

# Brighter Horizons Academy

## *Student Handbook*

2019-2020



**BRIGHTER HORIZONS  
ACADEMY**

# BRIGHTER HORIZONS ACADEMY

## COLLEGE PREPARATORY

3145 Medical Plaza Dr., Garland, TX 75044

Tel: 972-675-2062 Fax: 972-675-2063

*“Where Knowledge, Faith, Academics and Character Meet.”*

### Contents

<b>BRIGHTER HORIZONS ACADEMY</b>	<b>2</b>
<b>MESSAGE FROM THE PRINCIPAL</b>	<b>3</b>
<b>VISION</b>	<b>4</b>
<b>MISSION</b>	<b>4</b>
<b>Waiting List Policy</b>	<b>9</b>
<b>Requirements for Admission</b>	<b>9</b>
<b>Transfer Policy</b>	<b>11</b>
<b>Registration</b>	<b>11</b>
<b>Pre-School</b>	<b>12</b>
<b>Pre-Kindergarten</b>	<b>12</b>
<b>Kindergarten</b>	<b>12</b>
<b>Elementary and Middle School</b>	<b>12</b>
<b>TUITION AND FEES</b>	<b>20</b>
<b>Tuition Schedule</b>	<b>20</b>
<b>Book Fees and Policies</b>	<b>21</b>
<b>Re-enrollment Process and Fees</b>	<b>22</b>
<b>Waiting List Fee</b>	<b>22</b>
<b>Initial Enrollment Fees</b>	<b>22</b>
<b>Cost of Lunch Tickets</b>	<b>23</b>
<b>College Preparatory Testing Fees</b>	<b>23</b>
<b>Late Pick Up Fees</b>	<b>23</b>
<b>SCHOOL UNIFORM POLICY</b>	<b>23</b>
<b>PE Uniform</b>	<b>24</b>
<b>Summer Work Fees</b>	<b>24</b>
<b>SUMMER WORK POLICY</b>	<b>24</b>
<b>ATTENDANCE POLICY</b>	<b>26</b>
<b>MEDICAL &amp; HEALTH</b>	<b>29</b>
<b>INTERACTION WITH THE MEDIA</b>	<b>32</b>
<b>BHA DISCIPLINE POLICY</b>	<b>37</b>



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**PARENT/STUDENT HANDBOOK  
IMPORTANT POLICY INFORMATION ACKNOWLEDGEMENT  
2019-2020**

Dear Parents:

Assalamu Alaikum. Each family is requested to advise their enrolled child(ren) of the Brighter Horizons Academy policies and procedures that affect them. These policies and procedures are in effect for all current students and apply to the duration of their enrollment at the Academy. Any future changes or updates will be presented to parents for acknowledgment.

By signing this form you acknowledge receipt of this handbook of important policies. It is your responsibility to thoroughly read through this handbook and discuss the policies with your children. This form must be signed by incoming new families at the time of admissions testing, and by returning students one week after the first day of school. We pray for a successful school year for all.

***Policies are subject to change as deemed necessary by the Academy.***

This updated Handbook is available via Sycamore and the BHA website. Changes will be announced in the weekly announcements as they occur and it is the responsibility of the parents and students to review comply with any changes.

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

Student's Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Print Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Failure to return this letter signed by parents will subject disturbance in student attendance.

## MESSAGE FROM THE HEAD OF SCHOOL

Assalamu Alaikum-

Welcome to a year of partnership with us. Together, we share the responsibility and the privilege of passing on the rich heritage of faith and providing the educational excellence each child deserves. By choosing to send your son or daughter to our school, you have demonstrated your trust in us. For this, and for the many ways you show your support and spirit of cooperation, we are grateful.

When your son or daughter comes to school each morning on time, well rested and neatly dressed, we know you care. Family prayer before breakfast will give your child the physical and spiritual strength needed throughout the day. At the end of each day, your genuine interest in school activities will reinforce positive attitudes. Please provide a time and place for homework assignments and insist that they be completed. Your words and your example show how much you value this school experience and can be an inspiration to your sons or daughters.

If you have volunteered your services in past school activities, you know how valuable such help can be. We urge you to participate as much as you can. Any skill or talent you can share with us will enrich our school community. If job responsibilities prevent active presence at school, your prayers, your encouragement and your vocal support are still very important to us.

Like you, we want what is best for your son or daughter and for all the students at our school. Together, we can make this year rich in experiences that lead to mental, moral, and spiritual growth.

Wassalam,

Dr. Iram Shaikh-Jilani  
Head of School

### **VISION**

Brighter Horizons Academy is a model educational institution that produces generations of leaders to be successful in this life and the Hereafter.

### **MISSION**

Brighter Horizons Academy aims to develop practicing Muslim leaders who are life long learners that serve their diverse community and global society as respectful citizens.

Our mission will be achieved through educational excellence within a healthy learning environment, intimate adherence to Islamic practices and strong collaboration with positive interaction among school, students, parents and community.

### **VALUES, BELIEFS, AND EXPECTATIONS**

1. Islam is the final revealed message from God to mankind.
2. Islam is a perfect and comprehensive way of life.
3. Islam guides spirituality, education, science and technology, economy, politics, law, entertainment, social affairs, and all other aspects of our lives.
4. Islam aims to secure happiness and prosperity to mankind in this life and in the life after. The real success is succeeding in both lives.
5. Islam represents perfect unity between faith and practice. A good Muslim is the one who believes in and implements the teachings of Islam.
6. “Islam First” and excellent education is part of Islam.

### **Learners**

1. All learners can learn, and they have varying learning styles
2. All learners are gifted, and our job is to figure out how they are gifted.
3. They have multiple and various kinds of intelligence and they develop at different rates.
4. They should develop the ability to think creatively, critically and rationally.
5. They should have a safe, healthy and Islamic environment, and they must have social as well as intellectual experiences.
6. They should be well learned in Islam and greatly proud of it.
7. Learners should feel good about the school they attend.
8. They should feel their input is important and should develop a strong and balanced self-image.
9. They are capable of self-discipline if trained.
10. They should understand, respect, and tolerate cultural, religious and ethnic differences.
11. They should understand and utilize technology.
12. They should participate in democracy.
13. Learners have intrinsic worth and dignity, and deserve to be treated with respect and dignity.

### **Parents**

1. They should actively support the Islamic and academic mission of the school.
2. They should serve as role models.
3. Parents and school personnel should unite as a big family within which students will experience the best possible developmental experience.
4. Parents are major stakeholders and they should have input to major decisions related to their child’s education.
5. They should be made aware of teacher expectations, and they should actively support teachers’ efforts.

6. They should set high expectations for their children and positively reinforce their child's efforts.
7. They must establish education as a high priority and take an active interest in their child's learning.
8. Parents have the responsibility to seek assistance if their child requires help.
9. Parents should provide opportunities for their children to become self-disciplined.
10. Parents should always experience positive contacts with school personnel and they should be treated as valued customers.
11. Please refer to the School Visitor Policy.

### **Staff & Faculty**

1. Staff and faculty members should be role models, for actions outlast spoken words in the young tender brains.
2. Staff members should actively support the Islamic and academic mission of the school.
3. They must be genuinely interested in the general welfare of students and display a positive attitude towards them and their learning.
4. They should display initiative, operate with minimal supervision and possess a strong desire to be the best they can be.
5. Teachers should set high expectations for both student learning and student achievements because expectations directly affect achievement.
6. Teachers should utilize activities, which promote student's ability to think in a critical and creative manner.
7. Employees should have input into decisions, which affect them.
8. Teachers should evaluate student performance in a fair, objective and consistent manner.
9. Teachers should make full use of instructional time and be result oriented.
10. Teachers should work together and with the administration in a cooperative manner.
11. Employees carry out responsibilities more cooperatively and efficiently when they share ownership.
12. Employees require recognition, encouragement and opportunities for growth and development.
13. They respond when job expectations are regularly monitored and evaluated.
14. Teachers should address the needs, wants, unique characteristics and expectations of "each student."
15. Employees should provide regular and consistent feedback to both students and parents.
16. Students read textbooks, but their ultimate learning experience comes through their teachers.

### **Community**

1. The community should participate in the planning process of the school.
2. The community should communicate its expectations for the school.
3. The community must take an active interest in the welfare and education of all children and should work with the school in harmony on issues of mutual concern.
4. The community should serve as a resource for student learning and join the school in providing enriching educational activities during and outside the regular school day and school year.
5. Community members can contribute valuable voluntary resources and services to the school.
6. Community members can be instrumental and supportive forces for positive change.
7. Community members should recognize the school as a valuable community asset.
8. The community members should share in the responsibility for successes and failures.
9. Truly, it takes a community to raise a successful Muslim student.

### **Administrators**

1. Administrators should ensure the realization of the vision and should disseminate that vision to all stakeholder groups.
2. They should be knowledgeable about child growth and development, curriculum construction and alignment, learning modes, supervision, and exemplary management theories and practices.
3. They should know how to manage, monitor and work with people.

4. They should focus on student learning and mastery, and they should encourage close monitoring of student achievement and the supplying of feedback.
5. Administrators should provide instructional support for teachers.
6. They should practice effective supervision, including growth target identification, monitoring, conferencing, feedback and evaluation.
7. Administrators are responsible for developing and maintaining a safe, orderly and healthy environment.
8. They should spend most of their time on matters related to instructions, student performance and learners' success in and beyond school.
9. They should establish high expectations for behavior and achievement for students, employees and for themselves.
10. Administrators should be role models for teachers and students.

### **School Board and Management**

1. The governance of the Academy is a collaborative responsibility of Board members, school management, parents, staff and community.
2. Governance decisions should be based upon a balance between the academic and human needs, wants and expectations of students.
3. Governance decisions should be made on the basis of the strategic plan of the Academy to achieve the vision and the mission of the school.

## WHO DO I ASK? ACADEMIC QUESTIONS

<i>Question Regarding</i>	<i>Name</i>	<i>Title</i>	<i>Ext.</i>
<i>Tarbiyah/ Arabic/Quran/ Islamic Studies</i>	<i>Dr. Adnan Omran</i>	<i>Dean of Tarbiyah and Islamic Education dr.omran@bhaprep.org</i>	<i>103</i>
<i>Middle School and High School (Includes Curriculum, &amp; Instruction)</i>	<i>Dr. Jihad Matariyeh</i>	<i>Middle School and High School Principal principal@bhaprep.org</i>	<i>111</i>
<i>Elementary Concerns (Includes, Curriculum, IB-PYP Information &amp; Instruction)</i>	<i>Sr. Inssaf Lachtar</i>	<i>ECE Principal eceprincipal@bhaprep.org</i>	<i>301</i>
<i>College Guidance, Promotional Concerns</i>	<i>Sr. Mehnaz Kafray / Sr. Asma Sartaj</i>	<i>College Guidance mehnaz@bhaprep.org Asma.Sartaj@bhaprep.org</i>	<i>102/122</i>
<i>Facilities, Traffic Flow, Lunch Vendor</i>	<i>Br. Arbad Ismail</i>	<i>Facilities Manager facilities@bhaprep.org</i>	<i>168</i>
<i>Finance, Tuition Payments, Lunch Charges, After Care Charges)</i>	<i>Sr. Nadia Hassan</i>	<i>Finance Administrator nhassan@bhaprep.org</i>	<i>112</i>
<i>Events, Field Trips, &amp; Clubs</i>	<i>Sr. Sanaa Azzam Hanin Aldamiri</i>	<i>Events Coordinator <a href="mailto:sazzam@bhaprep.org">sazzam@bhaprep.org</a> <a href="mailto:haldamiri@bhaprep.org">haldamiri@bhaprep.org</a></i>	<i>109/151</i>
<i>Sycamore, Naviance, and Managebac</i>	<i>Heyam Asad</i>	<i>Software Administrator heyam@bhaprep.org</i>	<i>130</i>
<i>Student Affairs/ Discipline Related Matters</i>	<i>Br. Sami Mousa</i>	<i>Student Affairs</i>	
<i>Student Counseling</i>	<i>Zaira Abubaker</i>	<i>Student Behavioral Counselors</i>	<i>104</i>



<i>Admissions, Enrollment, Re-enrollment, Withdrawal, Registrar/Student Records</i>	<i>Rabia Khattak/Parvin Ansari</i>	<i>Admission &amp; Enrollment Office</i>	<i>125/133</i>
<i>Weekly Announcements &amp; Email Communication</i>	<i>Nora Hamed/ Hanin Aldamiri</i>	<i>Public Relations</i>	<i>137</i>
<i>Escalated Concerns/ Sharing of ideas</i>	<i>Dr. Iram Shaikh-Jilani</i>	<i>Head of School</i>	<i>131</i>

**EQUAL EDUCATION OPPORTUNITY**

BHA does not discriminate based on race, color, religion, national origin, or sex in providing education services and activities. Questions or concerns about discrimination of students on any of the bases listed should be directed to the principal.

**ADMISSION AND ENROLLMENT AT BHA**

This information is subject to change for the next academic year. Please check our website after November for the latest information, requirements and priority deadlines for the following academic year Admission and Enrollment.

**Purpose of BHA Admission Process**

Brighter Horizons Academy's admission process and criteria aim at considering each applicant holistically. Our decisions are based on the evaluation of the applicant's values, character, academics, behavior, self-motivation, and citizenship.

**Admission Priority Deadlines**

**Special Note: What are priority deadlines?** Each year we receive many more applications than the number of seats we have available. We therefore encourage families to apply and complete their admission process as early as possible before our sections fill up. Applicants who will meet our priority deadlines will be receiving an admission decision earlier. We will continue to accept applications after these deadlines and accept successful applicants on a rolling basis, with longer delays.

**Admission Checklist: Step-by-Step**

**Step 1: Apply for Admission – Applications open in the first week of November each year for the following academic year.**

Submit your online or paper application and pay a \$50.00 non-refundable fee per application by **January 27, 2020**, priority deadline. Note that applications do not roll over from one year to the next.

*Note:* PK1 applicants must be 3 years old by October 1 of the current year. PK2 applicants must be 4 years old by October 1 of the current year; KG applicants must be 5 years old by October 1 of the current year.. PK-KG students must be fully potty-trained.

*Please contact the Office of Admission before applying for 11<sup>th</sup> or 12<sup>th</sup> grade.*

**Step 2: Submit all required documents**

Provide your child's current school with the School Records Release form available on our website under "Admission". All documents must be submitted to the Office of Admission by **February 24, 2020** (priority deadline).

Documents required: birth certificate, up-to-date immunization records, academic records (at least previous and current year's report card), official transcript (9<sup>th</sup>-12<sup>th</sup> grade applicants), state testing results (at least the previous year's results), and disciplinary/behavioral report.

*Note: Copies must be legible and clear. Pictures of documents will NOT be accepted.*

**Step 3: Take the Admission Test & Interview by the priority deadline**

Upon receiving all documents, the Office of Admission will contact you to schedule your child's admission test. We advise parents/guardians to submit the required documents as early as possible in order to get an early testing date. We have limited seats available on each testing date. Testing dates are set by the Office of Admission. At the time of testing, the \$100 non-refundable onsite testing fee per applicant and the \$1,000 new enrollment fee per family are due.

**Step 4: Review and Decision for Admission**

Admission decisions will be communicated to the parents/guardians by email to those (of) applicants meeting all of the above deadlines and instructions. For applicants who do not meet these deadlines and instructions, admission decisions will be given on a rolling basis.

**Decisions:** Acceptance, Waiting Pool, Non-Acceptance, Provisional Acceptance

Once the Acceptance decision for admission has been sent to the parents/guardians of the child(ren), they have 5 business days from the date of the acceptance email to contact BHA's office of enrollment and notify them of their decision whether to accept the enrollment offer for the child/(ren) at BHA or decline the enrollment offer for the child/(ren) at BHA. If they do not respond within 5 business days of receiving the Admission Decision, they may risk losing their child/(ren)'s seat. If they accept the offer, that means they agree and accept the offer to enroll their child/(ren) at BHA and they will be held accountable for all finances and tuition that are due.

