



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

## **STUDENT HANDBOOK**

### **2026-2027 SCHOOL YEAR**

**Welcome to the new school year at Al Bayan Learning Center!**

We are thrilled to begin this journey of growth, learning, and community partnership with your family. At Al Bayan, our staff is dedicated to creating a safe, nurturing, and inspiring environment for all students - across our Preschool, Elementary, and Hifz programs. This handbook provides a clear overview of our school-wide policies, procedures, expectations, and guidelines. It serves as your family's reference for everything from academics and behavior expectations to safety, communication, attendance, and financial policies. We encourage you to review this handbook carefully and keep it for future reference throughout the school year. If you have any questions or need further clarification, our office staff is always available to assist you by phone or email. We look forward to a positive, productive, and fulfilling partnership with you and your family. Welcome to Al Bayan Learning Center!

#### **GUIDELINES FOR PARENTS**

Parents play an essential role in supporting their children's learning and overall success. At Al Bayan Learning Center, we believe that a strong home-school partnership creates the best outcomes for students - academically, socially, emotionally, and spiritually. We ask our parents to stay engaged by monitoring academic progress, reinforcing positive behavior expectations at home, and maintaining clear communication with teachers and administration. Research consistently shows that parent involvement has a powerful impact on student achievement and well-being. Your support, cooperation, and positive engagement help your child thrive and help us maintain a safe, structured, and successful learning environment for all. We welcome your involvement and appreciate your commitment to your child's education. Together, we build the foundation your child needs to grow confidently and reach their full potential.

## **UNIFORM POLICY**

At Al Bayan Learning Center, we uphold a mandatory uniform policy for all students. This policy is an essential part of maintaining a respectful, focused, and cohesive learning environment. Wearing a uniform encourages a sense of unity, reduces distractions, and fosters school pride.

### **Important Notice**

The uniform policy will be strictly enforced from the first day of school. Students are expected to arrive in full uniform **each day**. Your cooperation is crucial in helping us maintain these standards.

Fridays will be designated as Spirit Days. On Fridays, students may either come in full uniform or wear official school T-shirts or hoodies, which must be purchased through the school only.

### **Uniform Guidelines**

- General Requirements:**

All students must wear clean, neat, and appropriately sized uniforms. Uniforms should be free of logos, characters, or decorative elements unless specified.

- Where to Purchase:**

Uniform items can be conveniently found at Children's Place, Target, Kohl's, Walmart, and similar retailers.

### **Uniform Expectations Promote:**

- A sense of belonging and school identity
- Reduced peer pressure and distractions
- A focus on learning, not appearance
- Respect and professionalism in school culture

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## Girls' Uniform Pairing 1:

<p><b>2 in 1 knee length ponte knit dress</b> (no other alternative will be accepted). This option is for PreK-3, PreK-4, and Kindergarteners only.</p> 	<p><b>Shirt:</b> Collared, long or short sleeves, solid polo <b>white</b> shirt underneath (no other color will be accepted).</p> 	<p><b>Jumper:</b> Long <b>navy blue</b> jumper up to knee length (no other color will be accepted).</p> 	<p><b>Pants:</b> <b>Navy blue</b> ponte knit pull on jeggings (no other color will be accepted).</p> 
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<p><b>Hijab:</b> 2-piece solid <b>navy blue</b> hijab (no other color, long, rectangle, or shawl hijab will be accepted)</p> 	<p><b>Sweater:</b> <b>Navy blue</b> sweater (no other color will be accepted)</p> 	<p><b>Jacket:</b> <b>Navy blue</b> jacket (no other color, no hoodies will be accepted)</p> 	<p><b>Shoes:</b> <b>Black</b> tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)</p>
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## Girls' Uniform Pairing 2:

