complete it in order to receive a grade.*

- School Suspension: Days missed due to suspension are considered unexcused absences.
- School-Approved Activities or Work: Participation in school-approved activities or work will not count against attendance.
- All the above student absences should be reported and communicated through powerschool or/and email.
- An absence for any other reason is considered unexcused. For example, a parent has to travel abroad with the student and requests the student to be allowed to make up the work. This will be considered an unexcused absence.

Attendance Codes Guide

Attendance Code	Description	Key Points
Present	Students are actively attending 75% of the class time.	
Tardy (Unexcused - UT)	Students are 5 to 15 minutes late from the start time of class.	
Tardy (Excused - ET)	Students arrive late with a valid reason communicated by the parent/guardian to the teacher before or shortly after class.	
Absent (Unexcused - UA)	The student misses the entire class.	

Excused Absence (EA)	is a general code for excused absences, but specific reasons such as travel or medical require their own codes.	
Travel (TR)	Absences due to travel.	Maximum of 8 school days per year can be excused. After 8 days, absences are automatically unexcused. Parents must notify the attendance office of planned travel in advance.Submitting work is still required.
Medical (MD)	Absences due to medical reasons.	A medical note is required for medical leave beyond two consecutive days. For shorter medical absences, parents should report to the attendance office.
Partial Attendance (IP)	Students join class but leave early or miss a significant portion of the lesson.	
Participation-Absent (PA)	Students are unresponsive during class (no webcam, microphone, or chat activity). The teacher calls the student three times with a 5-minute wait time between attempts.	

Excessive absence:

Regular attendance is crucial for student success and academic progress. This policy outlines the expectations and consequences related to excessive absences. Students who are absent for **18 days or more**—equivalent to **10% or more of the total school days**—will be categorized as having **excessive absences**. These students will be subject to **case-by-case academic interventions**. Promotion and other academic decisions will only be considered after all intervention options have been explored and a thorough individual review of the student's progress and circumstances has been conducted.

In severe cases where absences exceed 18 days, the student will be classified as ***chronically absent*** and can be retained in their current grade due to insufficient evidence of academic progress.

7. Suspension and Expulsion Policy

In the event of unacceptable behavior, we have formulated a suspension and expulsion policy in the best interest of the students and the institution. Such a decision is only taken after assessing the severity of the offense caused by the student and going through the following series of warnings.

Failure to rectify at one step shall lead to the next:

1. Warning to the student through email.
2. Email to the student and parent
3. Telephone conference between parent and school administration.
4. Suspension of the student from classes (period at the school administrators' discretion)
5. Expulsion: Expulsion from school will result in the behavioral incident being permanently recorded in the student's file.

Note that in case of expulsion, parents are still liable to pay the academic fee for the year.

8. Grievances:

Should the students or parents have a complaint or concern regarding any academic or non-academic activities associated with Bayaan Academy, they can directly get in touch with the administration through email or the LMS (Learning Management System) messaging tool, stating their concern. Another alternative is to fill out Bayaan's Help Desk Form citing their issue. A team member will respond to the query within 12 hours.

By adhering to these policies, students uphold academic standards, building a foundation of trust and responsibility for lifelong success. If a student is found to violate any of the above-mentioned codes of conduct, disciplinary action will be taken, such as: restricting a privilege, notifying and/or meeting with parents, suspension, or expulsion, depending on the severity of the violation.

SECTION B: ACADEMICS

1. The Curriculum

At Bayaan Academy, we believe that every student, when provided with an appropriate learning environment, will grow intellectually, emotionally, and spiritually. Our curriculum is thoughtfully designed to cater to students studying at home, empowering them in their quest for excellence.

Secular Subject

i. Core Courses:

Bayaan Academy provides a comprehensive curriculum including **Language Arts, Mathematics, Science, Social Studies, and Science**. These courses follow public school curricula and Maryland State Standards. In addition to our core courses, students will be assessed using nationally standardized testing methods.