- Once I receive the admission decision by email, if it is an Acceptance Decision for my child/(ren), I have 5 business days from the date of the acceptance email to contact BHA's Office of Enrollment and notify them of my decision whether to accept the enrollment offer of my child/(ren) at BHA or decline the enrollment offer for my child/(ren) at BHA. If I do not respond within 5 business days of receiving the Admission Decision, I may risk losing my child/(ren)'s seat. If I accept the offer, that means that I agree and I accept the offer to enroll my child/(ren) at BHA and I will be held accountable for all finances and tuition that are due.
- If the parents/guardians are to decline the offer and would like a refund for the New Family Enrollment Fee of \$1,000.00, they must submit a written request to BHA's office of enrollment within 5 business days of the admission decision- acceptance email. After the 5th business day, the new family enrollment fee is non-refundable.
- If I am to decline the offer and would like a refund for the New Family Enrollment Fee of \$1,000.00, I must submit a written request to BHA's office of enrollment within 5 business days of the admission decision- acceptance email; after the 5th business day, the new family enrollment fee is non-refundable.
- The New Family Enrollment Fee of \$1,000.00 is a one-time payment as long as they have a child enrolled at BHA. If they were to leave BHA, a \$100.00 Returning Family Fee is due if they return within 2 years of leaving BHA. If they are to return to BHA after 2 years of leaving, the new family enrollment fee of \$1,000.00 will be due again.
- The New Family Enrollment Fee of \$1,000.00 is a one-time payment as long as I have a child enrolled at BHA. If I was to leave BHA a \$100.00 Returning Family Fee is due if I was to return within 2 years of leaving BHA. If I am to return to BHA after 2 year of leaving, the new family enrollment fee of \$1,000.00 will be due again.

#### **Step 5: Upon Admission, Complete the Enrollment Process to Secure your Child's Seat**

- Read the Parent/Student Handbook.
- Print, sign and return the Enrollment Agreement and the Health Information Packet as well as a copy of one parent/guardian's photo I.D to the Office of Admission within 5 business days of the acceptance date.
- For students enrolled in grades 9th-12th, completed TAPPS forms must be submitted in order to be eligible to participate in the BHA Athletics Program.
- Submit your payment for the first tuition installment (non-refundable) within 5 business days of acceptance..
- Submit your child's 2018-2019 final academic records by August of the year.
- 

### **Admission Information and Requirements**

#### **Application:**

- By putting in and signing on an application for admission at Brighter Horizons Academy, parents/guardians agree to abide by Brighter Horizons Academy's policies as laid out in the "Instructions for Admission and Enrollment" and in the "Parent/Student Handbook". These documents can be made available in hard copies upon request.
- Parents/guardians are highly encouraged to apply and complete the entire admission process as early as possible. Applicants who do not meet our priority deadlines might experience long delays in their admission process, especially in the summer. Once the Office of Admission receives the completed application form (including the Parent Questionnaire) and fee, the applicant will be in our system and parents/guardians will start receiving important communications, including reminders for upcoming deadlines. Parents/guardians are expected to respond to our communications within 5 business days, otherwise the application will be considered inactive. Applications will be withdrawn after 10 business days of inactivity unless a notification and legitimate reason for such inactivity is communicated to the Office of Admission. This rule also applies to the Waiting Pool. The Office of Admission will primarily communicate by email.
- During the admission and enrollment process, the Office of Admission may contact the applicant's current and/or previous school(s) for any records needed. Parental permission is no longer required when records are requested by authorized school personnel (FERPA Final Rule on Education Records, Federal Register, June 17, 1976, VOL/ 41 NO. 118, Page 24673).
- Brighter Horizons Academy does not maintain a waiting list for applications. Putting in an application does not guarantee admission and/or enrollment at BHA. The admission process must be complete before an admission decision can be given to the family.
- Students requiring special educational programs or services (such as: 504 plan, ESL/ELL classes, Special Needs) and who have not met the exit criteria for their program/service cannot be considered for admission at Brighter Horizons Academy as we do not have the necessary resources to care for them at this time. Please consult with your child's current school and consider their recommendations before applying to Brighter Horizons Academy.
- Students charged by any law enforcement agency for misdemeanor offenses or otherwise cannot be considered for admission at Brighter Horizons Academy.
- Applications do not carry over to the following school year.

#### **Required Documents:**

- It can take up to three business days to process an application or required materials. It is the parents/guardians' responsibility to ensure that all required documents have been submitted. Delays might occur if documents are submitted after the priority deadline and especially during the summer. Parents/guardians are expected to request documents from their child's previous/current school by using the School Records Release provided by the Office of Admission and to follow up with their child's current school on that matter. Brighter Horizons Academy will not be responsible if documents are not submitted on time by the parents/guardians or by the previous/current school.
- The Office of Admission will send regular notifications on missing documents prior to February and will also notify parents/guardians about a week after the required documents deadline if documents are still missing.
- All 9<sup>th</sup>-12<sup>th</sup> grade applicants must submit an official transcript and will have their credits reviewed by the College Guidance Department to ensure that the applicant will be able to meet Brighter Horizons Academy's graduation requirements and graduate on time. The College Guidance Department will evaluate at this time if any credit recovery will be needed. If accepted at Brighter Horizons Academy, any missing or insufficient credits will be made up for by the student at the family's financial responsibility through accredited, approved options.
- For 11<sup>th</sup> and 12<sup>th</sup> grade applications: we highly encourage applicants to familiarize themselves with the specificities of each track we offer in order to apply for the most suitable one. Applicants and their families should contact the Office of Admission for more information if necessary. Once all documents have been submitted, the College Guidance Department will evaluate if the applicant can be considered for the track applied for, and advise otherwise when necessary.
- If additional documents are deemed necessary to assess your child for admission purposes, delays might be experienced in the admission process and/or decision until such documents can be collected.
- If documents that are requested by the Office of admission are not submitted in a timely manner, long delays might be experienced in the admission process and/or decision until such documents can be collected.
- If some required documents are not available, parents/guardians must inform the Office of Admission which will consult with the Leadership Team to waive the necessity for such documents. Parents/guardians might be requested to provide other documents in their place.

**Testing:**

- Applicants who have submitted **all** of their required documents will receive instructions regarding their admission test and interview. Testing and interview cannot be scheduled until all documents have been received. If a grade level is full, applicants will still receive testing and interview instructions. Applicants whose grade level is full are highly encouraged to proceed with testing and interview in order for them to finish the admission process and be placed on the Waiting Pool if they meet all of our admission requirements. See details about the Waiting Pool under "Admission Decisions".
- The New Family enrollment fee of a \$1000.00 (in addition to the testing fees where applicable) must be paid before a test/interview can be conducted whether in person or via Skype. Failure to pay the required fee will result in cancellation/postponement of the test/interview.
- Please refer to the table below regarding the format, location and fees associated with testing and interview.

Grade applied for	Family's residence	Test format	Test location	Interview location	Fees
PK1-KG	DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)	BHA	BHA	\$100 non-refundable
	Non-DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)	Skype	Skype	\$100 non-refundable
1st grade	DFW family	MAP Math and Reading with audio Maximum 3 hours	BHA	BHA	\$100 non-refundable

	Non-DFW family	STAR Early Literacy and Math	Sylvan Learning Center of your choice	Skype	Check with center
<b>2nd grade</b>	DFW family	MAP Math and Reading Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading	Sylvan Learning Center of your choice	Skype	Check with center
<b>3rd-10th grade</b>	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading Sylvan writing prompt	Sylvan Learning Center of your choice	Skype	Check with center
<b>11th-12th grade (AP or Dual Credit track)</b>	DFW family	TSI BHA writing prompt (at the time of the interview)	Richland Community College	BHA	N/A
	Non-DFW family	TSI or ACT/SAT BHA writing prompt (by email)	Participating college/university (Texas) or international test center	Skype	N/A
<b>11th-12th grade (On-track)</b>	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading Sylvan writing prompt	Sylvan Learning Center of your choice	Skype	Check with center

DFW = Dallas/Fort Worth metroplex

MAP = Measure of Academic Progress (standardized test)

STAR = computer-adaptive assessment conducted at Sylvan Learning Centers. STAR is a Renaissance product

TSI = Texas Success Initiative

- Dates and times for onsite testing/interviews and Skype testing/interviews are set by the Office of Admission, which strives to accommodate families whenever possible. Offsite testing has to be arranged by the family/applicant

directly with the respective test location. Brighter Horizons Academy will not be held responsible if testing cannot be arranged on the date and time requested by the family, whether onsite or offsite, and our deadlines will still apply.

- It is the applicant's and their parents/guardians' responsibility to appear on time at their scheduled testing and/or interview and to inform the Office of Admission prior to the scheduled testing and/or interview time if they need to reschedule. If an applicant is late for testing and/or interview, the Office of Admission reserves the right to reschedule the applicant at a later date. If an applicant is a "no-show" (i.e. the applicant does not appear for a scheduled testing and/or interview and no communication has been made with the Office of Admission prior to testing or shortly thereafter in emergency situations) at two consecutive scheduled dates for testing and/or interview, the application will be withdrawn.
- If the applicant has taken MAP (Measure for Academic Progress) Growth testing within the school year applied for at their school, please provide their results. If satisfactory, they will not need to go through testing (whether at Brighter Horizons Academy or offsite) and will be invited for the admission essay and interview only.
- 11<sup>th</sup> and 12<sup>th</sup> grade applicants only: if the applicant has already taken the TSI or the SAT or ACT, please provide their results. If satisfactory, they will not need to go through testing (whether at Brighter Horizons Academy or offsite) and will be invited for the admission essay and interview only.
- All applicants coming to Brighter Horizons Academy for testing and/or interview are expected to follow Islamic etiquette both in clothing and conduct. Girls applying for 5<sup>th</sup> grade and up need to wear a headscarf.
- PK-5<sup>th</sup> grade applicants: for safety reasons, parents/guardians will be required to stay at Brighter Horizons Academy throughout the duration of the test and interview.

#### Admission Decisions:

- For those applicants who meet all of our deadlines and instructions, an admission decision will be communicated via email. If you believe that you have met all deadlines and did not receive an admission decision by March, you can contact the Office of Admission regarding the status of your child's admission.
- For applicants who did not meet these deadlines and instructions, admission decisions will be given on a rolling basis after March. Note that delays might occur especially during the summer.
- All admission decisions will be communicated by the Office of Admission by email only. Admission decisions given over the phone or in person, or by other entities or persons should not be considered final.
- Admission decisions:
  - Acceptance - The applicant has met all of BHA admission criteria and is offered a seat for the current academic year.
  - Waiting Pool - The applicant has met all of BHA admission criteria, however, the grade level is full and the applicant has been placed on the Waiting Pool.
  - Non-Acceptance - The applicant has not met all of BHA admission criteria and cannot be offered a seat for current academic year.
  - Provisional Acceptance - The applicant has met all of the BHA admission criteria but is missing a complete Immunization record or a document that will be submitted before the beginning of the academic school year they are being accepted for. Failure to submit requested documentation automatically rescinds the offer and voids the Enrollment Agreement.

Please note that acceptance at Brighter Horizons Academy is never guaranteed.

- Our admission decisions are based on the documents and information submitted by the parents/guardians and the applicant's previous/current school(s), the admission test results, the interview, any previous records of the applicant at Brighter Horizons Academy, and the behavior observed throughout the admission process.

#### Waiting Pool:(List)

- Applicants placed on the Waiting Pool will receive a notification with their rank. The Waiting Pool works on a first-come, first-served basis (with priority given to staff children first and siblings of current families second). Once a seat opens in the grade level, parents/guardians will be notified by email and they will need to accept or decline the acceptance offer within 24 hours of the email. If they accept the offer, they will receive an official Letter of Acceptance by email with further instructions on the Enrollment process. If they decline the offer, the application will be withdrawn. If they do not respond on time, the Office of Admission will offer the seat to the next applicant on the Waiting Pool and the non-responder will take the next rank on the Waiting Pool.
- Parents/guardians are highly encouraged to find an alternative option for their child's education if they are placed on the Waiting Pool.
- Please note that a few seats generally open within the first week of the school year due to non-relocations and no-shows.
- The Waiting Pool does not carry over to the following school year.

#### Enrollment:

- Upon acceptance, parents/guardians must complete the Enrollment process in order to secure their child's seat in the school. Brighter Horizons Academy reserves the right to offer the seat to another applicant if the Enrollment process is not completed in its entirety in a timely manner.
- The Enrollment process is as follows:
  - Read the Parent/Student Handbook (which should have already been read at the time of the application)
  - Complete and return the Enrollment Packet (Enrollment Agreement and Health Information Packet) which accompanies the Acceptance email and submit a copy of one parent's photo ID within 5 business days.
  - Submit your payment for the first tuition installment **by May 6th, 2019** (or within 5 business days of the acceptance).
  - Submit your child's final report card, official transcript (for 9<sup>th</sup>-12<sup>th</sup> grade applicants) and State testing results **by August 1, 2019** (only applies to applicants who were not able to provide final records before the admission decision)
- Parents/guardians will receive a notification of enrollment once they have completed their enrollment process.
- For parents/guardians who decide to withdraw a student during the school year or during the summer, a **30-day written notice is required**. If 30-day notice is not given **in writing**, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
- Parents/guardians who do not wish to accept the seat offered to their child and proceed with enrollment are requested to inform the Office of Admission as soon as possible.
- Please note: students may not start school until up-to-date immunization records are on file.
- All new students will be on an academic probation for the first 9 weeks of attendance. During this time, new students are expected to progress along with their classmates in order to continue their enrollment with BHA. In case the counselor, teacher, or administrator has recommended the child to be tested by an Independent School District (ISD) and/or a physician for any academic, social, emotional, or behavioral concerns, the parents must initiate the process within 2 weeks of being notified. Failure to follow this policy may result in removal from the Academy.

#### Finance:

- Any previous outstanding balance on the family account must be fulfilled before an admission decision can be given.
  - The \$50 non-refundable application fee is due when submitting the application form. Applications cannot be processed if the fee has not been paid.
  - The \$100 non-refundable testing fee is due at the time of testing, before the applicant is taken to the testing room. For applicants scheduled for Skype testing, the testing fee must be paid before the scheduled time of the Skype testing. Applicants who test offsite will need to pay the testing center directly.
  - The \$1,000 new family enrollment fee is due at the time of testing, before the applicant is taken to the testing room. If the grade level applied for is full at the time of testing, the new family enrollment fee will not be collected until a seat opens in that grade level, unless the family is bringing in for testing other children whose grade levels are not full.
  - The new family enrollment fee is a commitment fee that is due for all new families at Brighter Horizons Academy. If the family is returning to Brighter Horizons Academy within two school years, a returning family enrollment fee of \$100 will be due instead. There is no enrollment fee for current families. All enrollment fees are non-refundable, except for:
    - Decisions of Non-Acceptance (provided that no sibling is or will be attending Brighter Horizons Academy for the time being), in which case a formal refund request must be placed in writing to the Office of Admission within 10 business days of the date of the Non-Acceptance email
    - Inability to relocate in the Dallas/Fort Worth metroplex (only applies to families who reside outside of the Dallas/Fort Worth metroplex at the time of the application), in which case a formal refund request must be placed in writing to the Office of Admission by the first day of planned attendance (as indicated on the Enrollment Agreement).
- Refunds are not automatic.
- For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a **30-day written notice is required**. If a 30-day notice is not given **in writing**, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
  - All admission fees must be paid before an admission decision can be given.
  - When an application has been withdrawn, whether voluntarily by the parents/guardians or involuntarily due to any of the reasons mentioned above, the parents/guardians will be required to pay the \$50 application fee if they wish to resume their admission process.
  - Forms of payment accepted: Chase Quick Pay, Zelle, cash, checks, cashier checkers, money orders, online payment (+3% service fee), and debit/credit cards (+3% service fee). A \$25 fee will be charged if a check is returned for

non-sufficient funds, blocked account or closed account. If a check is returned twice, the family will be required to pay only with one of our other options thereafter.

### Transfer Policy

Students who apply for the school year in session are considered transferring students and fall under the same admission requirements outlined above. The documents required for admission of transfer students will be as follows: birth certificate, up-to-date immunization records, academic records (at least the previous two years' and current year's report card), official transcript from an accredited school (9<sup>th</sup>-12<sup>th</sup> grade applicants), state testing results (at least previous two years' results), and disciplinary/behavioral report.

For any questions related to Admissions, please contact the Office of Admission by phone at 972-675-2062 ext. #125 or by email at [admission@bhaprep.org](mailto:admission@bhaprep.org).

### Promotion / Retention

Promotion to the next grade will be conditioned upon the following:

- A passing grade in major subjects (Math, English, Science, Social Studies, Qur'an, Islamic Studies, and Arabic) as indicated on the final report card. (Other High School courses must be successfully completed to meet graduation requirements).
- Failure in two or more major subjects (Math, English, Science, Social Studies, Qur'an, Islamic Studies, and Arabic) will be grounds for retention.
- Failure in two or more major subjects must be recovered in the summer through an approved institution by College Guidance.
- Failure of any **one** subject for two consecutive years will be grounds for retention in the current grade level
- **Failure of any one STAAR subject for 2 consecutive years will be grounds for retention and further 3rd party evaluation is required.**
- **Students will be required to complete summer work based on grade level MAP performance.**
- Attendance of at least 90% of days that school is in session (per Attendance Policy).
- Any outstanding recovery credits prior to the next academic school year will result in retention or will be deemed non eligible for enrollment.
- Students can not be admitted into the next grade level if they have more than 2 credits other than Arabic, Quran and Islamic Studies outstanding.