**Shirt:** Collared, long or short sleeves, solid polo **navy blue** shirt (no other color will be accepted).



**Pants:** Girls Uniform Wide Leg Chino Pants in the color **'Sandy'** (no other color will be accepted).



**Shoes:** **Black** tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)

**Hijab:** 2-piece solid **navy blue** hijab (no other color, long, rectangle, or shawl hijab will be accepted)



**Sweater:** **Navy blue** sweater (no other color will be accepted)



**Jacket:** **Navy blue** jacket (no other color, no hoodies will be accepted)



## Boys' Uniform Pairing:

**Shirt:** Solid **navy blue** shirt (no other color, stripes or patterns will be accepted)

- Shirts worn underneath must be plain navy blue.
- Shirts must have a collar or be a button-down style, short or long-sleeved.
- All front-buttoned shirts must be buttoned and tucked in.



**Pants:** Stretch straight chino pants in the color '**Sandwash**' (no other color will be accepted).



**Sweater:** **Navy blue** sweater (no other color will be accepted).



**Jacket:** **Navy blue** jacket (no other color, no hoodies will be accepted).



**Shoes:** **Black** tennis shoes, oxfords, loafers, or sneakers (no other color, and no sandals, slippers, or flip-flops will be accepted).

## STUDENT CODE OF CONDUCT

At Al Bayan Learning Center, we strive to cultivate a school environment rooted in Islamic values - respect, responsibility, and integrity. We believe that proper behavior is essential to both academic success and spiritual growth. All students are expected to uphold the principles of good character (*ikhlaaq*) and conduct themselves in a manner that reflects the teachings of Islam. During school hours and at school-sponsored activities, students are expected to:

- Be punctual and prepared each day with the necessary materials and a focused mindset.
- Demonstrate respect for all teachers, staff, peers, and school property.
- Follow classroom rules and teacher instructions at all times.
- Refrain from using inappropriate language or engaging in disruptive behavior.
- Avoid any form of bullying, teasing, or exclusion. Any incidents must be reported immediately to a trusted adult or staff member.
- Encourage and support fellow students, helping to create a positive and inclusive learning environment.
- Use their time wisely, staying on task and avoiding distractions that hinder learning.
- Take responsibility for their actions and choices, both in and out of the classroom.

We ask students to carry themselves with dignity and strive to be role models for their peers. Their behavior should reflect the values they will one day want to be remembered for. Regular attendance and consistent effort are not only essential to academic achievement but are also a trust (*amaanah*) shared between the school, students, and their families.

Disrespectful or harmful behavior - whether toward teachers, peers, or school staff - will not be tolerated. In cases where conduct does not improve after clear communication and support, the school reserves the right to suspend or cancel enrollment after the second formal warning. By adhering to these expectations, students will strengthen both their academic potential and their moral character - qualities that are essential for success in both this life and the Hereafter, *insha'Allah*.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## TUITION POLICY

At Al Bayan Learning Center, we are committed to making the tuition payment process as clear and manageable as possible for our families. To accommodate different financial needs, we offer two payment options:

- **Annual Payment** – Tuition may be paid in full at the beginning of the school year, with a 3% discount applied.
- **Monthly Payment** – Tuition may be paid in ten equal monthly installments, due on the 1st of each month, beginning the month after enrollment or as agreed with the administration.

### Payment Methods & Requirements

All tuition and fees must be paid through the DreamClass Parent Portal.

Enrollment in automatic payments (Autopay) is required for all families.

- Payments may be made via credit/debit card or bank withdrawal, but must be set up as Autopay within DreamClass.
- Manual payments, cash, checks, or payments through any other platform or method are not accepted.
- Families are responsible for ensuring that a valid payment method is on file and that Autopay remains active at all times.

Important Note:

*Please note: a processing surcharge will apply to all card transactions due to encryption and payment gateway fees.*

### Additional Reminders

- A \$25 late fee will be assessed for any payment not successfully processed by the 10th of each month, including declined or failed Autopay transactions.
- Tuition is non-refundable and cannot be prorated based on attendance.
- Families are responsible for the full 10-month tuition obligation, regardless of the number of days attended, unless a formal withdrawal occurs in accordance with school policy.