For the Middle School division, we have brought together teachers with extensive experience in the field of teaching and curriculum design to build a robust, Islamic integrated, engaging curriculum using the virtual engagement tools.

ii. Electives:

Students may choose from a variety of self-paced electives. Core subjects are not offered in a self-paced format and must be completed through scheduled, instructor-led classes. Upon completion of elective coursework, students will receive the appropriate credit: 0.5 credits for one semester and 1 credit for two semesters. All electives are offered at no additional cost, except for Technology courses.

iii. Material

To support Bayaan Academy's curriculum, we have developed our own program for Middle School and High school divisions. This unique curriculum was crafted by our expert team, who reviewed various curricula to create a robust learning experience. We also utilize Apex Learning for its rigorous, structured, and engaging online courses. All learning materials for students will be provided by the school.

Islamic Subjects

i. Arabic

The Arabic program at Bayaan is an immersion program focusing on both spoken and written Arabic, including Quranic vocabulary, grammar, and comprehension. Teachers and students are required to converse in Arabic during Arabic Language classes. Our primary resources are the curriculum series from Arabiyyah Bayna Yadayk and Takallum.

ii. Quran

Our Quran program is designed to foster a deep connection with the Quran through memorization, recitation, and understanding of its meanings. Students will engage in daily Quranic studies that include Tajweed (proper pronunciation), Hifz (memorization), and Tafsir (exegesis). We aim to cultivate a profound respect and love for the Quran, encouraging students to incorporate its teachings into their daily lives.

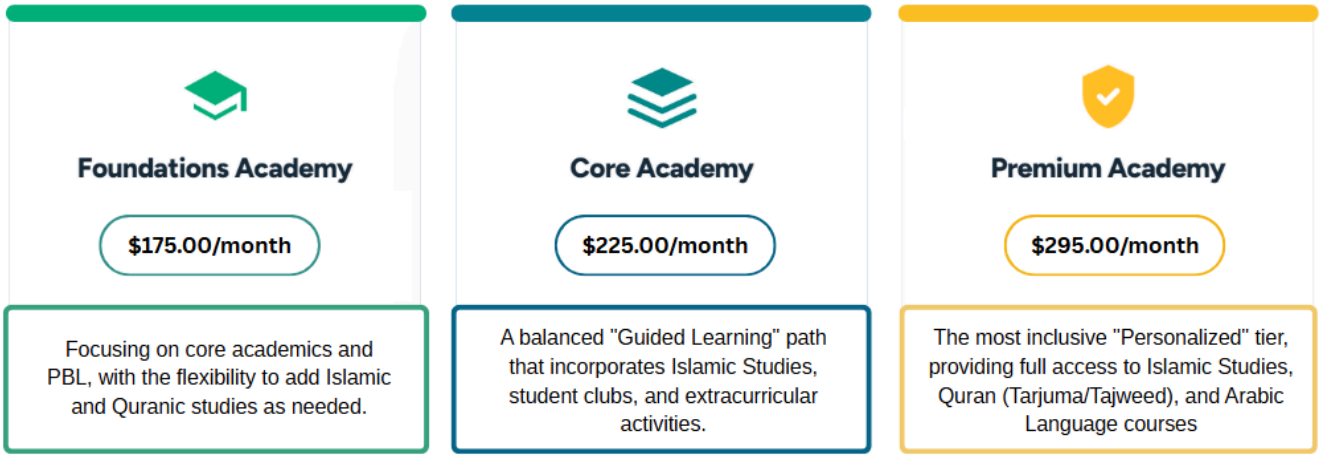
iii. Islamic Studies

The Islamic Studies curriculum provides students with a comprehensive understanding of Islamic beliefs, practices, and history. Topics include **Fiqh** (Islamic jurisprudence), **Sirah** (the life of the Prophet Muhammad, peace be upon him), **Aqidah** (Islamic creed), basic **Tafsir** (interpretation of the Qur'an), **Tarikh** (Islamic history), **Adab** (Islamic manners and etiquette), and the principles of **Akhlaq** (Islamic ethics). The goal is to nurture well-rounded individuals who are knowledgeable about their faith and can apply Islamic principles in their everyday lives.