### Curriculum

Brighter Horizons Academy strives for excellence in education within an Islamic environment. The daily schedule is designed to enhance all aspects of the Muslim being, including spiritual, intellectual, physical and social aspects. The Islamic Studies and Arabic curriculums are being integrated throughout the school to achieve this goal. The Academy has adopted the Texas Essential Knowledge and Skills (TEKS) published by the Texas Education Agency. The Academy's curriculum is supported by many indoor and outdoor activities such as hands-on activities, field trips and speakers. Islamic manners and ethics are integrated throughout the school day and in activities. Each student is expected to progress through the year learning and maturing physically, academically and spiritually.

#### Pre-School (Pre-K 1)

BHA considers the admission of children who will be three years old by October 1<sup>st</sup> of the academic year applied for. Acting upon the natural curiosity of this age group, the teacher guides your child through many discoveries about his/her world. Vocabulary is increased as they listen to stories, discuss feelings in circle time or engage in play with fellow classmates. Fine motor skills are developed with cutting and pasting, block building and clay play. Letters and numbers in both Arabic and English, become more important to the child as they learn the functions of each. Islamic ethics, Qur'an memorization, Sunnah, Dua'a and Arabic are a part of the daily curriculum.

#### Pre-Kindergarten (Pre-K 2)



BHA considers the admission of children who will be four years old by October 1<sup>st</sup> of the academic year applied for. This program provides a strong educational foundation for the child who will be in kindergarten the following school year. The curriculum includes development of pre-reading and pre-math in both Arabic and English, and social skills as well as physical development in both large and fine motor skills. Learning materials are age appropriate and exciting to master. Islamic ethics, Qur'an memorization, Sunnah, Dua'a and Arabic are a part of the daily curriculum.

### **Kindergarten**

BHA considers the admission of children who will be five years old by October 1<sup>st</sup> of the academic year applied for. The school accommodates individual learning needs by utilizing different teaching methods. Our kindergarten program is much more than just a preparation for the first grade in school. It includes many extra-curricular activities such as field trips, games, creative dramatics and more. Our reading program is conducted in Arabic and English and phonetic in nature. Our math is presented systematically. Computer skills are introduced at a basic level of understanding for the students. Occasionally, homework will be assigned to kindergarten students to teach them responsibility. Islamic ethics, Qu'ran memorization, Sunnah, Dua'a and Arabic are a part of the daily curriculum.

REST PERIOD – THERE WILL BE A QUIET TIME EACH AFTERNOON FOR ALL STUDENTS IN PRE-SCHOOL, PRE-KINDERGARTEN AND KINDERGARTEN. DEPENDING ON THEIR AGE, STUDENTS ARE EXPECTED TO REST QUIETLY OR ENGAGE IN QUIET ACTIVITIES, GIVING THOSE WHO NEED TO SLEEP AN OPPORTUNITY TO DO SO. IN ORDER FOR A CHILD'S REST TIME TO BE AS PLEASANT AS POSSIBLE, A SMALL BLANKET AND A SLEEPING MAT MUST BE PROVIDED BY THE PARENT.

### **Elementary School**

The school's daily program starts at 8:00 a.m. (7:45 and starts with the Morning Assembly) and finishes at 2:45 p.m. and is divided into ten (9 - IL) periods. The program includes English, Science, Mathematics, Social Studies, Health, Media Literacy (Grade (1) 3-5), Technology (6-8), Arabic language, Islamic Studies and Qu'ran, Performing Arts (Drama Grade 3-5) and Physical Education. It also includes Lunch and Prayer time. BHA is (an IB-PYP (Primary Years Program) Candidate School) striving to be an IB PYP school and teaches transdisciplinary themes with Texas State Standards (TEKS)

### **Middle School**

The school's daily program starts at 7:45am with the morning assembly, classes start at 8am and finishes at 2:59. The Middle School currently employs a 4x4 schedule with 4- 85 min classes a day. Core subjects include, English, Mathematics, Social Studies, Science, Arabic, Quran, Islamic Studies, Technology, Physical Education, Lunch, Recess and Prayer times. BHA is striving to provide the Middle Years Program affiliated with the International Baccalaureate.

### **High School Profile**

Brighter Horizons Academy (BHA) is a college preparatory institution that provides comprehensive junior and senior high school programs enabling our students to achieve the highest standard of academics, morals, and ethics. First established in 1989 by a group of concerned parents drawn from the professional strata of Dallas' Islamic community known as the Islamic Services Foundation (ISF), the Academy is a non-profit, non-sectarian community-based educational institution which is accredited through AdvancEd [www.advanc-ed.org](http://www.advanc-ed.org), and recognized by the State of Texas through the Texas Private School Accreditation Commission ([www.tepsac.org](http://www.tepsac.org)).

### **THE HIGH SCHOOL CURRICULUM**

The Academy adheres to the implementation of the Texas Essential Knowledge and Skills (TEKS) curriculum guidelines ([www.tea.state.tx.us/](http://www.tea.state.tx.us/)) through the use of state approved textbooks and a qualified professional staff. In addition, the required amount of Arabic and Islamic Studies courses must be completed prior to graduation. To fulfill all graduation requirements, students must earn the necessary credits and passing grades as prescribed by BHA graduations plans below.

### **HIGH SCHOOL GRADUATION REQUIREMENTS (Class of 2019 and beyond)**

BHA's Graduation Program is the Texas Distinguished program with a higher rigor of standards. Given our logistical limitations as a non-profit organization, students may have to acquire some of their graduation credits from accredited institutions outside of BHA (TTUISD or any local ISDs) as needed.

- **Failure & Retakes of more than two graduation requirements throughout 9<sup>th</sup> – 12<sup>th</sup> grade, immediately removes a student from the Distinguished Achievement Program**

- Students cannot rank as Valedictorian or Salutatorian if more than one course is failed throughout their 9<sup>th</sup> – 12<sup>th</sup> grade years

**BHA High School Diploma**

In order to receive the BHA High School Diploma, students must pass all required high school classes with a 70% or above. The diploma will be mailed to students in the summer immediately following graduation. In the event that a student has more than 2 classes outstanding (more than 1 credit) by graduation day, they will not be able to participate in the graduation ceremony, nor will they receive a diploma until the required credits are completed. It is up to the student to make up outstanding courses and his/her responsibility to provide official transcripts to the College Guidance Department upon completion of the courses. It may take up to three weeks to verify information, finalize the transcript, and process the diploma.

**Diploma Endorsements:**

Students who meet the below criteria will earn the endorsement on their diploma and final transcript

**1. DUAL CREDIT**

- Receive credit for all high school classes in grades 9-12
- Receive credit for all dual credit courses required

**2. AP**

- Receive credit for all high school classes in grades 9-12
- Receive credit for all AP and dual credit courses required
- Take a minimum of 2 AP courses in 11<sup>th</sup> grade and 2 AP courses in 12<sup>th</sup> grade

**3. DISTINGUISHED**

- Earn an overall numeric average of 93 in grades 9-12
- Earn 20 volunteer hours per year (9<sup>th</sup>-12<sup>th</sup> grade)
- No Cs or below are earned in Dual Credit and/or AP classes
- Minimum score of 1100 on SAT or 21 on ACT

**4. DCCCD CORE COMPLETION**

- Complete the criteria required for DCCCD Core Completion

Please note: Extra Core Curriculum courses will not be calculated in GPA or Numeric Average and will not be counted toward rank. Students are responsible for payment of extra core classes.

**5. DCCCD ASSOCIATES DEGREE COMPLETION:**

- Complete the criteria required for DCCCD Associates Degree completion

Please note: Extra Associates Degree courses will not be calculated in GPA or Numeric Average and will not be counted toward rank. Students are responsible for payment of extra Associates Degree classes and will take the classes no later than the summer before the senior year.

**\*\*\*\*DISCLAIMER\*\*\*\***

**All high school graduation program requirements, criteria for acceptance, and all high school policies are subject to change as deemed necessary by the administration. Parents will be notified of changes.**

**FINAL TRANSCRIPTS**

It is the responsibility of the student to request that a final transcript be mailed and to which university it should be sent to. Students with outstanding balances will have their transcript withheld until the remaining balance is paid in full to the finance department. Final transcripts may be also be withheld in the case of extreme discipline cases and/or for not meeting the criteria set forth by the College Guidance Department. Students should contact their College Guidance Department for transcripts. Please allow up to 48 business hours to respond to the request.

**HIGH SCHOOL GPA SCALE**

In order to receive credit for a class, a student must pass with a minimum of 70%. Credit is awarded on a semester basis. The final numeric average is weighted as follows:

	<b>4.0</b>	<b>4.5</b>	<b>4.7</b>	<b>5.0</b>
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Numeric Average of Semester Grade	Regular & Arabic 1-2	Honors & Arabic 3-4	Dual Credit* & Arabic 5	Advanced Placement (AP) & Arabic 6
97 & above	4.0	4.5	4.7 *Recorded as 100%	5.0
93-96	3.8	4.3		4.8
90-92	3.6	4.1		4.6
87-89	3.4	3.9	4.1 *Recorded as 89%	4.4
83-86	3.2	3.7		4.2
80-82	3.0	3.5		4.0
77-79	2.8	3.3	3.5 *Recorded as 79%	3.8
71-76	2.6	3.1		3.6
70	2.4	2.9		3.4
Below 70	0	0	0	0

\*Dual Credit course final grades are reported from Richland College as an A, B, C, D, or F. Official numeric final grades are not provided. The correlations shown above are used to input grades into the BHA transcript

### HIGH SCHOOL ACADEMIC PROGRAMS

All 9<sup>th</sup> and 10<sup>th</sup> grade classes are similar for every student, except in the case of Math. For Math, qualifying students may take Algebra I in 8<sup>th</sup> grade and then Geometry and Algebra 2 in 9<sup>th</sup> and 10<sup>th</sup> grade respectively. All other students will take Algebra I, Geometry, and Algebra II in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade respectively. Near the end of 10<sup>th</sup> grade, students will attend the Three Track Program Orientation in which a preliminary evaluation is given based on a student's numeric average and demerit points. Students will then register for one of the qualifying tracks before the school year ends. Dual Credit and/or AP students may be registered for summer classes if required.

**Booster Classes:** Classes taken to boost a student into a higher level are called booster classes. Students who take Algebra 1 in 9th grade may take Geometry (both semesters) in the summer and jump to Algebra 2 in 10th grade. The Geometry class must be both semesters and should be taken at an accredited institution and completed before the first day of school. Geometry Credit Recovery classes will not be accepted. Booster classes do not count toward the GPA and cannot be counted for a Math Class meant to be taken during the school year.

The Math courses recorded on the transcript will be the classes taken in each grade and the remaining will be noted in the Notes section. The following Math classes are required in the state of Texas: Algebra I, Geometry, Algebra 2. For the fourth Math credit, the student can choose which class to take depending on the track of choice and classes offered at BHA. However, not all of these will be recorded on the transcript. Students who take Algebra I in 8th grade will meet the requirement but not have that class factored into the GPA or count as one of the 4 Math classes required in high school.

**Please note: A final evaluation will occur at the end of 10<sup>th</sup> grade, once all grades are in. If after final grades are finalized and a student does not meet the criteria for their registered track, they will automatically be removed from their courses and track and placed into their qualifying track.**

### ON-TRACK COURSES

The on-track courses offered to BHA students are taken on BHA Campus and virtually through TTUISD or Keystone School Online. Some courses are mandated and some are electives that students get to choose to take. Since TTUISD/Keystone classes are online, students should have access to the internet and a working computer or laptop with the necessary programs required to complete the coursework. Students are responsible for communicating with their teachers and for submitting assignments successfully and passing the classes. If a student fails a class, they will be required to pay the tuition for a replacement class and/or retake. All courses successfully completed with a C or higher equals .5 credit and will be used under the Regular scale unless it explicitly states the class is Honors or Advanced. Courses will be taken during their designated semesters. The following criteria must be met before entering the On-Track Program:

- **Rising juniors:** Successful completion of all 9<sup>th</sup> and 10<sup>th</sup> grade credits
- **Rising seniors:** Successful completion of all 9<sup>th</sup>-11<sup>th</sup> grade credits with a maximum of 2 outstanding credits
- Maximum 49 demerit points in 10<sup>th</sup> grade

Students are responsible for communicating with their professors regarding all matters that concern the class and are expected to follow the guidelines highlighted in their class syllabi and policies set forth by TTUISD or Keystone. Students are also responsible for their attendance and for completing all assignments by their due dates and keeping track of assignments and deadlines. Any and all grade discrepancies need to be discussed with the professor before grades are finalized. It is the students responsibility to transfer their final grades to BHA's Academic and College Guidance Counselor.

### DUAL CREDIT COURSES

The dual credit courses offered to BHA students are taken both on BHA Campus and at Richland College in Dallas, Texas.

Each fall and spring semester, students are allowed to take a maximum of three - four dual credit courses, as prescribed by the graduation requirements. Most classes will be in person but because some may be online, students should have access to the internet and should check their email regularly for communication from either the College Guidance Office or their dual credit professors. All dual credit courses successfully completed with a C or higher equals .5 credit.

Courses will be taken during their designated semesters unless otherwise authorized by the Administration and College Guidance Counselor. The following criteria must be met before entering the Dual Credit Track:

- Successful completion of all 9<sup>th</sup> and 10<sup>th</sup> grade credits (NO outstanding credits)
- Maximum 15 demerit points in 10<sup>th</sup> grade
  - 0-15 demerit points = meets criteria
  - 16-20 demerit points = Probationary Dual Credit\*
  - 21 demerit points and above = not eligible for Dual Credit
- Minimum 90% numeric average in 10<sup>th</sup> grade
- Passing score on TSI
  - Pass by April 1st= eligible to take summer courses
  - Pass by July 15th- eligible to take Fall courses (pending spots)
  - Pass by Dec. 1st- eligible to take Spring courses
- Outstanding credits, if any, must be recovered prior to being accepted into the Dual Credit program.
- Transfer students can not exceed 2 classes of recovery prior to admission.

**\*Probationary Dual Credit:** Students who meet the above criteria but have between 16-20 Demerit Points, qualify for Probationary Dual Credit for a full semester. In this case, the student will be in the dual credit section and take all classes except for 1, which is determined by the Academic Counselor and Administration. This one class will be taken at the high school level and the student will receive the credit for it according to the grade earned. The student may take the class at the college level on their own time but it will not be granted as a dual credit course and will not be recorded on the transcript. The student will register separately (not under their dual credit account) and be responsible for all payments, etc. At the end of the semester, probationary dual credit students will be evaluated for either completely joining dual credit, staying on probationary status, or transferring to the On Track.

Students are completely responsible for their success in the class. They should communicate with their professors regarding all matters that concern the class and are expected to follow the guidelines highlighted in their class syllabi. Students are also responsible for completing all assignments by the posted due dates and keeping track of assignments and deadlines. Any and all grade discrepancies need to be discussed with the professor **before grades are finalized**. The following are procedures on how to enroll for a class:

- All communication with the Richland advisors must go through the BHA College Guidance Counselor
- Students and parents may not reach out to the Richland dual credit advisors except in the case of an emergency while on Richland campus.

- All Enrollment Request Forms must be submitted to the BHA College Guidance Counselor. Once Enrollment Request Forms are submitted, there will be no changes to the schedule. In case of emergencies, students may submit an Emergency Enrollment Change Request and the administration and/or counselor will determine whether the class can be changed or not.
- The student will submit the Enrollment Request Form to the BHA College Guidance Counselor. The counselor will approve or reject the classes and then send the request form to Richland College, where the advisors register the students for their classes.
- Enrollment Request Forms are **not** a guarantee of classes. Students will be placed in open classes and if a requested class is full, the Richland Advisor will place them into another section with the same dynamics (online versus in person, semester, etc).
- Students may not request a professor change or change their classes once they have been registered.
- Once Richland College is open for enrollment, Enrollment Request Forms will be submitted to Richland College based on a first come first serve.