- We understand that tuition is a meaningful investment in your child's education, and we sincerely appreciate your cooperation and timely payments. If you need assistance setting up Autopay in DreamClass, please contact the administration.

### **Financial Responsibility Agreement**

By enrolling my child at Al Bayan Learning Center, I acknowledge and agree to the following:

- I am entering into a binding financial agreement with the school and agree to fulfill all tuition and fee obligations.
- I understand that Autopay enrollment through DreamClass is mandatory and that I am responsible for maintaining an active and valid payment method.
- In the event of withdrawal or dismissal, I remain financially responsible for the tuition of the current month, plus any applicable withdrawal penalties.
- I authorize Al Bayan Learning Center to charge my stored payment method for any unpaid balances.
- I understand that records, report cards, and transcripts may be withheld until all financial obligations are paid in full.

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

## WITHDRAWAL POLICY

At Al Bayan Learning Center, we are committed to upholding the integrity of our academic programs, supporting our dedicated staff, and maintaining the facilities that serve our students. To ensure the financial stability required to provide these services, the following policy applies in the event of a student's withdrawal or dismissal.

- Tuition is non-refundable. If a student withdraws or is dismissed for any reason, any tuition that has already been paid will not be refunded.
- The full tuition for the month of withdrawal or dismissal remains due, regardless of the number of days the student was present that month.
- Families who withdraw during the school year will incur a withdrawal penalty equal to one additional month's tuition, which will be added to their final balance.

To help ensure a smooth transition, we ask that parents notify the school administrator at least ten (10) days in advance of the intended withdrawal date. This notice allows us to make the necessary arrangements for classroom adjustments and administrative processing.

All non-tuition fees and outstanding balances must be settled by the time of withdrawal. This includes, but is not limited to, resource fees, hot lunch balances, library fines, or damaged materials.

Please be aware that formal withdrawal does not cancel the financial obligations agreed upon in your signed enrollment contract. All financial accounts must be cleared through the business office before any official records, transcripts, or transfer documents can be released.

We understand that changes in circumstances may occur and appreciate open communication with families. If you are considering withdrawal, we encourage you to speak with an administrator as early as possible so we can support you through the process.

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

## HEALTH POLICY

To help maintain a safe and healthy environment for all students, we ask that parents perform a daily health screening at home before bringing their child to school. Please check for any of the following symptoms:

<input type="checkbox"/> Body aches	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Rash
<input type="checkbox"/> Coughing	<input type="checkbox"/> Shortness of breath
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Temperature of 100°F or higher
<input type="checkbox"/> Headache	<input type="checkbox"/> Vomiting
<input type="checkbox"/> Congestion or runny nose	

If your child has any of these symptoms, please keep them at home and seek medical attention if necessary. Children must be symptom-free for **at least 24 hours without the use of medication** before returning to school.

If your child will be absent for any reason, we kindly ask that you notify their teacher and school admin directly. Thank you for your cooperation in keeping our school community healthy and safe.

### Required Health Forms & Screenings

Immunization Records (Form 3231) & Health Screening (Form 3300)

In accordance with Georgia state law, all students must be up to date on immunizations and complete the Georgia Department of Public Health Form 3300, which includes a certificate of vision, hearing, dental, and nutrition screening.

- These forms must be signed by a licensed Georgia physician.
- If you submitted these forms during registration, no further action is needed at this time.

## **Dental Examination Requirement**

To support our students' oral health, all students are required to complete a comprehensive dental screening with a licensed dentist within four months of enrollment.

- Proof of the visit must be submitted during the school year.
- This requirement applies to all students with no exceptions.

## **Vision Examination Requirement**

In order to ensure optimal learning and health outcomes, all students must undergo a vision screening by a licensed professional within six months of enrollment.

- Proof of the vision exam must be submitted during the school year.
- Non-compliance may pose health risks and hinder academic performance, so we encourage families to schedule appointments early.

Let us partner together to prioritize your child's health and well-being - both are essential for a successful and thriving school experience, *insha'Allah*. If you have any questions or need clarification, please don't hesitate to reach out to the administration.