2. Programs:

Bayaan Academy offers a comprehensive, tiered instructional model for Grades 6 through 10. Our programs are specifically designed to combine high-quality academic instruction with a robust emphasis on student social-emotional needs. All programmatic tuition fees are structured on a mandatory **10-month contract basis**.

Program Tiers Overview



3. Assessments:

Assessments include both formative and summative evaluations, utilizing a variety of tools to allow students to demonstrate their mastery of skills. These tools include presentations, projects, homework assignments, class activities, attendance, and participation in discussions. To foster a more holistic and enriching learning environment, our teachers also employ additional methods of assessing student progress.

3.1 Formative Assessments:

Late and Missing Work Policy - Applies to all school divisions

Bayaan Academy is committed to helping students develop responsibility, consistency, and strong academic habits. Parents and students are expected to work together to stay informed about deadlines, monitor assignments in the LMS, and communicate promptly with teachers when concerns arise.

Policy Overview

All assignments must be submitted by the posted deadline. Clear due dates will always be visible in the Learning Management System (LMS), and students are expected to check the LMS regularly to stay on track.

4. Late and Missing Work

- Any assignment submitted after the deadline will receive a zero, unless the situation qualifies for an approved extension.
- Reasons such as forgetting, technical issues, minor illness, personal plans, or non-urgent matters will not be considered for an extension.

4.2 Repeated Late or Missing Work

- Parents will be notified.
- A meeting may be scheduled with the teacher or Principal.
- The student may be placed on an Academic Improvement Plan.

5. Approved Extensions

1. Documented medical emergencies
2. Documented family emergencies
3. Other serious circumstances approved by administration

To receive an extension, the parent or student must contact the teacher before the assignment is due. Documentation may be requested.

6. Late Work Grading Policy

Applies to: Middle School & High School – Standard Homework

1. **Late Assignment Deduction:**

Homework turned in after the due date will lose 10% of the total grade for each day it is late.

2. **Late Submission Window:**

Assignments can be submitted up to 7 days late.
If all requirements are completed, the lowest possible grade is 60%.
Homework submitted more than 7 days after the submission due date will receive a grade of 0%.

3. **Extensions:**

If your child needs more time, a request must be made to the Middle School or High School Lead.

Note: Some major projects (PBL/LPT) may have additional guidelines communicated by the teacher.

7. Purpose of the Policy

- Build strong time-management and organization skills
- Take ownership of their academic responsibilities
- Prepare for college and real-world expectations
- Receive timely feedback that supports continuous learning

Parents and students are asked to support these expectations to ensure consistent academic growth and success.

8. Communication

Families are encouraged to communicate early if a student is struggling with workload, time management, or understanding an assignment. Early communication allows teachers to provide timely guidance and support.

4. Grading Category:

Category	Weighting
1. Projects & Performance Task Assessments	**35%**
2. Checkpoints & Skill-based	**25%**
3. Practice & Formative Work	**20%**
4. Participation, Communication & Work habits	**15%**
5. Attendance	**5%**

a. Our grading is as mentioned below:

Number Grade Conversion		
Numeric Grade	**Letter Grade**	**Grade Point Average**
97-100	A+	4.0
93-96	A	4.0
90-92	A –	3.7

	B +	3.3
83-86	B	3.0
80-82	B -	2.7
77-79	C +	2.3
73-76	C	2.0
70-72	C –	1.7
67-69	D +	1.3
63-66	D	1.0
60-62	D –	0.7
less than 60	F	0.0

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.

5. Academic Integrity:

Academic integrity refers to the maintenance of academic standards, ensuring that all work received from students is free of cheating and/or plagiarism.

Plagiarism is when a student submits work that is copied from another person's efforts, then presents it as if it is their own, without acknowledging the source copied from.