The drop and withdrawal guidelines are as follows:

- An A,B, or C in a class is better than dropping the class
- Dropping a class is better than a grade of a D or F
- Students have a short window in the beginning of each term to drop a class without penalty or even mention of dropping the class on their college transcript. These dates are listed on the syllabus.
- If a student is failing a class, they must drop the class before the Richland Drop Date as noted on the DCCCD calendar and class syllabus. Dropped classes will show permanently as a “W” on the college transcript and temporarily as a “W” on the high school transcript until retaken for a passing grade. After the DCCCD drop date has passed, classes may not be dropped and students will receive the grade they have earned
- Students must initiate the drop and should fill out the Drop Request Form and submit it to the College Guidance Counselor at least 72 hours before the DCCCD posted drop date. Failure to follow the BHA drop date deadline will result in the student remaining in the class. The 72 hours does not count the weekend.
- **Seniors: Any drops of dual credit courses in the Spring Semester means the student cannot retake the class through another dual credit course. They will take the course at the high school level instead, either through a course offered at BHA or through or any other accredited online institution offering the course as a high school credit. A student has the choice to take it through a third party ONLY if the class is not offered at BHA or doesn't fit in with their current schedule. Students are responsible for the payment of the class.**
- **Once students go passed the graduation date of their class, they are no longer considered a BHA student and cannot be registered for dual credit classes, nor do they qualify for taking classes that are financially covered by BHA. At that point, students are responsible for their own enrollment and payments.**

Students are expected to share their econnect and ecampus login information with the College Guidance Counselor. There is no additional tuition required for dual credit courses but if a student fails a course, they are responsible for paying Richland College for future attempts of the same course. Richland College has a \$150 fine for classes taken more than two times. Students will make their payment through the econnect account. Some professors may require books and others may not require them. It is up to the student to communicate with each professor regarding their textbook policy and the student's responsibility to purchase the necessary supplies.

Any student who has less than a 2.0 GPA on their Richland College transcript will be placed on academic probation by DCCCD. They will only be allowed to take the classes they have failed previously and no new classes. Once the probation is lifted, the student can take new classes. Students on probation will be put on a highly restricted schedule.

### ADVANCED PLACEMENT COURSES

The AP courses offered to BHA students are approved by the College Board and are taught by AP trained teachers on BHA campus. Students in the AP Track may receive college credit only after passing the AP Examinations and receiving the score needed per their university. Students are responsible for AP Fees and for attending AP tutoring sessions and mock exams. The following criteria must be met before entering the AP Track:

- Successful completion of all 9<sup>th</sup> and 10<sup>th</sup> grade credits
- Maximum 15 demerit points in 10<sup>th</sup> grade
- **Minimum 90% numeric average in 10<sup>th</sup> grade**
- Passing score on TSI
- Outstanding credits, if any, must be recovered prior to being accepted into the AP program.

**AP Calculus criteria:**

- Successful completion of Precalculus (can be dual credit or high school)

AP Exams will be administered in May of each school year on the exact day and time published on the College Board website. Students should make sure to mark their calendar and attend the exam on its administration date. Failure to show up on examination day will result in cancellation of the test without reimbursement. The College Board charges a fee for each exam. Students are required to pay the nonrefundable fee by the due date announced by the College Guidance Department or they may not take the exam.

**Only AP students who register to take the College Board AP Exam will receive +10 points added to their semester grades for the respective class.**

**AP Rules and Expectations:**

1. Students should complete the AP summer assignments prior to the beginning of the school year.
2. Students are expected to attend the mock examination(s) and any tutoring sessions that are requested by the AP instructor.
3. AP class expectations will mirror college class expectations in that students are responsible for communicating with the teachers regarding all matters related to the class. The primary method of communication will not be between the teacher and parents though a teacher may send updates to parents from time to time if they deem necessary.
4. Similar to a college class, students should check Sycamore daily for class updates, grades, and class standing. It is the student's responsibility to communicate with the teacher and arrange for makeups (if allowed). Teachers are not responsible for communicating failed and/or missing assignments with students and parents.
5. Students should abide by the policies set forth on the class syllabi and are held accountable for them.
6. Grading policy: AP students must abide by the policies highlighted on the class syllabi, not the general high school grading policy.
7. For late assignments, students will have 3 school days to submit the late assignments with penalty. Saturday and Sunday collectively count as 1 school day. Assignments submitted 1 day late will be penalized by 10 points. Assignments submitted 2 or 3 days late will be penalized by 30 points. Assignments submitted after three days will not be accepted and a 0 will be recorded in the grade book.
8. **Students must take the AP exam in order to receive the weighted 10 points in Semester 1 & 2.**

**TRACK MAINTENANCE**

In order to remain in a track, students must meet the following criteria. Failure to do so will result in automatic removal from the track.

**1. On Track maintenance requirements**

- Passing grades per semester
- Maximum 49 demerit points

**2. Dual Credit Track maintenance requirements**

At the end of Semester 1:

1. Passing grades in all classes
2. Maximum 15 demerit points

At the end of Semester 2:

1. Passing grades (earned a C or above in all classes)
2. Maximum 15 demerit points

**3. AP Track maintenance requirements**

At the end of Semester 1:

3. Passing grades (earned a C or above in all classes)

4. Maximum 15 demerit points

3. Passing grades in all classes

At the end of Semester 2:

4. Maximum 15 demerit points

**PLEASE NOTE THE FOLLOWING:**

- Any student who fails ENGL 1301 in semester 1 will automatically be placed in High School English III for the second semester. They may not take ENGL 1302 in the Spring Semester.
- Students may switch between tracks at the end of the semester depending on their performance and if they qualify for the track. On Track students moving to the dual credit track in 11th grade will be required to take High School English throughout the year and may not take dual credit english in semester 2, even if they qualify for Dual Credit.
- Students will be assessed every semester for track eligibility
- College Guidance and Administration reserves the right to drop students from Dual Credit courses for any reason

Subject	On Track	Dual Credit	AP
<b>English 4 credits</b>	English 1		
	English 2		
	English 3	ENGL 1301 & 1302	AP English Language and Composition
	English 4	ENGL 2311 & Lit course	AP English Literature and Composition
<b>Math 4 credits</b>	Algebra 1		
	Geometry		
	Algebra 2		
	Precalculus or higher		
<b>Science 4 credits</b>	Biology		
	Chemistry		
	Physics		
	Environmental Science	2 college science classes of choice	2 college science classes of choice
<b>Social Studies 4 credits</b>	World Geography		
	World History		
	US History	HIST 1301 & HIST 1302	AP US History
	Government & Economics via TTUISD	GOVT 2305 & GOVT 2306	AP Government
<b>Arabic 4 credits</b>	Arabic 1		

	Arabic 2		
	Arabic 3		
	Arabic 4		
<b>Physical Education 1 credit</b>	Physical Education		
<b>Fine Arts .5 credit</b>	Fine Arts of choice via TTUISD	HUMA 1315	HUMA 1315
<b>Speech .5 credit</b>	Speech via TTUISD	SPCH 1311 or SPCH 1315	SPCH 1311 or SPCH 1315
<b>Computer .5 credit</b>	Computer via TTUISD	COSC 1301	COSC 1301
<b>Cultural &amp; Linguistic Studies -Quran 2 credits</b>	9th grade Quran		
	10th grade Quran		
	11th grade Quran		
	12th grade Quran		
<b>Humanities- Islamic Studies 2 credits</b>	9th Grade Islamic Studies		
	10th grade Islamic Studies		
	11th grade Islamic Studies		
	12th grade Islamic Studies		
<b>Specialization Components 1 credit</b>	2 electives via TTUISD	ECON 2301	ECON 2301
		PHIL 1304	PHIL 1304
<b>Total credits earned: 27.5</b>			

**TUITION AND FEES**

**Tuition Schedule**

The years tuition is payable in 9 equal installments. The first installment is due by the first 5 days in May prior to the start of the academic year. For new families the first tuition installment is due within five business days after acceptance or by first day of school whichever is earlier.

**Tuition Pricing Structure**

<u>Grade</u>	<u># of Children</u>	<u>Annual Tuition</u>	<u>Monthly*</u>
PKI-12 <sup>th</sup>	1	\$7,400.49	\$822.27



	2	\$14,060.94	\$1,562.33
	3	\$19,981.33	\$2,220.15
	4	\$25,531.70	\$2,836.86
	5	\$30,712.05	\$3,412.45

\*Note: The last payment may vary slightly from the listed “monthly” amount to ensure that only the “annual” amount is paid.

**Late Fees and Non-payment Consequences** -Payments are due the first-five school days of the month with the exception of the first payment in May. Any payment received after the fifth school day of the month is considered late and a charge of \$50.00 will be applied. Any account in arrears will be given a past due notice, followed by a suspension warning for each student of the family, and finally a suspension notice if the account is not rectified before the 15<sup>th</sup> calendar day after the fifth school day of the month.

**Tuition Schedule**

The years tuition is payable in NINE equal installments. The first installment is due by May 31 prior to the start of the academic year. For new families the first tuition installment is due within five business days after acceptance or by first day of school, whichever is earlier.

**Tuition Pricing Structure**

<u>Grade</u>	<u># of Children</u>	<u>Annual Tuition</u>	<u>Monthly*</u>
PKI-12 <sup>th</sup>	1	\$7,400.49	\$822.27
	2	\$14,060.94	\$1,562.33
	3	\$19,981.33	\$2,220.15
	4	\$25,531.70	\$2,836.86
	5	\$30,712.05	\$3,412.45

\*Note: The last payment may vary slightly from the listed “monthly” amount to ensure that only the “annual” amount is paid.

- Form of Payments Accepted** - Cash, checks, money orders, as well as Visa, Mastercard, and Discover are accepted. We accept Chase Quick pay and Zelle as well. Cash payments must be made in person by parent (students should not be given the responsibility of carry cash tuition or any form of tuition to the Academy). Checks and money orders should be made out to Brighter Horizons Academy or BHA. Please include student’s name or family ID on check. Check with your bank for the online payment options. Credit card payment options are in person, via telephone, BHAprep.org or credit card authorization form for recurring charges (completed at main building). Credit card payments will incur a 3% processing fee in addition to the amount paid.

2. **Non-Sufficient Funds/Return Check Fee**- A \$25.00 fee will be assessed if a check is returned for nonsufficient funds. If a check is returned twice, then the family will be required to pay only via cash, ~~or~~ money order or cashier's check thereafter.
3. **Where to Make Payments** – All cash payments should be made in person to the Financial Administrator located at the Main Building at 3145 Medical Plaza Drive in Garland, TX. Tuition drop boxes are located at each building (lobby) for your convenience should you wish to pay by check or money order.
4. Should you wish to mail your non-cash payment please send it to:
 

BHA, Finance Department  
3145 Medical Plaza Dr.  
Garland, Texas 75044

Ask your accountant about using Pre-K tuition as a tax deduction.

#### WITHDRAWAL POLICY AND PROCEDURE

For parents that decide to withdraw student(s) during the school year or during the summer a thirty-day notice is required. If thirty-day notice is not given in writing, parents are obligated for the next tuition installment.

#### Withdrawal Policy

1. One withdrawal form must be filled out per student withdrawing.
2. For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a thirty-day (30) written notice is required. If thirty-day (30) notice is not given in writing, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
3. If school is in session at the time of withdrawal and the student has been attending school during that academic year, all textbooks must be returned to the respective teacher directly who will sign off the final withdrawal form, and all library books must be returned to the respective librarian who will also sign off the final withdrawal form.
4. No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The respective Principal will not sign off the withdrawal form until the withdrawal process has been completed.
5. Failure to attend class - even at the beginning of the school year - is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
6. The student will remain in the School's system (Sycamore) until the withdrawal date provided by the parents/guardians either on the withdrawal notice or the withdrawal form.
7. There will be no refund on the tuition or any other fees for the month during which withdrawal notice is given.
8. For 11th and 12th grade students: there is a deadline for each semester to drop college classes, which is around one month before the end of each semester. The student's transcript will be marked with a W for classes that have been dropped before that deadline. After the deadline, the transcript will show a failing grade.
9. Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason why you are withdrawing. There will be no exceptions.

#### Withdrawal Procedure

Below is the procedure to withdraw a student:

1. Fill out a Withdrawal Notice form (online or paper) OR provide a written notice to the Office of Enrollment (by email, or on paper)

2. Read and fill out the Withdrawal Packet which will be sent to you once you have notified the school of withdrawal (hard copy or email) or available at the Front Desk. The Withdrawal Packet includes the following:
  - a. Information sheet on the policy and procedure for withdrawal
  - b. Withdrawal Form to be filled out
  - c. Meet with the Enrollment Administrator for an exit interview. (Note: The meeting can be over the phone or in person).
  - d. Meet with the Financial Administrator for any outstanding balance and payment (if needed). (Note: The meeting can be over the phone or in person).
  - e. Return all textbooks to the respective teacher who will sign off the withdrawal form
  - f. Return all library books checked out to the respective library (if applicable)
  - g. Turn in the completed Withdrawal Form.

For any questions related to the Withdrawal Policy and Procedure, please contact the Office of Enrollment by phone at 972-675-2062 ext. #125 or by email at [officeofenrollment@bhprep.org](mailto:officeofenrollment@bhprep.org).

**Book Fees and Policies**

The annual book fee for each student is due in August based on the student’s grade level as follows:

Grade Level	Annual Fees Per student
Pre-Kindergarten	\$150.00
Kindergarten	\$150.00
1 <sup>st</sup> through 10 <sup>th</sup> grade	\$260.00
11 <sup>th</sup> grade	\$200.00
12 <sup>th</sup> grade	\$200.00

1. Distribution – Teachers will distribute the required books to each student at the beginning of the school year.
2. Book Care and Collection – It is the student’s responsibility to cover the books with a removable solid color paper or plastic cover carrying them in the daily required backpack, using the books in a clean and studious manner, and returning them in good condition at the end of the year or upon withdrawal.
3. Replacement of Lost or Damaged Books – Any textbook or workbook lost or damaged during the year will be replaced only after the student pays for the cost of replacing the book.
  - a. Parents will be required to pay for lost or damaged textbooks before the end of the school year. If fees are not paid, final report cards standardized testing and other records will not be released.
  - b. Because of the limited amount of books available per grade, we are unable to sell or loan books to prospective parents.

**RE-ENROLLMENT PROCESS AND FEES**

In order to plan the logistics and needs of the following academic year, Brighter Horizons Academy must have accurate re-enrollment numbers early on. The re-enrollment season takes place between December and January every academic year for the following one. The exact dates of the re-enrollment season will be communicated to parents in December and will be posted on the website and on Sycamore. As a reference point, the re-enrollment season for 2018-2019 took place from December 11, 2017 to January 19, 2018.

**Re-enrollment Fees**

All re-enrollment fees are non-refundable.

Family re-enrollment fee: \$100 (due per re-enrolling family)

Student registration fee: \$50 (due per re-enrolling child)

I.e. One child: \$150 / Two children: \$200 / Three children: \$250 / Four children: \$300 / Five children: \$350

Late fee: \$50 (due per family, for students re-enrolled after the re-enrollment deadline)

**Re-enrollment Requirements**

BHA Administration reserves the right to terminate enrollment for failure to complete any or all of these requirements:

- All families are required to fill out a re-enrollment form within the official re-enrollment season, whether they wish to re-enroll or to decline re-enrollment for the following academic year.
- The re-enrollment form and fees completed forms must be submitted by the last day of the official re-enrollment season, as communicated by BHA Administration. After this date, any student who is not re-enrolled will be considered as a decline by “no response” and their vacant seat will be attributed to successful new applicants for 2019-2020. If a parent wishes to re-enroll their child(ren) after the last day of the official re-enrollment season, a \$50 late fee for processing will be due in addition to the re-enrollment fees and the child(ren) might be placed on the 2019-2020 Waiting Pool if the grade level has become full, with no guarantee to obtain a seat.
- Any outstanding balance on the family account at BHA must be paid in full by the first day of class of the following academic year for re-enrolling families by the end of May for families declining re-enrollment for all children.
- The first tuition installment (for August) must be paid by May.
- Any tuition increase for the following academic year will apply to re-enrolled families.
- For parents/guardians who have re-enrolled their child(ren) and then decide to withdraw them, a written notice must be given to the Office of Enrollment as soon as possible and no later than 30 calendar days before the first day of school to qualify for a refund of the August 2019 tuition installment (if paid, and upon written request no later than 30 calendar days before the first day of school only). The re-enrollment fees are non-refundable. If the written notice of withdrawal is given to the Office of Enrollment after this deadline, the August 2019 tuition installment will not be refunded. If the August 2019 tuition installment has not been paid yet, it will still be due and the charge will remain on the family account until paid. A “no show” at the beginning of the school year is not considered as a withdrawal and the account will be charged for the following tuition installments if the parents/guardians fail to meet BHA withdrawal policy. It is the sole responsibility of parents/guardians to inform the Office of Enrollment in writing of a withdrawal. BHA teachers, staff and administration are not responsible for communicating a parent/guardian’s intent or decision to withdraw their child(ren). *Please see BHA Parent/Student Handbook for complete withdrawal policy and process.*
- Any outstanding health records must be submitted to the Health Department by the deadline they have established.
- Any student with unsatisfactory academic results or with discipline/behavioral issues is not guaranteed re-enrollment for the following year even if paperwork and fees have been submitted in due time. If your child has 50 demerit points or more, their eligibility for re-enrollment may be at risk. If you have questions or if your child is approaching 50 demerit points, please contact the BHA Administration.
- If your child is asked to leave the Academy due to discipline (50+ demerit points) you must wait 2 academic years prior to attempting to re-enroll.
- All re-enrolled students will be on academic probation for the first 9 weeks of attendance in the academic year.
- BHA reserves the right to refuse and/or terminate enrollment of a student at any time at the Administration’s discretion.