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

## ATTENDANCE POLICY

At Al Bayan Learning Center, we strongly value regular attendance and punctuality as essential components of academic success and student responsibility. This policy outlines expectations and procedures to ensure consistent attendance and timely arrival. Teachers, staff, parents, and students are expected to partner together in maintaining a culture of responsibility, consistency, and academic accountability.

### General Expectations

- Students are expected to attend school daily and arrive on time for all classes.
- Parents/guardians must notify the school office and homeroom teacher in advance of any absence or late arrival.
- Students arriving late must check in at the front office before entering class.
- Students are responsible for completing all missed work, including assignments, assessments, and classwork, within the designated timelines.

### Car Line Reminder

- **Front Car Line:** 1st through 5th grades
- **Rear Car Line:** Preschool, Kindergarten, Hifz students (*if there is a sibling that belongs to other grades, all kids in the car will be dropped off in the rear car line*)
- If the student has a sibling in PreK or Kindergarten, arrival time is 8:25 am; follow rear/front car line directions accordingly.
- See Arrival & Dismissal Procedures section for detailed traffic flow, sibling rules, and safety instructions.

## SCHOOL HOURS BY GRADE LEVEL

- Days and Times for Hifz Program - Hifz Only

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
Pick up (am/pm)	1:00 pm	1:00 pm	1:00 pm	1:00 pm	12:30 pm

- Days and Times for Hifz Program - Hifz + Virtual School

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
Pick up (am/pm)	3:00 pm	3:00 pm	3:00 pm	3:00 pm	12:30 pm

- Days and Times for PreK-3 - Half Day

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:15 - 8:25 am				
Pick up (am/pm)	12:15 pm				

- Days and Times for PreK-4 - Half Day

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:25 - 8:45 am				
Pick up (am/pm)	12:30 pm				

- Days and Times for PreK-3 - Full Day

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:15 - 8:25 am				
Pick up (am/pm)	2:30 - 2:45 pm	12:15 pm			

- Days and Times for PreK-4 - Full Day

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:25 - 8:45 am				
Pick up (am/pm)	2:45 - 3:00 pm	12:30 pm			

- Days and Times for Elementary School - Kindergarten

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:25 - 8:35 am				
Pick up (am/pm)	3:00 - 3:15 pm	12:30 pm			

- Days and Times for Elementary School - 1st - 5th Gr

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off (am/pm)	8:35 - 8:45 am				
Pick up (am/pm)	3:00 - 3:15 pm	12:30 pm			

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

## **ARRIVAL & DISMISSAL PROCEDURES**

To help manage increased traffic during arrival and dismissal, Al Bayan Learning Center now operates two car lines: one in the front and one in the rear of the building. This system is designed to keep students safe and ensure an efficient flow of traffic. Your cooperation and punctuality are essential.

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### **Arrival Schedule**

#### **Rear Car Line**

- PreK-3: 8:15 – 8:25 am
- PreK-4 A & B and Tahfeez Students: 8:25 – 8:45 am

#### **Front Car Line**

- Kindergarten: 8:25 – 8:35 am
- 1st – 5th Grades: 8:35 – 8:45 am

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### **Dismissal Schedule**

#### **Rear Car Line**

- PreK-3: 2:30 – 2:45 pm
- PreK-4 A & B: 2:50 – 3:00 pm
- Tahfeez Students: 3:00 – 3:15 pm

#### **Front Car Line**

- Kindergarten: 2:50 – 3:00 pm
- 1st – 5th Grades: 3:00 – 3:15 pm

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## **Families with Multiple Children**

To simplify pickup and prevent navigating two car lines, all siblings will follow one designated car line, based on the following rules:

- Tahfeezez + KG/Elementary → Rear Car Line
- PreK-4 + Elementary → Rear Car Line
- Kindergarten + 1st–5th → Front Car Line

### **Examples:**

- Tahfeezez + 1st Grade → Rear Car Line
- PreK-4 + 2nd Grade → Rear Car Line
- Kindergarten + 5th Grade → Front Car Line

This ensures convenience for families and keeps traffic flowing efficiently.