A dishonest assignment will not earn any credit. Depending upon whether cheating/plagiarism was done on formative or summative assessment or its frequency, action taken may be one of these:

1. **Parent Notification**: Parents will be informed about the incident via email or a scheduled virtual call.
2. **Failing Grade on the Assessment**: A zero grade will be given for a specific task where resubmitted plagiarized or continued cheating occurred.
3. **Parent-Teacher Meeting**: A virtual meeting is scheduled with the subject teacher and parents to discuss the violation and preventive strategies such as reflective and awareness-building activities, which must be completed to be allowed to continue to the next graded assignment.

6. Report cards and transcripts

A soft copy of the student's report card is accessible to the parents through the SIS (Student Information System) at the end of each academic quarter.

For parents based in the United States, a printed copy of the annual report card can be mailed to the parents.

For parents based outside of the US, a special request has to be made for receiving the report card by post, and international mailing charges will apply. Apostille services by the State Department to authenticate report cards and transcripts can be provided for an additional fee.

7. Field Trips and other School Activities:

Students are highly encouraged to get involved in activities outside of the academic domain.

Field trips offer students a break from routine academics while providing hands-on learning experiences. We encourage all students to participate in extracurricular activities to enhance their personal growth and education.

For participation in online activities and clubs, interested students should:

- Register themselves with the coordinator
- Be punctual for online meetings with other members
- Cooperate in team spirit
- Maintain the code of conduct in all interactions

For participation in events/activities organized offline, interested students should:

- Obtain parental consent for student-only trips.
- Arrive at the designated venue on or before the specified time.
- Bring all required items as instructed by the organizer.
- Be responsible for their personal belongings.
- Adhere to the school’s code of conduct and safety protocols.

8. Parental Involvement:

At Bayaan Academy, we recognize that to be successful in school, our children need support from both the home and school. A strong partnership will make a great difference in our children's education. As partners, we share the responsibility for their success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- Has a set schedule and logs in on time daily, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school

a. Communication between Parents & Teachers

All parents will provide an email address at the beginning of the school year. Parents may contact the teachers with any academic issues pertaining to their child through the school LMS. Disciplinary issues should be directed to the Heads/Leads of school. Parents may make prior appointments through the Heads/Leads of school to meet with teachers to discuss their child's performance. It is not appropriate for a parent to talk with a teacher or interject during live classes.

b. Progress Report & Parent Conferences

Bayaan Academy holds an annual parent-teacher conference to review student performance. Quarterly progress report cards, sealed by Bayaan, are emailed to parents. For concerns between reports, please contact the relevant Heads/Leads of School.

Before the annual report card is sent, all pending payments must be cleared. Parents of self-paced students receive automated updates on their child's progress in secular subjects.

SECTION C: ADMISSIONS & ENROLLMENTS

1. Statement of Non-Discrimination

Bayaan Academy is committed to providing equal opportunities for all students and ensuring that all students receive a fair and respectful educational experience that aligns with traditional Islamic beliefs. Bayaan Academy, Maryland, supports diversity and is dedicated to creating a safe, inclusive, and welcoming environment for all students and families.

2. Admission Process:

Enrollment at Bayaan Academy follows a structured registration process and established admission policies. To secure a spot, all required online application forms must be fully completed, necessary fees must be paid, and all required documents must be submitted digitally within the specified deadlines.

Returning families must settle any outstanding balances from the previous year to be considered for the upcoming school year. If you have questions regarding the registration process or policies, please contact the school administration. Parents/guardians may request clarification on any concerns related to the admission or financial aid process; however, the final decision rests with the school administration.

Registration will remain open until all classrooms reach capacity. If a grade level becomes full, students will be placed on a waitlist, and parents will be informed of their child's status. On-time registration is open until August 7th. Applications submitted after this date will be considered late and may result in students being unable to join their classes on the first day. Mid-year enrollment may be considered depending on seat availability; however, no new students will be admitted after January 31 for the current academic year.

Priority admission will be given to siblings of current students and children of faculty, staff, and administration. Bayaan Academy does not use a lottery system for enrollment.

a. Application Form

An application form is to be submitted online when enrolling your child at Bayaan Academy.