- By applying for re-enrollment, parents/guardians and student(s) agree to comply with and be subject to BHA's rules and policies as set forth in this Parent/Student Handbook, and updated from time to time, available online at <http://www.bhaprep.org/student-handbook/>. It is the responsibility of the parents/guardians and students to stay informed on such updates.

For any questions related to Re-Enrollment, please contact the Office of Enrollment by phone at 972-675-2062 ext. #125 or by email at [admission@bhaprep.org](mailto:admission@bhaprep.org).

### **Cost of Lunch Tickets**

Parents have the option of purchasing lunch for their children from the Academy. Lunch is catered by a Zabiha/Halal caterer

Purchase of Tickets – Parents should buy tickets for lunch in advance at either the ECE or Main Buildings. Tickets can be purchased at the time tuition is paid. Tickets may also be purchased on a day-to-day basis. The cost of each lunch ticket is \$5 per day per child.

If your child does not have lunch or forgets to bring lunch they may charge against their account in the amount of \$5 for that day on your Sycamore account. These are payable by the next monthly payment. Failure to pay these charges will result in placing holds on your academic records.

### **College Preparatory Testing Fees**

All costs associated with required college preparatory exams including the PSAT, SAT, ACT and AP exams are the responsibility of the student taking the exam.

PSAT Requirement – As a matter of college preparation, grades 7<sup>h</sup> through 11<sup>th</sup> are required to take the PSAT at BHA. The cost of this exam (approximately \$10) will be automatically charged to the family account prior to the exam date and will be due with the corresponding tuition that month regardless as to whether the student sits for the exam or not. Fee waivers are available through the College Admission Counselor's office to those in financial need.

External Standardized Exams (ie. SATs, AP, ACT) are the responsibility of the parent and student. All scheduling and fees must be taken care of by the parents/students according to the respective schedules.

TSI exam will be taken care of by BHA College Guidance Department. All referrals must come through the administration for final approval. Students must adhere to the policies set forth by the academy.

AP Examinations- Students who are taking an AP class are responsible for paying for the AP Exam fees as mandated by the College Board. The fee fluctuates every year. Fees will be collected from the College Guidance Department in semester 2.

### **Late Pick Up Fees**

The Academy understands that exceptional circumstances may arise, and if a student is going to be picked up late a parent or guardian should call and report at what time the student or students will be picked up. However, the following fees will be **automatically** charged.

After the scheduled pick up time (3:30pm) a \$10 charge per child per day will be added to the family statement. Late pick up charges are added to the statement monthly and payable within a week of posting date on statement. Failure to pay these charges will result in placing holds on your academic records.

### School Uniform Policy

Students shall be expected to maintain a neat, clean, and well-groomed appearance at school. Shirts must be tucked in. Undergarments must not be visible. Appropriate Islamic attire is mandatory when representing Brighter Horizons Academy including attendance in Richland dual credit classes and all other school functions.

#### Uniform for the ECE Building

Boys – KG through 5th grade: Short sleeve or long sleeve **light blue polo shirt with BHA logo**, navy pants

Girls – KG through 5th grade: light blue polo shirt\*, **navy jumper with BHA logo**, navy pants (No leggings or skinny/tight pants allowed)

\* Jackets/ Sweaters must be navy blue, black, or gray.

\* KG-4th Grade Girls polo shirt: short or long sleeve is allowed

\* 5th Grade Girls are only permitted to wear long sleeves and a pull-on white hijab (one piece or two piece). Hijabs that require pins or a wrap are not allowed. This can be purchased from BHA front desk.

**Option:** However, upon the request from BHA parents, **uniform items that are mentioned to have the school logo must be purchased from Academic Outfitters for ECE.** Other items may be purchased from any other vendor with the condition that it looks exactly the same and the same shade as Academic Outfitters items. Absolutely NO SWEATPANTS will be permitted.

#### Uniform for the MIDDLE SCHOOL

**Uniform Shirts are required to be purchased from Academic Outfitters**

Boys – 6th - 8th Grade: long sleeve khaki buttoned shirt with BHA logo; navy blue pants

Girls – 6th - 8th Grade: Custom BHA scarf, and the following:

Long sleeve khaki blouse with BHA logo and navy pants (minimum length of the blouse as long as knee length). **Please note that no alterations of the school uniform that is purchased from Academic Outfitters is allowed.**

**NOTE: Sweaters/jackets must be solid navy blue, black, or gray. They cannot have designs, stripes, or writing of any sort. Small logos are acceptable. Hoodies are not allowed. Skinny pants, neither spandex nor jean fabric are allowed.**

#### Uniform for the HIGH SCHOOL

**Uniform Shirts are required to be purchased from Academic Outfitters**

Boys – 9th-12th Grade: Long sleeve blue pinstripe buttoned shirt with BHA logo and gray pants. **Sweaters/jackets must be solid navy blue, black, or gray. They cannot have designs, stripes, or writing of any sort. Small logos are acceptable. Hoodies are not allowed.**

Girls – 9th -12<sup>th</sup> Grade: Custom BHA scarf, long sleeve light blue blouse with BHA logo, gray pants (minimum length of the blouse long as knee length.) **Sweaters/jackets must be solid navy blue, black, or gray. They cannot have designs, stripes, or writing of any sort. Small logos are acceptable. Hoodies are not allowed.** Girls Hijabs must cover hair and neck completely.

**NOTE: Please note that no alterations to the school uniform is allowed. Academic Outfitters**, the chosen school vendor, offers package discounts and replaces zippers and buttons for their products. They also offer a year's warranty on defects

on their clothing. Also, boys' pants have double knees and adjustable waist. **NOTE: Please note that skinny pants, neither spandex nor jean fabric are allowed.**

**NOTE: FAILURE TO ADHERE TO THE SCHOOL UNIFORM POLICY IN ANY WAY SHALL RESULT IN A LEVEL I INFRACTION THAT CARRIES 1 DEMERIT POINTS FOR EACH TIME THE UNIFORM IS IN VIOLATION. REPEATED VIOLATIONS OF THE UNIFORM POLICY MAY RESULT IN AN ESCALATION OF INFRACTION LEVELS WHICH SHALL RESULT IN DISCIPLINARY CONSEQUENCES INCLUDING, BUT NOT LIMITED TO, DETENTION, COMMUNITY SERVICE, OUT-OF-SCHOOL SUSPENSION, OR PARENT CONFERENCE. WHETHER OR NOT A STUDENT IS APPROPRIATELY DRESSED OR PROPERLY GROOMED IS AT THE DISCRETION OF THE CAMPUS ADMINISTRATION AND MAY REQUIRE STUDENTS TO BE IN COMPLIANCE PRIOR TO RETURNING TO CLASS.**

### PE Uniform

**PE Uniform** - Students grades Kindergarten through 9<sup>th</sup> are required to wear a PE Uniform.

This uniform is specifically made for BHA students and can only be purchased through the Academy. Failure to wear the PE school uniform will result in losing participation grades as part of the PE class.

### Summer Work Fees

Students who are required to do summer work for Arabic, Quran and Islamic Studies must pay a fee of \$100 per subject. The remaining subjects must be completed via other accredited institutions or online programs. The fees for these programs are the responsibility of the parents/students and should be given to the College Guidance Department for processing.

### SUMMER WORK POLICY

#### 1<sup>ST</sup> – 8<sup>TH</sup> SUMMER WORK PROCEDURES:

If a student attains a final average below 70% in any course, summer work must be completed and passing grades need to be attained. Within 24 hours of grade reporting, parents will be notified regarding such academic concerns by a phone call from college guidance department/homeroom/subject teacher. After the school has notified parents of the failure, via certified letter, it is the parent's responsibility to follow up with the Academy to fulfill the requirements below, within 10 business days from the issuance of the letter.

- If a book is issued to the student, it must be returned in the same condition it was distributed. The cost of any lost or damaged books that need to be replaced will be charged to the student's account.
- Required work must be submitted, neatly written/typed for grading by the set deadline.
- The assessment must be taken at BHA within 5 days prior to the first day of school for students, according to the academic calendar.
- The final average of the course/s in question will be influenced according to:
  - The summer work will account for 60% of the grade toward improving the final average.
  - The assessment will account for 40% of the grade toward improving the final average in question.
- Summer work retention for re-enrollees: Re-enrolling students who are required to do summer work must successfully complete the work, including the assessment, to raise their final grade to a maximum of 70% for the required subject that was failed.
- Given a grade below 70%, no change will be made to the final report card grade and student is subject to retention if two or more subjects are failing.

If a PE course is failed, summer work arrangements must be made outside of the school. It is the responsibility of the students to complete the requirements before the first day of the new academic year. It is the responsibility of the parents to follow up with BHA by providing a final grade for this course. **Failure of the above requirements in two consecutive years for any subject will result in the student's retention in the same grade level.**

**NOTE: Seats are not guaranteed to retained students. Seats are available to retained students only when seats remain after the re-enrollment and new enrollment of students who successfully complete the current academic year. Also, any student who fails to remain within two years of his/her age appropriate grade level will be permanently dismissed from BHA.**

Results will be finalized on official records after 10 business days of receipt. A certified letter will be sent to parents informing them of the results.

### 9<sup>th</sup> – 12<sup>th</sup> Grade Summer Work Procedures:

If a student attains a final semester average below 70% in any course, credit recovery must be done. At the end of each semester, parents will be notified regarding such academic concerns by telephone from the college guidance counselor or administration. After the school has notified parents of the failure, via certified letter, it is the parent's responsibility to follow up with the Academy to fulfill the requirements below:

- **Students who fail any semester of a course in high school, must make arrangements to complete the missing credits through another accredited institution, approved by BHA, before the first day of the new academic year.**
- Arabic, Islamic Studies and Quran failures: Special arrangements will be made with parents including, but not limited to, finishing the required assignments for the respective grade level and semester failed. Associated fees are the responsibility of the parent/student (\$100 per test)
- If a student fails any course, the student must retake the course to have the higher of the two scores included in the numeric and grade point averages. Any course, including dual credit courses, may not be repeated if failed without incurring the full cost of such courses and books. Regardless, all retaken courses will be documented in the comments of the student's transcript.
- **Failure & Retakes of more than two graduation requirements throughout 9<sup>th</sup> – 12<sup>th</sup> grade, immediately removes a student from the Distinguished Achievement Program**
- Students cannot rank as Valedictorian or Salutatorian if more than one course is failed throughout their 9<sup>th</sup> – 12<sup>th</sup> grade years.

### Retake of Courses in High School

1. Should a student fail a course after two retakes have been used, a third retake is allowed only if permitted by dual credit or BHA administration.
2. To be eligible for Valedictorian and Salutatorian status a student cannot have any retakes.
3. Retake must be taken at another approved accredited institution, unless it is Quran, Islamic Studies, or Arabic, which must be retaken at BHA through independent recovery work.
4. The expense for all associated tuition, books, and supplies for retaking courses is solely the responsibility of the student.
5. If the retake is higher, then it will be reported in the student's GPA and numeric average.
6. All original grades will be removed from a student's GPA and numeric average, but will be reported in the comments of a student's transcript.

### Requirements for Failure of Course

If a student fails any course, the student must retake the course to have the higher of the two scores included in the numeric and grade point averages. Any course, including dual credit courses, may not be repeated if failed without incurring the full cost of such courses and books. Regardless, all retaken courses will be documented in the comments of the student's transcript.

- **Student cannot rank as Valedictorian or Salutatorian if he/she fails/retakes any course throughout 9<sup>th</sup> – 12<sup>th</sup> grade.**

A certified letter will be sent to parents informing them of the results.

### ATTENDANCE POLICY

1. Attendance Procedure – In order to protect the welfare of students coming to and leaving school, there is a 'safe arrival' policy that includes the following procedures: If your child is going to be absent (this includes any family vacations) or tardy for any reason, please call BHA or email [sycamore@bhaprep.org](mailto:sycamore@bhaprep.org) by 7:45a.m.



2. Minimum Days of Attendance – The minimum number of days a student is required to be in attendance in order to receive Course Credits is 90% of the school year. A student absent for more than 10% of the school year is liable for the penalties for the violation of this policy regardless if the absences are excused or unexcused and regardless of academic performance. Penalties may involve: grade, retention or repetition of course(s). This is according to Texas state law.
3. Time Limits – The morning school bell will ring at 7:40 a.m. indicating the start of the morning assembly followed by the locker and transition times at the Main building. The first period class will begin at 8:00 a.m. All students not in their seats with the required books, supplies, and assignments at 8:00 a.m. are required to check in with the front desk and receive a tardy slip from the front desk. Attendance is taken every block within the first ten minutes by staff. If students arrive after this time, they are marked absent.
4. Absence Excuse Form – An Absence Excuse Form is available at the front desk and must be completed and submitted to the front desk upon student's return. A note from a doctor must be attached to the form for it to count as an excused absence within 24 hours on official letterhead from the doctor's office. The front desk should scan the documents and originals to be returned to parents. A doctor's note is required for two or more days of consecutive absences upon the student's return to school.
5. Test Make Up – Tests will not be made up unless the student presents an Absence Excuse form to the Principal who must approve and sign. The front desk will send an email to all of the respective teachers indicating approval or non-approval to allow students to make up tests. The make up assignments/assessments should be made up within 5 school days. Credit will not be granted after the 5 assigned days. Exceptions must be approved by the Administration.
- ECE 1<sup>st</sup> Period Tardiness – If a student arrives late to school six (6) times in a marking period it is counted as one (1) unexcused absence. Above 10 tardies in any marking period will result in appropriate demerit points outlined in the discipline policy
6. Middle and High School Tardiness- If a student arrives late to class (any block) six (6) times in a marking period it is counted as one (1) unexcused absence. Above 10 tardies in any marking period will result in appropriate demerit points outlined in the discipline policy
7. Excused Absences – Examples of excused absences include: verified illness, death in the immediate family, motor vehicle driver's license test with advanced notice, college visitation with prior notification to the counselor, documented medical appointments, court ordered appointments and absences for a personal reason excused in advance by the administration.
8. Unexcused Absence – Unexcused absences include truancy, skipping class, excessive tardiness, absences without medical documentation, and absent days accrued prior to parental completion of a withdrawal process.
9. Field Trip Day – On field trip days students who will not participate in the trip should remain at home with the understanding that it will be counted as an unexcused absence.
10. Islamic Conferences – A maximum of two days will be excused for Islamic conference attendance for grades Pre-K-5<sup>th</sup> if permission is taken from the Principal. Students in grades 6<sup>th</sup>-12<sup>th</sup> may also be excused for a maximum of two days for attendance if they obtain permission from the Principal. The student must show proof of involvement or volunteering upon their return.

### **Tardy Policy**

Tardies affect continuity of instruction and academic success of students; therefore, all students are expected to be on time each school day. Every teacher on campus must adhere to this policy in determining a student's citizenship standing each semester.

Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility and the BHA Administration and Board of Directors deems it important that all students learn the value of being punctual.

- Students tardy to school must obtain a Tardy Admission Slip at front office before going to their class.
- Students are considered tardy if they are not in their seat prepared to work before the bell rings for any period.
- Tardies will be excused only for health reasons, family emergencies and justifiable personal reasons deemed by the administration.
- Class participation is an integral part of students' learning experiences. Parents/guardians and students are strongly encouraged to schedule medical appointments during non-school hours.

- A written excuse, signed by the parent/guardian will be necessary if tardy is deemed an unexcused absence by the administration.

Tardies will accumulate during a marking period. Students begin each marking period with zero accumulated tardies. Above 10 tardies in any marking period will result in appropriate demerit points outlined in the discipline policy

#### EXTRACURRICULAR SCHOOL ACTIVITIES, FIELD TRIPS AND CLUBS & ORGANIZATIONS

As a general policy, all organizations, clubs, extracurricular activities, athletics and competitions will relate to, support, improve the school curriculum, Islamic morals and standards of student life. Gaining a better understanding of human relationships and a sense of personal pride in accomplishment are benefits frequently derived from a good program of student activities. Every organization must have the explicit approval of the administration in order to be a part of the school.