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## **Car Line Traffic Flow**

### **Entry Point**

- All vehicles must enter from Goshen Springs Road (right turn only).
- Do not enter from Oakbrook Parkway.

### **Front Car Line (KG & 1st–5th Grades)**

- Use the first entrance into the business complex from Goshen Springs Rd.
- Turn right and loop to the front of the school for drop-off and pick-up.

### **Rear Car Line (PreK & Tahfeezez/Hifz)**

- Use the second entrance into the business complex from Goshen Springs Rd.

- Turn right and proceed directly to the rear lot for drop-off and pick-up.

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## **Safety & Security During Arrival and Dismissal**

- **No conversations with staff or other parents during car line.**

Staff must stay fully focused on supervising students and directing vehicle flow. This is a high-traffic, safety-critical time.

- **Remain inside your vehicle at all times.**

Do not exit your car or walk up to staff, students, or other parents. Approaching on foot creates safety risks and disrupts procedures.

- **Follow all staff instructions immediately.**

Staff members are directing traffic and managing student safety; please follow their guidance without delay.

- **Drive slowly and cautiously.**

Speeding, rushing, cutting in line, honking, or any aggressive driving is strictly prohibited and unsafe.

- **Prepare your child for unloading/loading.**

Have belongings ready, and can exit quickly when it is their turn. Staff will assist as needed.

Please drive nearby to a secure parking spot, away from the car line, to secure your child with a seatbelt when exiting the premises. For PreK 3 only, the staff members are present to help unbuckle and safely remove the students from the vehicle.

- *We request that the car seats and boosters are placed appropriately (right vs left side of the car), close to the building, so that teachers can easily remove each child and will be able to avoid having to walk around each car to retrieve the child.*

- **Keep the line moving smoothly.**

Avoid stopping to talk, check backpacks, or handle non-urgent matters.

- **Direct all questions or concerns to the administration.**

Please email the office or schedule a meeting. Arrival and dismissal are not times for discussions with staff.

- **Remain patient and courteous.**

Our priority is the safety of every student. Kindness and cooperation help the process run efficiently for all families.

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## **Early Pickup Policy**

To prevent disruptions and ensure safety:

- **Fridays:** Early pickup is not permitted after 11:00 AM.

- No student pickups will be allowed between 11:00 AM and regular dismissal time. Regular dismissal refers to each grade's assigned dismissal time listed in the School Hours section.
- Parents arriving during this window will be asked to wait and pick up their child during regular dismissal.

- **Regular School Days:** Early pickup is not permitted after 2:15 p.m.

- Parents arriving after these times will be asked to wait until regular dismissal.

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## **Early Drop-off Policy**

Although staff supervision begins at 8:10 AM, students may only be dropped off during their assigned grade-level arrival window.

- Supervision before arrival windows is limited and does not permit student drop-off or entry into the building.
- Any student arriving early will be required to wait in the vehicle with their parent until their designated arrival time.
- Parents arriving before 8:10 AM will be asked to wait until regular arrival time has started.
- For safety and liability reasons, staff are not permitted to supervise students outside of official arrival windows.
- Students must be dropped off during their designated arrival window only.
- Repeated early drop-offs may result in a meeting with administration and/or the requirement to enroll in an approved before-school care option (if available).

If you have questions regarding arrival procedures, please contact the school office.

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#### **Late Pickup Policy (After School):**

- The first 15 minutes after dismissal is considered a grace period. The 15-minute grace period applies based on each student's assigned dismissal time.
- After that time, there will be a \$2 per minute charge for every additional minute.
- If a student is picked up late 3 or more times in a month, a parent meeting with the principal will be required.