The online form can be found on our website at: **https://bayaanacademy.asia/admission-process/**

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

b. Application Review

Upon submission of the application form to the school, the administration may contact you for further documents. This takes typically three working days.

c. Additional Documents Submission

The following documents are required during the application process:

1. Previous school report card
2. Official Birth Certificate/Gov't Issued ID
3. Behavior/Discipline Records
4. IEP (If applicable)
5. Current school report card if transferring during the academic year
6. For international students, academic records issued in a language other than English must be accompanied by an official English translation
7. Student work samples (for homeschooled students):

- Snapshots of the last few writing assignments completed by the student
- Snapshots of the last few math assignments completed by the student
- Quarterly Reports & Acceptance Letters from the district/homeschooling office.

d. Placement Assessment

If a student's prior school records are insufficient or if the student is enrolling in a grade outside the typical age or academic range, a placement test may be required. If needed, a placement assessment is scheduled following the review of documents.

e. Assessment Review

The student will be evaluated on the basis of (1) a diagnostic test for Language Arts and Mathematics, Quran, and Arabic; and (2) previous school performance.

At Bayaan, we prioritize a student's skill level over their age and will place them in classes based on their demonstrated abilities.

f. Results Notification

Upon successful completion of the evaluation process, parents will be informed of the admission through an email sent to the address provided in the application form. Bayaan maintains a teacher-student ratio of approximately 1:15. If seats are full, students will be placed on a waiting list, and parents will be informed accordingly. In case of higher enrollments, we may start a new section of the class to accommodate new enrollments.

g. Registration & Tuition Fees

Bayaan Academy Asia requires a $150 Non-refundable Registration Fee for all new student enrollments. Tuition is due during the first week of each month. Failure to make timely payments may result in the student's account being blocked, which will lead to suspension from classes, unexcused absences, and zeroes for any missed assignments. Students with an outstanding balance from the previous academic year may experience a delay in enrollment until the balance is paid in full.

Tuition rates are subject to change at the beginning of each academic year. We kindly ask parents to take full responsibility for keeping accounts current and to communicate proactively with the Admissions Office if any financial concerns arise, so we can support continued learning without disruption.

h. Enrollment

Once a student is officially enrolled at Bayaan Academy, parents will first receive an **Acceptance Letter via email**. As the start of the school year approaches, a Welcome Email will follow, providing important next steps for Student Onboarding and details about our Live Orientation Days. At that point, families will also receive access to the Parent Portal and the student's personal login credentials to access the Learning Management System (LMS), live classes, and digital curriculum. Students may then log in and begin accessing the academy platform.

3. Programs

3. Tuition Refund Policy:

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

1.	4 weeks before the semester starts:	90% refund
2.	2 week before the semester starts:	75% refund
3.	1 week before the semester starts:	50% refund
4.	Within the last week of the semester starting:	No refund

This refund schedule reflects the costs associated with student enrollment, including administrative processing, LMS setup, virtual classroom arrangements, and curriculum allocation, which occur both prior to and at the start of the semester.

4. Financial Aid

Financial aid is available to deserving families facing financial hardship. Bayaan Academy is committed to providing financial support to students who may require assistance with tuition costs. For more information, please contact the Director.

To apply for financial aid, families must submit an application through the administration. Required documents include recent pay stubs, tax returns, and any relevant federal or state assistance documentation. The processing of financial aid applications typically takes 1-2 weeks and is handled by the Executive Committee.

SECTION D: TECHNICAL REQUIREMENTS

1. Hardware and Software Requirements:

Below is the list of minimum hardware and software requirements.