#### Extracurricular Coordinator

All school organizations, clubs and activities (student and parent) will be under the direction of the Academy's Extracurricular Coordinator. All meetings, projects, activities and social functions must be approved by the extracurricular coordinator and administration using the "Special Events Request Form." Funds from all organizations are to be deposited in the school's bank account via the Finance the office.

#### Student Participation

A student will be suspended from participation in any extracurricular activity sponsored or sanctioned by the Academy after a grade reporting period in which the student received a grade lower than 70 in any academic class. A suspension continues during the interim reporting period and is not removed during the school year until one of the following conditions is met:

- The student's grade in each class is equal to or greater than 70 at the end of the following interim review period.
  - The principal and each of the student's teachers will make the determination concerning the student's grades. A student suspended under this section may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance.
  - A grade restriction for extracurricular activities does not apply to summer activities or to activities during the first 4 weeks of each school year.
- A student receiving a out of school suspension for a Level 2 or higher misconduct will be suspended from participation for that semester in any extracurricular activity sponsored or sanctioned by the Academy.

#### Student Involvement in More than One Activity

- A student may be enrolled in more than one extracurricular activity. Conflicts in meetings, rehearsal/practice and/or performance times should be resolved with the sponsors.
- No penalty to grades, position, etc. is to be assessed because a student chooses to be involved in more than a single activity

#### Teacher Sponsorship

Teacher sponsorship of student activities is assigned according to aligned curriculum and objectives to conduct a relevant activity and total teacher load. The activities are recognized as part of the total educational program.

#### Extracurricular/Co-Curricular Field Trip Policy and Guidelines:

Field trips are an important adjunct to the learning process of children. Administration approval is required before any definite plans are made and sent to the parents.

- Approved Day/Extended/Overnight Trips: Field trips will be limited to experiences of an educational nature, seminars, conventions and contests. (Pleasure and entertainment type experiences are not to be interpreted as being educational.) Parents will receive information of a planned trip via a 'Field Trip Permission Form' at least 3 working days in advance, generally two to three weeks prior to a trip. A signed permission form must be returned, with the appropriate fees, for each trip for a student to be permitted to attend. Deadlines on these forms must be adhered to. No approvals will be secured the day of the trip. Permission can only be granted via the form and not via email or text messages.
- Safety and health issues: Student will be checked on and off the bus at each stop to ensure the safety and presence of each student involved.

- i. A list of students involved on a field trip will be kept by the front office and the lead teacher/sponsor.
- ii. Lead teacher/sponsor is responsible for keeping and securing on the field trip:
  - A first aid kit, signed out from the Academy's health supervisor.
  - Any prescription medications and/or equipment, signed out from the Academy's health supervisor.
  - "Parent Authorization and Release Form" and "Emergency Card" for each and every student, signed out from Academy's health supervisor.
- c. A student receiving In School Suspension (ISS) or Detention or Out of School Suspension (OSS) is ineligible to participate in any field trips that occur in the same marking period.

#### MEDICAL & HEALTH

**Medicine** – All medicine must be left in the nurse's room unless written permission from your doctor is received for the student to carry it (ie. Inhalers or Epi Pens). For the protection of your child and all of our students, parents are required to walk into the school with the medication and hand deliver it to the Academy's Health Supervisor. PLEASE DO NOT SEND MEDICINE IN BACKPACKS or WITH STUDENTS. BHA will assist students with medication required only during school operating hours and with written doctor's note. It is the parent's responsibility to inform the academy of any ongoing medical concerns that require daily maintenance and/or long-term care. This includes life-threatening allergies.

- BHA will NOT dispense any medication not provided by parent or guardian.
- Medicine will be administered only according to the written and signed instructions from the parent – valid for 15 days only. After 15 days a doctor's written permission is required.
- All prescribed medicine or Over the Counter (OTC) medication MUST be in its original container.
- Parents may request the pharmacist to divide prescribed medication for school and home use. Medication prescribed for twice a day will not be given at BHA unless doctor prescribes it specifically during school hours.
- No expired medication will be accepted
- **Written Requests Required** - Medical Form for this procedure is located on Sycamore: Contents > health@bha> Contents > Parents Check Off List. Completed forms with student's name, dosage, phone and signature of parent/guardian, phone and fax of doctor must accompany any medication dropped off at BHA.

#### INCOMPLETE FORMS WILL NOT BE ACCEPTED, AND MEDICINE WILL NOT BE GIVEN.

**Urgent Care/Urgent Pick-up** - Parents are notified when a student becomes ill or are injured at school and are expected to make arrangements to pick up the child within an hour. Please note that the student will be kept in the nurses office or in the front waiting for parent pick up. They will not be sent back to class. This is to ensure that the students are not exposed to the illness and/or receive proper medical treatment.

#### **Isolation**

**Home Isolation** - In order to protect all students and staff your child must be kept home if he/she exhibits any symptoms of contagious diseases. Below are some common illness/diseases:

- |                   |            |
|-------------------|------------|
| ❖ Chicken Pox     | ❖ Pink Eye |
| ❖ Strep Throat    | ❖ Lice     |
| ❖ Viral Infection | ❖ Flu      |

**School Isolation** – If your child develops any of the symptoms listed below (or others) during the day we will isolate him/ her and contact the parent(s) to arrange pick up:

- |                                               |                                    |
|-----------------------------------------------|------------------------------------|
| ❖ An oral temperature of over 100.0 F degrees | ❖ Profuse nasal discharge          |
| ❖ Any undiagnosed rash                        | ❖ Sore or discharging eyes or ears |

❖ Intestinal disturbances accompanied by diarrhea or vomiting

❖ Identification of nits or lice on child's hair or clothing

**Note:** For the safety of your child, we urge that you pick up your child as soon as you are notified by our health department.

**24-Hour Quarantine** – If your child is sent home from school because of illness, we ask that he/she not return until 24 hours after the symptoms have diminished including the need for fever reducing medication. In addition in the case of lice, the entire family must treat their hair with a pharmaceutical lice treatment shampoo, disinfect linens, and remove the nits/eggs from the hair of the affected student(s). In the case of lice, students will be re-checked by the Academy's Health Supervisor for clearance to go to class. In the case of contagious illness, please follow the recommendation from your physician. Doctor's note is required upon returning to school.

**Texas Required Immunizations for School Records** – Up to date immunizations are required to enter and remain enrolled in schools in Texas. Parents of a BHA student may see the Required Immunization Charts and Affidavit of Exemption information at [www.immunizetexas.com](http://www.immunizetexas.com). *Affidavits of Exemptions for immunizations must be renewed every 2 years and must be notarized.*

- Waiting List Candidates are expected to show proof of required immunizations as part of the enrollment process.
- Returning students are expected to have updated immunization documentation on the first day of school. This can be checked on line by our Academy's Health supervisor for the students in Texas. For out of state, applicants' parents must provide adequate immunization records.
- Records are reviewed every 30 days. Reminders are sent by email, copies of emails are sent with students, phone messages are made. Final deadlines are sent by mail the last week of the month. Students may not return to school until the record of the required shots is received. Parents will be called to pick up students if dropped off past the request.

**Screenings– Hearing, Vision, Spinal, and Acanthosis Nigricans(AN)** are conducted at BHA and are mandated by the State of Texas for the following students:

- Hearing and Vision: Students age 4 years old by September 1, and Grades KG, 1, 3, 5, 7.
- Spinal: Grades 6 and 9.
- Acanthosis Nigricans(AN): Grades 1, 3, 5,7,9

Parents are requested to bring documentation of these screenings performed by their child's doctor.

Affidavit of Exemption forms for each screening is available on Sycamore.

Affidavits for screening are a one time must if you do not want BHA to screen your child. Affidavits must be notarized in the State of Texas.

**Sycamore: [health@bhaprep.org](mailto:health@bhaprep.org)** – Parents and students are responsible for being aware of information posted.

#### PARKING/TRAFFIC REGULATIONS

Driving a car onto Brighter Horizons Academy's premises is a privilege that our school extends to each eligible student in the 11<sup>th</sup> and 12<sup>th</sup> grade. BHA is growing rapidly with limited parking availability. Additionally, for added security measures, BHA security is implementing the following regulations as it regards the parking permit.

This privilege may be denied if the student does not adhere to parking and driving regulations. Each student is responsible to read and adhere to the following directions and regulations:

- Each individual who drives a vehicle (car, motorbike, etc.) to school must register the car and purchase a parking permit each school year. A parking permit application must be filled and a school official must place the decal in the vehicle.
- Students must provide proof of current insurance, a valid Texas driver's license, and current vehicle registration information to purchase a permit (as on the application).

- The cost of a student vehicle parking permit is \$20 for the year, or \$10 if purchased during the second semester. The amount is not prorated.
- Parking permit applications can be submitted to the Front Desk. All applications will be reviewed for a decal by Security. You will be notified when your decal is available within 48 hours. Please bring your vehicle that is being registered at the mutually agreed time for decal placement.
- Speeding is the most dangerous driving habit that can be exhibited; therefore the speed limit on campus is 10 M.P.H. This speed limit will be enforced daily by BHA security and Garland Police. **Cell phone use is prohibited while driving.**
- Drifting, digging out, burning off, spinning tires, cruising, or any similar activity will be considered speeding. Privileges of parking will be revoked pertaining to inappropriate behavior and parking violations.
- Vehicles must be parked immediately after being driven on campus.
- There is a limited number of parking permits available. They will be honored on a first come first serve basis.
- Students should not sit on other students' vehicles, or loiter near others' vehicles.
- Students are not to park in the reserved areas. Student parking is located in the side parking lot of the school. (as indicated on the traffic flow map)
- Parking lot will be monitored by the on-campus security.
- Vehicles must be parked between the two white lines. Any vehicle parked in a restricted area improperly parked maybe TOWED AWAY. Should a vehicle require towing, it will be done at the expense of the vehicle owner.
- No student parking in the front circle and absolutely no parking (student or parent) in the fire lanes is permitted.
- All of the spaces in the front parking area (on the east side of Main building across Medical Plaza Drive) are reserved for visitors, teachers and office personnel.
- Student vehicles parked in the front parking lot will be towed.
- All traffic directional signs such as one way turn, speed limit, stop, no cell phone, etc. must be observed at all times.
- Students are expected to practice safe and courteous driving habits and to conduct themselves as ladies and gentlemen in their vehicle.
- Vehicles are private property. Only the owner of a vehicle should remove any items from the vehicle. Unless the owner of the vehicle is present, no one should be in that vehicle.
- State Law prohibits the possession of alcohol, tobacco, and drugs in any form, opened or unopened containers, on a school campus. This law must be followed at all times.
- All vehicles must remain locked while unattended/parked.
- Vehicles operated on school property are not the responsibility of the school, and the school is not liable for damage or theft to/of vehicles on campus.
- Students are to operate their vehicle only.
- Use of a loud sound system is prohibited.
- Indecent /offensive language, gestures and/or symbols can be affixed to the vehicle.
- Students must abide by passenger regulations when driving. In Texas, students cannot have more than 1 minor in the vehicle when driving.
- In the event that a student sells their vehicle, car accident, or replacement of rear windshield they must provide their student decal or other documentation as needed in order to obtain a new one from security at no charge. Failure to do so will result in having to purchase a new parking decal.
- Vehicles parked on school property are under the jurisdiction of the school.
- No overnight parking is allowed. In the case of an emergency, please notify security at once (ie. Mechanical issues).
- The school reserves the right to search any vehicle if reasonable suspicion exists to do so.
- Students must observe the Academy's policies as it relates to open campus. Tuesdays are designated days for Boys and Thursdays are designated for Girls. All students who leave campus must have signed permission slips from their parents.

**Students who choose not to adhere to the BHA parking/traffic regulations may be required to move their vehicle and be fined \$10. A third-time offense will result in the student losing their parking privileges for a semester. Permits must be obtained from Security.**

Any vehicle driven to school by A BHA student, whether parked in a campus lot, or on the street, must be registered with the school and **must display a current parking permit in the rear window.** Students must pull into a parking spot so that the permit is viewable by security at all times. Students **are** permitted to park in the designated areas only.

#### **Restricted Areas:**

Visitors Parking	Teacher Parking
Handicapped Parking	Fire Lane Zones
Grassy Areas	Loading & Unloading Area
Drop-Off & Pick-up Area	

#### **OPEN CAMPUS POLICY**

The 11th and 12th grade, students may go off campus on their assigned days to buy lunch during **lunch and recess only**.. This is a privilege granted to teach them time management, responsibility, trust, and give them an incentive for being upperclassmen!

- Girls may leave BHA on Tuesdays during lunch/recess
- Boys may leave BHA on Thursdays during lunch/recess
- In order to be granted this policy, this form must be filled out and submitted to the high school principal, Sr. Hanan Almasri.
- If a student is late upon return more than 3 times, their open campus privilege will be revoked for the semester.
- Failure to sign in and out upon departure or return will result in open campus privilege to be revoked immediately.
- Students must agree to the following conditions by filling in the form and signing the Open Campus Policy conditions. They are as follows:
  - \_\_\_ I will not take more than one passenger with me because it is against Texas law.
  - \_\_\_ I will leave on my assigned day only.
  - \_\_\_ I understand that I can only be off campus during lunch/recess; not a minute before and not a minute after
  - \_\_\_ I understand that if I come back after 11:40 am more than 3 times, my open campus privileges will be revoked. It doesn't matter if they are excused or unexcused tardies.
  - \_\_\_ I will take my cellphone with me when I leave. This is in case of emergency.
  - \_\_\_ When I go off campus, I am REQUIRED to sign out at the front desk and I am REQUIRED to sign in at the front desk upon my return.
  - \_\_\_ I understand that if I fail to sign in/sign out more than once, my open campus privileges will be revoked.
  - \_\_\_ I understand that during this time I am still considered a BHA student and am responsible for conducting myself in a professional manner when interacting with others.
  - \_\_\_ I understand that the BHA rules and policies still apply to me during this time and I am subject to disciplinary action as stated in the student handbook.
  - \_\_\_ I understand that failure to abide by any of these conditions will revoke my open campus privileges.

#### **CELL PHONE POLICY**

Parents who need to contact their child during school hours should go through the school office. We are more than happy to assist you in providing access to your child, yet we also must guard against multiple interruptions to instruction due to incoming calls on communication devices.

- Cell phones and other such communication devices on campus must be turned off and stowed in backpacks, bags and/or lockers. **No** communication device may be used as a camera or to send text messages or to listen to music

or to place phone calls on campus during school hours. Cell phones may be used upon the request of the teacher and under teacher supervised conditions only. This applies to **all** students.

- Middle and High School students are allowed to use their cell phones immediately following the last bell.
- Junior & Senior students attending Richland College classes may use cell phones in the student lounge.
- The use of iwatches, iPods, MP3 players and other such devices **is not allowed** on campus during the school day.
- Students must submit their devices as requested while taking an assessment.
- Any variance to this policy must be granted by the administration.
- If a student is found using **any** of these devices, the device will be confiscated immediately and returned:
- 1<sup>st</sup> Offense: after a parent meets with the Principal
- 2<sup>nd</sup> Offense: \$25 dollar fee assessed and parents must pick up the phone.
- 3<sup>rd</sup> Offense: loss of cell phone privileges at school. \$50 fee assessed.
- The Academy does not assume any responsibility for lost, stolen or damaged devices brought to campus.
- **Refusal to relinquish the electronic device may result in an escalation from a level one infraction to a level two infraction.**

#### EARLY DISMISSAL

Any student who leaves campus during BHA class days, without parent notification of early dismissal and without signing out at the front desk, will receive a zero for all missed work, including homework, class work, quiz, tests, or projects.

Notification of early dismissal should be sent prior to dismissal to be accepted. Without prior notification, students may not be given credit for any missed work or assessments. BHA is not responsible for students who fail to sign out at the Front Desk.

#### EMERGENCY PROCEDURE

- **Emergency Pick-Up** – In case of an emergency requiring the evacuation of the Academy, pick-up of students in Garland will be conducted from the BHA parking lot on the southeast side of Medical Plaza Drive.
- **Emergency Closing Notice** – To determine if an emergency closing has occurred or will occur, call the Main Building and choose the BHA NEWS option #2 no later than 6:00am. Other options for closure information may include, but are not limited to, the school website, Sycamore, local news stations, and text messaging.

#### EARLY DEPARTURE PRIOR TO MIDTERM OR FINAL EXAMS

Early administration of midterms and final exams are discouraged and should only be administered in emergency situations. However, in the event an early departure cannot be avoided, the following procedures must be followed:

1. Written notification and additional request documentation of the early departure **must be** made with the office fifteen (15) business days prior to scheduled departure. Requests after 15 days may not be accepted.
2. An exam will not be administered without final approval from the Administration.
3. Exams will be administered no more than five (5) days prior to the scheduled exam.
4. Students are responsible for study guides as prescribed by the teachers.
5. A fee will be assessed for **each** scheduled exam and must be paid prior to the exam being administered.
  - a. \$50 fee for midterms (MS and HS students only)
  - b. \$50 fee for final exams (MS and HS students only)
6. A maximum of \$600 per family will be charged.
7. Failure to follow procedures will result in receiving no credit for any exam missed.