## **EXCUSED VS. UNEXCUSED ABSENCES**

An absence is considered excused if it falls under the following categories:

- Personal illness or medical appointments
- Serious illness or death in the immediate family
- Court or legal appearances
- Family emergency or crisis
- Pre-approved educational opportunities or field trips
- School-sponsored activities or events
- Inclement weather or natural disasters
- Quarantine or contagious illness
- Car trouble or transportation issues
- Mental health needs or emotional distress
- Military deployment or family relocation

Important Notes:

- Parents must notify the teacher and the school within two (2) days of the absence and submit a written note or email explaining the reason.
- Absences of three or more consecutive days due to illness require a doctor's note.
- Any absence not covered by the categories above may be classified as unexcused.
- After five (5) unexcused absences in a semester, a parent meeting will be required. Disciplinary or academic action may follow, including:
  - Loss of credit (for upper grades)
  - Retention risk (for lower grades)
  - Suspension or other behavioral interventions

## Make-Up Work for Excused Absences

- Students must complete all missed work within three (3) school days of returning from an excused absence.
- Teachers will provide appropriate support but are not required to reteach missed content due to personal travel or extended absences.
- It is the family's responsibility to collect all required materials and ensure that work is submitted on time.
- Travel-related absences may be excused for attendance purposes but do not exempt students from academic expectations or grading consequences.

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

## **TARDINESS POLICY**

A student is considered tardy if they arrive after the student's designated arrival window. Tardies are classified as either excused or unexcused based on the same criteria as absences.

### **Examples of unexcused tardies include:**

- Oversleeping
- Missed ride or carpool
- Non-urgent personal errands
- General traffic delays not caused by inclement weather or emergency

### **Consequences for Excessive Tardiness:**

- 3 or more unexcused tardies per semester will result in a parent meeting with administration.
- 5 or more tardies in a month may result in:
  - A \$10 daily surcharge for each subsequent tardy
  - Possible loss of academic privileges
  - Detention or in-school suspension
  - Impact on promotion or academic standing

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **TRAVEL POLICY**

At Al Bayan Learning Center, we believe that regular attendance is essential for student success. While we understand that occasional absences may be unavoidable, we ask families to avoid planning vacations or non-school-related activities during the academic year. For absences that may be unavoidable, we ask families to follow the procedures below:

### **Planned Absences:**

- For absences of three (3) or more consecutive days, written notice must be submitted to the administration at least five (5) school days in advance.
- Requests for extended absences will be reviewed on a case-by-case basis and are not automatically approved.
- Parents may request missed assignments from teachers, but it is the parent's responsibility to collect materials and ensure work is completed.

### **Make-Up Work for Travel:**

- Students must submit all work and complete any missed assessments within five (5) school days of returning.
- Late or incomplete work will receive a zero in the gradebook unless prior arrangements were made.
- Teachers are not obligated to provide 1:1 instruction for content missed due to personal travel.

### **Tuition & Financial Obligations During Absences**

- Tuition and fees must be paid in full before any travel or extended absence.
- No refunds, discounts, or deductions will be offered for missed school days.

### **Ongoing Attendance Issues**

Students with a pattern of chronic absenteeism or tardiness must be referred to the administration. If attendance concerns impact learning or academic progress, consequences may include:

- Loss of course credit

- Risk of retention
- Behavior contracts
- Referral to external support services or legal entities, if applicable

### **Support and Communication**

We appreciate your cooperation in making attendance a top priority. Consistent attendance builds a strong academic foundation and instills lifelong habits of responsibility, punctuality, and commitment. If you need assistance or have questions about attendance requirements, please contact the school office.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **PARENT VOLUNTEER POLICY**

At Al Bayan Learning Center, we believe a strong partnership between families and the school community enriches every child's educational experience. To foster this connection, each family is expected to contribute 10 volunteer hours during the school year.

### **Volunteer Commitment**

- Requirement: 10 hours of service per family, per school year.
- Flexibility: Hours can be completed at any time - during school days, evenings, or weekends - through a variety of school-related activities.