Hardware	Specification
Processor	1.8 GHz CPU or higher
RAM	At least 4 GB
Internet Access	30 Mbps upload/download speed
Operating System	Preferred: Windows 10/11, ChromeOS, macOS 10.13 or higher (Ipad, tablets, and mobile devices are **not** supported)
Sound and Microphone	Microphone and speakers, or a headset with noise cancellation
Webcam	Built-in or external 720p HD (1080p HD recommended)
Web Browser	Latest stable version of Chrome, Firefox, or Safari
Antivirus	Up-to-date antivirus software recommended

Students must use a suitable laptop, desktop PC or chromebook. Tablets and mobile devices are not suitable for accessing classes and learning material.

2. Additional Resources Needed Beyond Hardware and Software:

- **Stable Internet Connection**: A reliable internet connection is essential for smooth participation in live classes and accessing learning materials.
- **Quiet and Distraction-Free Environment**: A quiet workspace will help you stay focused and engaged in your lessons.
- **Note-Taking Materials**: Pen and paper or digital note-taking tools to stay organized during lessons.
- **Headset (Optional)**: A headset can improve audio quality and minimize background noise.
- **External Webcam (Optional)**: While most built-in webcams meet the requirements, an external webcam may offer better video quality.

The following technical skills, listed from least to most complex, are examples of what would be needed to study online:

Basic Computer Skills:	• Keyboarding • Audio recording (microphone)
Database Management:	• Data entry Data editing • Database creation
File Management:	• Create & name files. • Understand file formats (doc, .docx, JPEG, GIF, PDF, WAV, MPEG etc.). • Understand file storage Organize and manage files.
Word Processing:	• Create, edit & save documents. • Use formatting techniques (bulleted/numbered lists; page numbers, etc.). • Insert tables, graphs, and graphics into documents.
Presentation Software:	• Create, edit & save presentations. • Add multimedia to the presentation.
Email:	• Send & receive email. • Attach documents & pictures. • Participate in email discussion groups/listservs.
Internet	• Understand & use different browser types. • Know how to do targeted searches. Understand how to use online databases • Be familiar with YouTube, Skype, podcasts, blogs, webinars & wikis
Learning Management System	• Upload content • Make content accessible • Upload multimedia • Use IM or chat • Understand & use other learning management system tools

Parent checklist		
Hardware		
☐	Dedicated Student Device:	Ensure your child has a dedicated device for schoolwork (Windows laptop, Chromebook, MacBook).
☐	Webcam:	The device should have a built-in webcam for video conferencing during live classes.
☐	Headphones:	Headphones will help minimize distractions and improve audio quality during calls.
Software		
☐	School-approved Platforms:	Familiarize yourself with the school's Tech Ecosystem (LMS) and other online platforms used for classes (e.g., Canvas, Live Classes, PowerSchool).
☐	Help Desk Resources:	Locate the school's help desk resources or contact information for technical support.
☐	Parental Control Software:	Consider installing AristotleK12 software to manage screen time and internet usage outside of school hours.
Environment		
☐	Dedicated Workspace:	Create a designated study area for your child that's free from distractions and has a comfortable chair and proper lighting.
☐	High-Speed Internet:	Ensure a reliable high-speed internet connection to support online learning activities (video conferencing, downloading materials).
Communication		
☐	Teacher Communication:	Establish clear communication channels with your child's teachers regarding expectations, progress reports, and any concerns.
☐	Schedule Monitoring:	Schedule regular check-ins with your child to monitor progress, address any difficulties, and provide support.

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 online in “real-time”. 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 leverages the flexibility of online tools to allow learning at different times. It typically involves tools such as:

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

Asynchronous courses utilize media and a variety of content and learning approaches. They are generally self-paced and self-taught. This approach allows learning to occur without the need for real-time scheduling, providing the benefits of anytime, anywhere learning for both students and instructors.