#### MID-TERM/FINAL EXAM EXEMPTION/INCENTIVE PROGRAM

**BHA participates in a Mid-Term/ Final Exemption Program. If students meet all the criteria, they are eligible to be exempt from Midterms/Finals. The program runs for a semester and resets for the next semester. If a student meets the criteria but opts to take the exams, it can only benefit them and not adversely affect them. The criteria are as follows:**

- **Minimum 90% Average per class**

- **No more than 5 tardies per quarter**
- **9 demerit points or less**
- **5 excused absences per semester**
- **Buy back points do not apply if demerit points were earned for cheating or Academic dishonesty. Academic dishonesty automatically disqualifies students from participating in the incentive program.**
- **Incentive program will be subject based. It will no longer be for all subjects.**

#### INTERACTION WITH THE MEDIA

1. Any requests made by the media for interviews should be forwarded to the Principal immediately.
2. If students are to be interviewed, written consent from the parents must be on file.

#### ACADEMIC HONESTY

BHA requires that students are honest and honorable in all their academic efforts. BHA has a zero tolerance policy for cheating and/or plagiarism. Consequences for academic cheating or plagiarism will be dealt with by the Principal as per the school discipline policy. The academy will provide students with instruction on plagiarism and on proper MLA citation. Consequences of not adhering to the policy will be shared in the Student info sessions, and on the syllabus teachers provide for each subject.

#### THE USE OF BHA FACILITY AND GROUNDS

##### SCHOOL VISITORS POLICY

BHA encourages parents and other community members to visit and believes there are many potential benefits, which can result from increased interaction with the community. At the same time BHA has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect BHA's personnel from verbal/physical abuse and facilities from misuse or vandalism. Therefore, limitations may be placed on visitors to avoid disruption to school operations. Administration officials shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently not enrolled in that building.

##### **General Requirements and Expectations for School Visitors**

- All visitors shall report to the school office when arriving and/or leaving the school premises. All visitors are required to have their driver's license scanned. This will generate the picture ID required to be worn on school premises.
- All school visitors must comply at all times with BHA policies, administrative rules, and school regulations.
- Actively support the Islamic and academic mission of the school.
- Serve as role models.
- Unite with personnel as student advocates within which students will have the best possible learning experience.
- Address school personnel with professionalism. Any staff member will not tolerate rude or belligerent behavior.
- Not address any school personnel in a threatening or condescending manner.
- Have input in major decisions related to their child's education.
- Be made aware of teacher expectations, and they should actively support teachers' efforts.
- Set high expectations for their children and positively reinforce their child's efforts.
- Establish education as a high priority and take an active interest in their child's learning.
- Have the responsibility to seek assistance if their child requires help.
- Provide opportunities for their children to become self-disciplined.
- Always experience professional contacts with school personnel and they should be treated as valued partners.
- Participate in the planning process of the school via volunteering in various capacities.
- Communicate its expectations for the school.
- Take an active interest in the welfare and education of all children and should work with the school in harmony on issues of mutual concern.



- Serve as a resource for student learning and join the school in providing enriching educational activities during and outside the regular school day and school year.
- Serve on the PTO with the required 10 hours of service or pay the \$50/semester in lieu of.
- Recognize the school as a valuable community asset.
- Islamic Dress Code must be adhered to at all time. Students, Parents, and all visitors must be in Islamically appropriate attire (hijab for women) while attending school events or functions.

A: Visitors to Classrooms or Other Instructional Areas

- a. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
  - b. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
    1. Remaining in a designated place or seat
    2. Refraining from speaking to students while the class is in session
    3. Refraining from entering or leaving the area while an activity is underway
    4. Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
    5. Requiring that the visitors are chaperoned
    6. Limiting the duration of the visit to particular times or length of time
    7. Limiting the activities of the visitor to a particular purpose
    8. Designating particular routes of travel in the building or upon school grounds
    9. Refraining from the use of cellular telephones or other electronic devices
  - c. Non-school aged children are prohibited from visiting classrooms or other instructional areas.
  - d. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make mutual arrangements prior to the visit.
  - e. Visitors for school events, PTO related activities, and/or volunteers are not allowed to walk throughout the school. They are to remain in the designated area for where the purpose of their visit is to take place.
  - f. All visitors must be respectful to Staff and Students while visiting BHA campus.
  - g. Visitors may not approach staff nor conference with staff if it not mutually agreed upon.
- B. Student Visitors
- a. Parents of potential enrollees must obtain written permission of an administration official. Administrative approval must be obtained prior to visit.
  - b. No student who is under out of school suspension/expulsion or other form of discipline or absent from this or any other school district shall be permitted to visit BHA.
- C. Exceptions to Visitor Requirements
- a. Persons invited to visit the school as part of a scheduled open house, special events, or adult participation in organized and school approved activities (i.e. volunteers, guest speakers, etc.). All visitors must obtain a picture ID from the front desk by having their driver's license scanned. For out of state visitors, a background check may be requested.
- D. Special Circumstances
- a. School administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational process of BHA. Any such individuals shall be directed to leave the school premises immediately by security and law enforcement authorities may be called if necessary.

The following procedures may be enforced if there is non-compliance to avoid disruption to school operations. Administration officials shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

Staff members may choose to end the interaction immediately if they feel threatened or verbally abused. Any visitor that does not adhere to the visitor policy and/or to the expectations outlined in said policy can/will be subject to the following (after the administration is notified of the incident. Administration will take action depending on the severity of the situation and the below is not a specific sequence to Administrative action):

1. Meeting will be arranged with the offending party.
2. Warning letter will be issued to visitors in question to inform them of the specific violation.
3. Communication will be sent to inform the offending party that they are no longer allowed on the school premises/activities. School Security will be informed to enforce the restriction and criminal trespassing charges may be applied.
4. Depending on the severity of the situation the family maybe removed from BHA.
5. In extreme circumstances criminal charges will be filed with Garland Police Department and any of the above consequences may apply.

## Grievance Procedure

All grievances must be in writing. Parents having a grievance to file with the school should first address it with the appropriate teacher. If the parent is not satisfied, he/she may take their grievances to respective Principal. If the school Principal is unable to resolve the issue, then the matter will be reported to the Head of the school. If the parent is not satisfied, he/she may take their grievance to the school board.

**Failure of any visitor to adhere to the visitor policy may be subject to criminal trespassing charges in accordance with Texas State laws.**

## Playground and School Grounds

- School staff supervises all outdoor activities on school grounds. Students should always be in the play areas they are assigned.
- Students must not leave the school grounds during the lunch or recess period. The only exception is for 11<sup>th</sup> and 12<sup>th</sup> graders. 11<sup>th</sup> grade students have an open campus during assigned days/times and may leave for lunch according to the following:
  - Students must complete the Parental authorization form and submit to the college guidance counselor.
  - Boys are allowed to leave for lunch on Tuesdays and Girls are allowed to leave for lunch on Thursdays.
  - Students must obey Texas state laws when it comes to minors driving and passenger limitations.
  - Any violations of the above open campus policy will result in the involved students losing this privilege.
  - Security and Facilities will receive a list of names of authorized students to leave campus who are in charge of monitoring student movement.
- No equipment other than what school permits for recess use is allowed. All other equipment will be confiscated. The safety of the entire playground is to be considered at all times. Balls may not be kicked or thrown against any building or fence. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform the school staff on duty immediately. Students are not allowed to go off school grounds to retrieve balls/equipment.
- If someone should get hurt during recess, a student should inform the school staff on duty immediately. Students should be encouraged to play outdoors when weather permits. If your child needs to remain indoors for serious health reasons, please send a detailed note—but let this be the exception.
- Parents are encouraged to educate their children that the playground is an area designed for recreation and play. Any behavior deemed a deviation from proper playground etiquette will result in the student being removed from the area and disciplined in accordance with the BHA Discipline Policy.

## NUTRITION POLICY

**BHA: Be Healthy and Active!**

Studies show that kids do better in school when they eat healthy food and get regular exercise. Better grades lead to more chances for success. BHA complies with the Texas State School Nutrition Policy (<https://tcta.org/node/12011>), and strives to phase out foods of minimal nutritional value (FMNV) such as candy, etc. However, please note that BHA adheres to the Islamic restrictions of food consumption.



## Discipline Policy 2019-2020 Academic Year

**BHA Administration and Board would like to highlight the following changes for the upcoming academic year of 2019-2020. These changes are needed to ensure that BHA has a safe and Islamically sound school culture and climate.**

1. A total of 3 Level 1 infractions will warrant a detention on Fridays. These demerits will affect the incentive program, clubs, extracurriculars, athletics, etc.
2. If a Level 2 infraction is disturbance of learning the following steps will be followed:
  - a. A classroom system will be in place to warn and remind students of behavior.
  - b. If the behavior persists, the teacher will remove students from the classroom and student will be placed in ISS. The ISS room will be monitored by staff.
    - i. Teacher will give students assignments to complete individually for that block.
    - ii. Teacher will call home to inform parents of the situation.
    - iii. Teacher will document this in Sycamore.
3. Level 2 infraction that involves technology or devices, will incur confiscation for the first time offense and will only be returned to the parent.
  - a. Second offense will yield a fee of \$25 and confiscation. Phone must be picked up by parents.
  - b. Third offense will be that their cell phone is not allowed for that child during the school hours. There will be a \$50 fee. Child can keep the phone at home or turn it into the front desk daily in the morning and pick up at the end of the day for the year.
4. Level 2 infractions, if repeated 2x or an infraction worth 5 points or more, would warrant a Saturday detention for 3 hours. **The fee will be \$50. It will be from 8am-11am.**
5. Some Level I & II infractions have meaningful consequences vs. punitive consequences. That would be on a case by case scenario. This is best practice in public and private schools. (For example, level 2 bullying- write a letter to the victim and apologize. Find three nice things to say about the victim and get them a small gift. OR Vandalism- clean the lunch room after the students leave.)
6. Level 3 infractions would warrant a Saturday Suspension/Detention for 6 hours from 8am-2pm. The student will not miss instructional time with Saturday Suspension/Detention so that the grades will not be affected. The fee will be **\$100/day or \$50 for Detention and collected the day of**. If parents choose not to have Saturday Suspension/ the student will Serve OSS during the weekdays and have a maximum of 70% grading policy will apply.
7. Level 3 infractions must be reviewed by the Dean of Student Affairs before entry into sycamore.
8. If students are allowed to re-enroll in the next academic year, the expulsion threshold for the first two quarters (probationary period) will be 25 demerit points. Contract with parents must be signed the year prior.
9. Students who exceed 50 demerit points will be ask the withdraw or be recommended for expulsion.
10. Each of the grade levels are now specified in the policy. ie ECE, MS, and HS. We realize that age is important with certain infractions.
11. **Blue highlighted area- are what is new for the 2019-2020 academic year. Yellow highlights are for emphasis.**

### Communication Timeline/Activity

1. Each infraction is logged into Sycamore and is emailed to parent via Pass -A- Note feature (if enabled from the parental portal). This applies to any and all infractions including but not limited to Acts of Misconduct, Verbal Warnings, Administrator notes, and Counselor Observations
2. **~10+ demerit points-** BHA will notify parents via phone call to inform parents that their child has 10 demerit points and is at risk to qualify for any programs that are tied to demerit points: ie Dual Credit Program (15 points), Club positions/enrollments, or Incentive program (10 points).
3. **~20+ demerit points:** BHA Administration will meet with the parents to inform them of the infractions and reviews with the parents and students (if applicable) that they are approaching the threshold for non-enrollment. At this point, students will be advised to attend counseling with Behavior Counselors.
4. **~30+ demerit points:** BHA administration will send a certified letter and a copy of the letter is scanned and placed into Sycamore and Student File (with Admissions).
5. **40+ demerit points:** BHA administration meets with parents again to discuss the severity of the situation and also has parents sign off on a letter or acknowledgement that if their son/daughter reach 50+ demerit points they will be asked to un-enroll. **Students will be given automatic Out of School suspension for 5 days. This puts all students at risk for enrollment and/or probation during re-enrollment for the following academic year. This will be documented via Sycamore.**
6. **50+ demerit points-** Given the situation the parents may be asked to unenroll or expulsion proceedings will be recommended.

**GENERAL PROVISIONS**

- A. The basic principle of our discipline policy is to ensure the safety of the children and to provide an opportunity for the enrichment of their learning process. The policies below state what is expected of all students with respect to behavior and not limited to the disciplinary actions listed below.
- B. The school administration reserves the right to change, modify, and implement this discipline policy as needed.
- C. The five basic tenets of our Discipline policy are:
  1. Self control as a responsible Muslim
    - Courteous language
    - Resolve conflict in a mature manner
    - Be appropriately dressed and groomed in accordance with uniform policy
  2. Demonstrate a positive attitude
    - Take a leadership role
    - Be positive
    - Be cooperative
  3. Respect the rights and feelings of others
    - Behave in a manner that does not disrupt others
    - Treat others with courtesy and respect (Put yourself in the place of the other person. Whether that person is another student, teacher, parent, community member, administrator, lunchroom or custodial staff, or any guest on campus.)
  4. Take responsibility for school property
    - Respect the building, grounds, and property
    - Keep the campus free from trash and graffiti
    - Do not vandalize school property (lockers, desks, building, bathrooms, etc.)
  5. Be an active part of the learning process
    - Attend class on time
    - Be prepared for class (bring assignments, books, supplies, and positive attitude.)
    - Follow instructions
    - Participate in class activities
    - Allow teachers to teach and students to learn

**Notes:**

- **Brighter Horizons Academy reserves the right to modify and/or amend the school Discipline Policy as necessary throughout the school year. Students/ Parents are expected to comply with the most updated version of the Discipline Policy.**
- **By signing off on this handbook you agree to all the policies stated in this handbook.**
- The Academy has the right to search any student's person, backpack, desk, and/or lockers at any time as deemed necessary to ensure the safety of the school and adherence to school rules and policies.
- The Academy reserves the right to mandate drug and/or alcohol testing within a certain time period by authorized clinics approved by the Academy.
- **The list of violations in each of the four levels is a sample and therefore is not all-inclusive, but is only representative and illustrative.**
- There will be instances where a lesser or a greater penalty may be assessed than that listed in a level for a violation (depending upon the facts and circumstances of the action).
- A parent/guardian will always be notified in writing via Sycamore before Community Service (CS), In School Suspension (ISS) and/or Out of School Suspension (OSS) is administered.
- The day(s) a student is serving OSS will receive a maximum credit of 70% for any assignment, class work, homework, quizzes, projects, and tests that they missed during OSS. All required assignments must be submitted upon the students' return. Failure to submit work will result in receiving a zero. For high school students OSS may be reported

on his/her final transcript. A student serving an out-of-school suspension shall not be allowed on school property nor allowed to attend any on/off campus school activity during the suspension time

- Students serving ISS will receive full credit but will be removed from the classroom setting. During ISS all devices will be confiscated for the duration of the ISS period. ISS students are required to attend school as per the normal school schedule. Students will be monitored by school staff and will be required to pay \$50 for the day.

**Sycamore Point System:**

Each infraction documented in Sycamore carries a point total that accumulates throughout the course of the school year. As points accumulate, the consequences become increasingly more severe. The thresholds for points and consequences are as listed:

Level I- Acts of Misconduct are from 0-2 points.

Conduct that hinders the orderly conduct operations of classroom or school.