### **Ways to Fulfill Your Hours**

Examples include, but are not limited to:

- Assisting in classrooms
- Chaperoning field trips
- Supporting school events, iftaar, graduation and fundraisers
- Providing administrative help in the office

### **Parent Volunteer Sign-In Procedure**

To ensure accurate record-keeping:

- All parents must sign in each time they volunteer using our official Sign-In Form:  
<https://forms.gle/wq4kpisJRcb5S6Sc8>
- Complete the form immediately upon arrival (or before departure) for every volunteer session.
- Only hours recorded through this form count toward the 10-hour requirement.

### **Financial Contribution Option**

We understand that some families may face scheduling or personal constraints. Any unfulfilled hours must be offset at \$20 per hour.

- To streamline this, a \$200 fee will be automatically applied to each family's DreamClass account (regardless of the number of children enrolled).
- As you complete volunteer hours, you may request that an admin deduct your completed hours from your account to reflect your actual service.

- Families may request proof of deduction from the admin for their records.

This system ensures transparency, prevents confusion, and accurately tracks every family's volunteer contribution.

### **Important Deadlines & Exceptions**

- Deadline: All volunteer hours or financial contributions must be completed by the last day of the school year.
- Hardships: Families facing exceptional circumstances should contact the administration as early as possible to discuss exemptions or alternative arrangements.

We deeply appreciate every family's cooperation and commitment. Your involvement helps build a vibrant, supportive, and thriving community at Al Bayan Learning Center, enriching the educational experience for all students.

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

## NUT FREE SCHOOL POLICY

Our school is strictly NUT-FREE to protect students with severe nut allergies. Even small traces can trigger dangerous reactions.

Prohibited items include (but are not limited to):

- Nutella sandwiches
- Peanut butter or any nut butter sandwiches
- Snacks, baked goods, or packaged items that:
  - Contain any type of nuts/tree nuts
  - Are labeled “may contain traces of nuts”
  - Are processed in a facility that handles nuts

## HOT LUNCH PROGRAM

This program is designed to offer students fresh, healthy, and delicious meals during the school day, giving parents the convenience of a ready-made lunch option and ensuring students are fueled for learning.

### Program Highlights

- **Trusted Caterer:** We have partnered with a reliable home-based caterer committed to high standards of taste, hygiene, freshness, and quality.
- **Zabiha Halal:** All meat served in our lunch program is 100% Zabiha halal.
- **Nutritious Meals:** Menus are crafted with your child's health and well-being in mind, balancing nutrition and flavor.
- **Days Available:** Monday through Thursday
- **No lunch service on Fridays.** Please plan accordingly.

### How to Order

- **Ordering Deadline:**  
Orders must be placed every Friday to receive hot lunch for the upcoming week.  
(Example: For the week of August 10, 2026, orders are due by Friday, August 7, 2026).

- **Ordering Website:**

Visit: <https://www.albayanlc.com/hotlunch>

Password: ablc\_hotlunch24

- **One Order Per Child:**

Please submit a separate order for each student enrolled.

- **Weekly Email Reminders:**

We will send out a reminder every week to help you remember to submit your lunch orders on time!

### **What Happens After Ordering?**

- Once orders are placed, the caterer prepares and delivers fresh meals to your child on campus.
- Lunches are labeled and distributed in the cafeteria by staff.
- Please ensure that your child's name is correctly spelled in your order.

## **DreamClass - PARENT PORTAL ACCOUNT POLICY**

At Al Bayan Learning Center, we use DreamClass as our all-in-one system for registration, enrollment, and the parent portal. DreamClass allows families to access important student and school information—including attendance, grades, report cards, announcements, schedules, and required forms—using one single account.

The same login parents create during registration is used throughout the school year to access the DreamClass parent portal.

### **Account Access & Activation Requirement**

- All parents are required to activate and maintain their DreamClass account within 7 days of completing student registration.
- If a parent registered their child as a guest, they must return to DreamClass and activate that account to gain full parent portal access.
- No separate or additional accounts are created—DreamClass uses one unified system for registration and ongoing parent access.