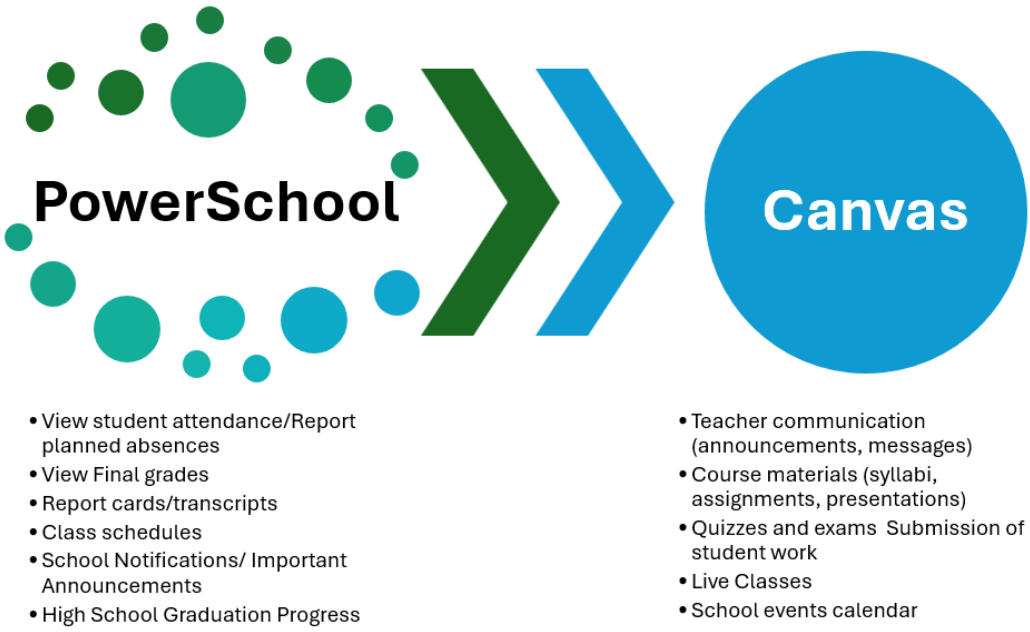
Our teaching practice incorporates both synchronous and asynchronous methods to benefit students. To offer this flexibility, Bayaan Academy combines various tools and strategies to create a robust learning plan that caters to different student needs and preferences.

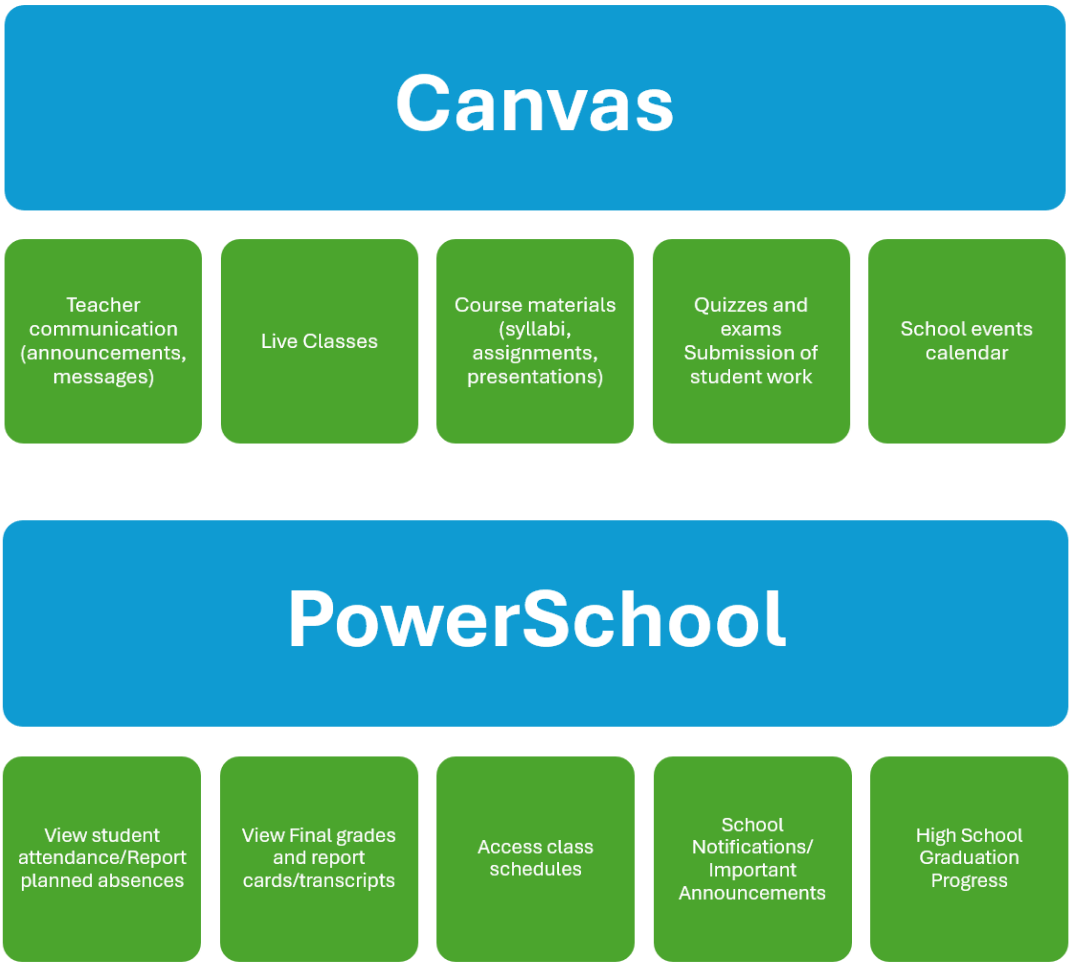
2. Learning Management System (LMS)

Bayaan faculty members use the academy's approved Learning Management Systems (LMS):

PowerSchool CANVAS BY INSTRUCTURE nearpod Canva

Bayaan Academy primarily uses **Canvas** and **PowerSchool** as its core Learning Management Systems (LMS). Canvas is used to organize and deliver course materials, enabling students to access lessons, submit assignments, engage in discussions, and track their progress independently. PowerSchool is used to manage student information and track academic performance. It allows educators to record grades, attendance, and other vital student data, making it easy for teachers and administrators to monitor progress and identify areas for improvement. Parents and students can access PowerSchool to view grades, assignments, and attendance records, fostering transparency and encouraging communication between home and school.




Canvas
Teacher communication (announcements, messages)
Live Classes
Course materials (syllabi, assignments, presentations)
Quizzes and exams Submission of student work
School events calendar
PowerSchool
View student attendance/Report planned absences
View Final grades and report cards/transcripts
Access class schedules
School Notifications/ Important Announcements
High School Graduation Progress

Support and Resources

School Resources

Student Handbook

Documents

Contact procedures

Knowledge base

Resource Articles

Troubleshooting guides

FAQs

Support

Submit support tickets

Live chat support

Live Help Desk

Call Tech Support

Bayaan Live Classes

Arrive Early:

Try to join the meeting room a few minutes before the scheduled start time to ensure you're ready to go.

Use a Desktop/Laptop:

For the best experience, use a desktop or laptop computer instead of a mobile device.

Wear a Headset:

A headset will help reduce background noise and improve audio quality for everyone.

Ensure a Stable Internet Connection:

A strong and reliable internet connection is essential for smooth video and audio conferencing.

Test Your Hardware and Software in Advance:

Before the class, make sure your webcam, microphone, and speakers are working correctly. Also, ensure you have the latest version of your browser (Chrome, Firefox, Safari).

Turn On Your Camera:

Once you've joined the class, make sure to turn on your camera so that your teacher can see you.

APPENDIX

Bayanan Academy Contacts

Query	Method of Contact
Principal	Email: principal@bayaanacademy.asia
Inquiries	Email: info@bayaanacademy.asia
Subject Teachers contact/email	Contact the relevant teacher via 1. **Canvas Inbox** - Compose- search by subject or teacher or both 2. **PowerSchool** - Teacher (student's) Emails
Admissions/Registration/ Withdrawals	Email: admission@bayaanacademy.asia
Job Vacancies/Applications	Email: career@bayaanacademy.asia
Director of Bayaan Academy	Email: director@BayaanAcademy.com

For Hardcopy: To access the links please refer to the pdf version