### **How to Access Your DreamClass Account**

- Log in using the email and password created during student registration.
- If you registered as a guest, follow the prompts in DreamClass to activate your account.
- Bookmark the DreamClass parent portal for easy access throughout the school year.
- If you experience difficulty accessing your account, please contact the school office promptly.

### **Why Maintaining an Active Account Matters**

- Report cards and academic updates are only available through DreamClass.
- Attendance records, class schedules, and grades are published in the parent portal.
- Important school announcements, reminders, and required forms are communicated through DreamClass.
- Failure to activate or maintain access may result in missed communications, delayed access to student records, or inability to complete required school forms.

By enrolling your child at Al Bayan Learning Center, parents acknowledge their responsibility to maintain an active DreamClass parent account throughout the school year.

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

## **iReady Curriculum - A Partnership Between School and Home**

At Al Bayan Learning Center, we are committed to providing students with a strong academic foundation that combines personalized learning with high expectations. One of the core tools we use to support this goal is i-Ready, an adaptive, research-based online program designed to help students excel in reading and math.

### **What is i-Ready?**

i-Ready provides:

- Diagnostic assessments to determine the student's current learning level
- Individualized instruction tailored to the student's specific needs
- Ongoing feedback for teachers to guide in-class instruction

It helps fill in learning gaps while advancing students at their own pace.

### **The Home Component: Parent Partnership is Key**

i-Ready has emphasized - and research confirms - that students achieve the greatest success when i-Ready is consistently used both at school and at home.

To ensure your child benefits fully from this program, Al Bayan requires each student to complete the following every week at home:

- 45 minutes of Reading
- 45 minutes of Math

This is in addition to in-class use. These minutes should be uninterrupted and focused to maximize progress. Students can break up this time into smaller daily sessions, such as 15-20 minutes

### **Your Role as a Parent**

You can help your child succeed with i-Ready by:

- Scheduling a regular time each week for your child to complete their i-Ready lessons at home
- Providing a quiet space free from distractions

- Monitoring your child's screen (students should not guess or click randomly; accuracy is more important than speed)
- Encouraging a growth mindset: Mistakes are part of learning!
- Talking with your child about what they learned on i-Ready that week

## **Login Information**

At the start of the year, you will receive:

- Your child's i-Ready login information
- Instructions for how to access i-Ready from home

Please keep this information in a safe place and refer to it weekly.

## **Important Notes**

- Students should not complete more than one lesson per day in a subject unless directed by the teacher.
- Parents should not help with answering the questions, as the program is designed to adjust based on what the student can do independently.
- Teachers will monitor your child's weekly i-Ready progress and adjust instruction as needed.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **STUDENT/FAMILY “Refer-A-Friend” POLICY**

Al Bayan Learning Center is excited to continue to offer our **Refer-A-Friend program**, giving current families the opportunity to share the benefits of our school with friends and earn tuition rewards!

### **How It Works**

1. Who Can Participate:
  - All current Al Bayan families are eligible.
2. Refer Your Friends:
  - If you know someone interested in joining Al Bayan, simply refer them to our Elementary School, Preschool, and Saturday School and ensure they mention your name during the application process.
3. Eligibility Rules:
  - Referrals must be new, full-time, full-tuition paying students.
  - Younger siblings of current or past Al Bayan families do not qualify.
  - Only one referring family may be mentioned per new student.
  - Referred families must remain enrolled for the entire school year for the discount to apply.
4. Benefits for Referring Families:
  - For each new student successfully enrolled and in good standing for the full year, the referring family receives a tuition discount applied to the final month’s tuition payment.
5. Discount Structure:
  - 1 new student: \$100 off
  - 2 new students: \$200 off
  - 3 new students: \$300 off
  - 4 new students: \$400 off

Maximum of four referrals per family. All regular enrollment criteria must be met for each new student.

Share the benefits of Al Bayan Learning Center with your friends and enjoy savings on tuition while helping our school community grow!