Level 1 Infraction	ECE	MS	HS	Comments	Restoration
Administrative Intervention	0	0-2	0-2	This is used for documentation and issue points upon discretion.	N/A
Teacher Intervention	0	0	0	This is used for documentation only.	N/A
Counselor Notes	0	0	0	This is used for documentation.	N/A
Verbal warnings	0	0	0	This is to warn students that any further activities will result in demerit points.	N/A
Level 1: Make-up/Jewelry/Nail polish	N/A	1	2	This included girls wearing excessive makeup, jewelry, and/or having nail polish.	<p><b>Meeting with counselor &amp; detention</b>  <b>Counselor meeting should cover:</b>                      -self image                      -defiance?                      -Islamic Principles?  <b>Reflection:</b>                      What happened?                      Was it against the rules?                      What can you do to avoid it?</p>
Level 1: Uniform Code*	0	1	1	Violating the Uniform code: This includes unclean/sloppy in appearance, wearing incorrect uniform clothing, hoodies, etc. Parents may be asked to provide adequate uniform according to the uniform dress code. *Students may not be allowed in class until uniform is corrected. This may mean that parents need to supply students with proper uniform so that they can get back to class. *Student may be subject to be sent home.	<p><b>Meeting with counselor &amp; detention</b>  <b>Counselor meeting should cover:</b>                      -self image                      -defiance- if this is occurring repeatedly?                      -Islamic Principles- if repeatedly not following instructions  <b>Reflection:</b>                      What happened?                      Was it against the rules?                      What can you do to avoid it?</p>
Level 1: Chewing gum	0	1	1	Chewing gum is against school policy.	<p><b>Reflections for repeat violations:</b>                      What happened?                      Was it against the rules?                      What can you do to avoid it?</p> <p>-Lysol all desks/scrape gum in classrooms during detention time</p>

Level 1: Inappropriate hair	0	1	2	<p>Male students should maintain a haircut that is not defined according to Qaza3 criteria. Shaved/uneven hair is considered Qaza3 and not permissible according to the sunnah. This includes having ponytails, dreadlocks, hair coloring, dying hair, etc.</p> <p>*Student may be subject to be sent home.</p>	<p>Sent home immediately</p> <p>Inappropriate hair must be fixed if it is Islamically appropriate</p> <p>Hair should be neatly groomed, evenly cut, above the ears, fade is appropriate as long as it is not Qaza3</p> <p>Reflection: What happened? What can you do to avoid it? Was it against the rules? What is Qaza3 hair according to Islam?</p>
Disruptive Behavior in Salah	0	2	2	<p>Students are disruptive in salah and disturbing others.</p>	<p>Removed from Main Salah are if repeated infraction</p> <p>Referred to Imam Abdul Latif, Dean of Student Affairs, and Dean of Tarbiyah for a reflection</p>
Level 1: Horseplay / Verbal Altercation / Aggressive Play/ Minor Disrespect between students	2	2	2	<p>Students involved in aggressive play that escalates in or out of the classroom.</p>	<p>Meeting with Dean of Student Affairs to discuss what play looks like, sounds like, and what is safe/unsafe behavior</p> <p>Reflection: What happened? Was it against the rules? What can you do to avoid it?</p>
Level 1: Display of phone	0	2	2	<p>This includes cell phones, ipods, iwatches, games, etc. The device must be secured out of sight in hallways</p>	<p>Level 2 infraction that involves technology or devices, will incur confiscation for the first time offense and will only be returned to the parent.</p> <p>i. Second offense will yield a fee of \$25 and confiscation. Phone must be picked up by parents.</p> <p>ii. There will be \$50 fee. Third offense will be that their cell phone is not allowed for that child during the school hours. Child can keep the phone at home or turn it into the front desk daily in the morning and pick up at the end of the day for the year.</p> <p>Reflection: What happened? Was it against the rules? What can you do to avoid it?</p>
Level 1: Using staff bathroom	0	0	0	<p>Students shall not enter the staff bathroom. This infraction is given if students do not have permission to use the staff bathroom.</p>	<p>Reflection Detention</p>
Level 1: Using Elevator without Consent	NA	0	1	<p>Students can only operate the code with permission. Your son/daughter did not have permission to use the elevator. This is particularly important during the time of evacuation and/or emergency.</p>	<p>Reflection Detention</p>



Level 1: Other	0-2	0-2	0-2	This open category is for school officials to add in an instance that may not be specifically listed in Level 1 Infractions. Please see below for the description of the infraction.	Reflection Detention
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Disciplinary Action for Students with Level 1 infractions can include and be upto:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Teacher conferences with parents.
- Repeated offenses may end up with 3-5 days of Community service (CS) or in school detention (D).
- Repeated offenses may result in 2-3 days of School Suspension (ISS)\*.
- Repeated offenses may result in 1-2 days of Out of School suspension (OSS)\*.

**Level II-** Acts of Misconduct are from 3-7 points. For Middle School & ECE acts of misconduct are from 2-7 points. Conduct that expresses poor character without causing physical harm.

Level 2 Infraction	ECE	MS	HS	Comments
Level 2: Disruptive Behavior	1	3	3	<p>Despite repeated warnings Teacher had to stop instruction to deal with student behavior. Disturbed the learning of other students in the classroom.</p> <p><b>* This infraction can yield removal from the classroom to Alternative placement room complete remaining assignments for the betterment of others. If students removed, the must be responsible for their assignments.</b></p> <p><b>Removal to APR</b>  <b>After warning system, call home to parents by teacher.</b>  <b>Reflections</b>  <b>Finish CW for that period</b></p> <p>Level 2 infractions will carry demerit points. If the infraction is disturbance of learning than a classroom system needs to be initiated prior to Alternative Placement Room (APR). Once student is in APR, teacher assigning the APR must make a call home and log into sycamore.</p>
Level 2: Violating Area Rules/ Outside of class without hall pass/loitering	1	2	3	<p><b>In the hallway without a pass. Loitering in the hallway.</b></p> <p>Level 2 infractions will carry demerit points. If the infraction is disturbance of learning than a classroom system needs to be initiated prior to Alternative Placement Room (APR). Once student is in APR, teacher assigning the APR must make a call home and log into sycamore.</p> <p><b>Removal to APR</b>  <b>After warning system, call home to parents by teacher.</b>  <b>Reflections</b>  <b>Finish CW for that period</b></p>
Level 2: Forgery	1	3	5	<p>Student misrepresents a parent/guardian's signature on an official school document.</p> <p><u>Reflections &amp; Detention</u>            Letter to Parent: Why did you forge?</p>
Level 2: Concealing the truth and causing harm to others	1	3	5	<p>Student did not share information when requested. It was later discovered by teacher/school official and this caused harm to his/her peers.</p> <p><u>Reflections &amp; Detention</u>  <u>Letter to Victim</u></p>
Level 2: Violating Field trip rules/ Sporting events/ Extra curricular Activities	1	2	3	<p>Rules of a field trip are similar to that of school. Student did not follow directions or rules while on trip or attending the event.</p> <p><b>* This may prohibit student to participate in future field trips, sporting events or extra curricular for the year. This includes all students who are players and spectators.</b></p> <p><u>Reflections &amp; Detention</u></p>

Level 2: Offensive Language/ Inappropriate language  or  Foul/Derogatory Language/Behavior	1	2	3	<p>Student is using Islamic inappropriate language, hurtful to others, or tone is disrespectful. This can apply anywhere on school premises or school events.</p> <p>Reflections: What does the word mean that you used? What words can you use to express yourself differently? If the Prophet (S) were with you, would you say this? What are the angels writing down? What does cursing entail in Islam?</p> <p>Student spoke/wrote profanity and/or racial slurs. This also may include using language or displaying behaviors that are discriminatory.</p> <p>Letter to Victim/Other person where you also write two nice things about the person</p> <p>In the reflection: Research the word used, where it comes from, what it means, and why it is derogatory.</p>
Level 2: Use of electronic device without teacher consent	0	2	3	<p>This includes cell phones, ipods, iatches, games, etc. The device will be confiscated and returned to parents on the first offense, \$25 fee and returned to parents on the second offense, and \$50 fee and not allowed to possess cell phone during school hours held for the remainder of the school year on the third offense.</p> <p>Level 2 infraction that involves technology or devices, will incur confiscation for the first time offense and will only be returned to the parent.</p> <p>iii. Second offense will yield a fee of \$25 and confiscation. Phone must be picked up by parents.</p> <p>iv. There will be \$50 fee. Third offense will be that their cell phone is not allowed for that child during the school hours. Child can keep the phone at home or turn it into the front desk daily in the morning and pick up at the end of the day for the year.</p>
Level 2: Defiance/ Noncompliance	2	3	5	<p>Student willfully denies a teacher's request to comply to school/classroom rules.</p> <p>Reflection &amp; Detention Sweep the whole school</p>
Level 2: Fighting	3	5	5	<p>Students are engaged in physical fighting. Student may have hurt the other student, however, there was no significant physical injury as a result.</p> <p>Letter to Victim/Other person where you also write two nice things about the person</p>
Level 2: Vandalism	2	5	5	<p>Damaging or defacing school property. Student/Parent is responsible for paying for fixing/replacing school property. Student is responsible for meeting with various managers following the chain of transactions to fix/replace damaged item.</p>
Level 2: Inappropriate Intermingling	1	3	5	<p>Students are found to be intermingling inappropriately. This includes cyber relationships, chats, etc. <b>Constantly hanging out with each other without purpose, proximity is very close.</b></p> <p><b>Reflection: Why are the youth who protect themselves shaded on the DOJ and promised Jannah?</b></p>
Level 2: Skipping	N/A	5	5	<p>Student has arrived to class more than 15 minutes late to not attending. Skipping also includes missing assembly, class, lunch, prayer, &amp; other required activities purposefully.</p>
Level 2: Horseplay/ Physical Aggression	1	2		<p><b>Acting aggressively toward one another and playing in areas where they should be doing something else.</b></p>

2: Minor Theft	3	3	5	Taking things of peers/staff or faculty that do not belong to them on purpose. *This may require student counseling.
2: Prank	3	3	5	Students involved in playing a joke on the other that caused minor harm.
2: Disrespect of Others	3	5	7	Disrespecting peers, adults, and/or teachers/school faculty. Student was openly challenging teacher, talking back or being rude either one on one or in front of peers. This is a serious charge-and a parent meeting is required.
2: Repeated offenses	2	5	5	Have warned for level 2 violations, has had detention and despite the warnings and consequences, the behavior is persistent. (Uniform, chewing gum, cell phone display)
2: Engaging in Academic Dishonesty	3	5	5	Attempting to facilitate cheating, assisting others to cheat, or attempting to cheat.
2: Failure to submit Electronic	N/A	3	5	Student was requested and/or instructed to submit electronic device/smart watch and did not. Students' device was caught ringing during instructional hours.
2: Bullying		5	7	Student is involved with cyberbullying or bullying during school hours. Teasing, Taunting are included but not limited to. Students are emotionally affected adversely. Counseling is mandatory and parent meeting may be needed.
2: Other				This open category is for school officials to add in an instance that may not be specifically listed in Level 1 Infractions. Please see the below for the description of the infraction.

Disciplinary Action for Students with Level 2 infractions can include and be upto:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Teacher conferences with parents
- Parents may be requested to pick up for the remainder of the day for repeated infractions.
- Students serve in school detention (D).
- 1-7 days of In School Suspension (ISS).
- 1-3 days of Out of School Suspension (OSS). ECE students: 1-3 days of Out of School Suspension (OSS). This may affect the status of clubs and athletics

**Level III-** Acts of Misconduct are from 5- 10 (ECE) & 10-20 points (MAIN). Conduct that is potentially threatening to life, and/or causes injury, health, and/or morality and /or damaging to property.

Level 3 Infraction	ECE	MS	HS	Comments
Level 3: Cheating/Academic Dishonesty	5	7	10	This includes deliberate acts of cheating, initiating cheating, plagiarism, and/or distribution of materials to facilitate cheating. Level 3 includes: copying from other students, taking other's work as their own, using information that is not accessible to others . This infraction includes any course work from other institutions ie Richland, TTUISD.*This infraction will have affect athletes and or club involvement. This also automatically disqualifies a student from the incentive program.
Level 3: Possession and/or Distribution of Pornographic Materials	5	7	10	Student was showing/ distributing others of Un-Islamic material.
Level 3: Immodest Behavior	5	7	10	Students are involved with immodest behavior. This would include showing pictures, material, social media, etc to defame others. Students are required to limit their interactions to school purposes with the opposite gender, speak calmly, no physical touching, avoid inappropriate comments on social media. Students consistently huddling in the hallway or lingering in the hallway despite repeated warnings will incur this infaction.
Level 3: False Emergency Alarm	5	7	10	Pulling any fire alarms causing the school to evacuate. Student will be responsible for any financial damages.
Level 3: Smoking/Vaping	5	10	10	Smoking (vaping included) on campus during school hours or during school activities.
Level 3: Leaving Campus during school hours or school related activities without proper authorization	N/A	10	10	Students who leave campus prior to the school day ending must sign out and/or have permission. This includes following open campus rules.
Level 3: Extortion/intimidation.	5	7	10	Purposefully taking money or scaring students into giving money for actions.
Level 3: Reckless driving	N/A	N/A	10	This includes driving without a license on school property.
Level 3: Inappropriate Intermingling	5	7	10	This level of intermingling includes: sharing indecent pictures, physical touching, and/or intimidation associated with act. This includes inappropriate conversations/talk through social media on or off school premises. Constantly hanging out with each other without purpose, proximity is very close.
Level 3: Unauthorized entry into a classroom, building or vehicle (when present)	0	10	10	This is forceful and/or deliberate entry into the classroom/building/vehicle without permission. Students are not allowed to enter a classroom, unlocking it with foreign objects and/or allowed to be in a classroom without proper supervision.

Level 3: Bullying	10	15	15	Making fun of or deliberately belittling others. This includes repeated teasing, taunting, and/or passing unwanted remarks. This includes cyberbullying on or off campus. This type of bullying has led to serious emotional and/or physical risk. <b>This behavior has repeatedly occurred.</b>
Level 3: Physical fights	10	10	15	Student has physically hurt another by starting or participating in a physical altercation. The situation was severe and students may have had an injury.
Level 3: Inappropriate Use of Social Media/ Internet	5	10	10	Using emails, Facebook, Twitter, You Tube, Snapchat, Instagram, or any unauthorized website, or other online social media to harm the Academy, its students staff members, and/or parents.
Level 3: Theft	5	7	10	Concealing, destroying, damaging or taking of another's property even if this means taking it without permission and giving it back.
Level 2: False Emergency	5	10	10	<b>Either pulling of school alarms, walking through locked doors, or calling 911 as a false alarm.</b>
Level 3: Pranks	5	10	10	<b>Pranks that cause harm to others. This would include causing others monetary damage or emotional/physical harm.</b>
Level 3: Other	5-10	7-15	10-20	This is a category that allows to specify the actions that may not be captured by the <b>other infractions and is conduct detrimental to the mission and vision of the Academy</b>

Disciplinary Action for Students with Level 3 infractions can include and be upto:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- 3-7 days of In School Suspension (ISS)
- 2-10 days of Out of School Suspension (OSS). ECE Students may receive up to 5 days Out of School Suspension (OSS). This may affect the status of clubs and athletics.

**Level IV** - Acts of Misconduct are all 50 points for the MAIN campus. ECE campus will be dealt according to the below demerit points. Conduct that is serious and/or illegal and all the below are classified as Conduct Detrimental. All of the following infractions are a one time only and do not need any other infractions to enforce the discipline policy. The administration has the right to take immediate action as needed to protect the Academy, Student, and Staff.  
**Level IV**- Acts of Misconduct are all 10 points for ECE.

These points are up to 50. They can only be lowered based on Administrative discretion and circumstances.

Level 4 Infraction	ECE	MS	HS	Comments
Level 4: Alcohol, drugs, or intoxicants possession or use	50	50	50	Student either is in possession, intoxicated or caught using.
Level 4: Arson	50	50	50	Student purposefully caused a fire to building, property, or people.
Level 4: Major Assault on Teacher/Staff/Student	50	50	50	Student used a weapon or anything as a weapon to attack and harm anyone. Possibly major injury as a result of attach.
<b>Level 4: Bomb threat</b>	50	50	50	<b>Student makes statements that are detrimental to the school and cause others to be afraid. Threatens to use explosives at the school or with school staff.</b>
<b>Level 4: Sexual Harassment</b>	50	50	50	<b>Student made inappropriate advances toward others in school.</b>
Level 4: Possessing, Displaying, Pretending have a gun, knife, or an assault weapon.	50	50	50	Student pretending to have an actual weapon with intent to cause harm.
[1] Level 4: Theft/Unauthorized Access	50	50	50	This includes accessing unauthorized information on school computers/network. Intentionally accessing unauthorized information on school computers/network.
Level 4: Other/ Conduct Detrimental	50	50	50	

Disciplinary Action for Students with Level 4 infractions can include and be upto:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Recommendation for Non-Enrollment with no possible future for Enrollment
- Immediate Expulsion
- Garland Police Notification.
- May lead to immediate expulsion for ECE Students.
- May lead to no possible future enrollment for ECE Students.

### Acts of Misconduct and their Consequences

**Note:**

1. The list of violations in each of the four levels is a sample and therefore is not all-inclusive but is only representative and illustrative.
2. There will be instances where a lesser or a greater penalty may be assessed than that listed in a level for an infraction (depending upon the facts and circumstances of the action). Students who continue to repeat certain acts of misconduct will suffer consequences greater than those listed in each level.

### MISCELLANEOUS POLICIES

1. Birthdays – Please note that distribution of birthday cards or invitations to birthday parties and planning of or participation in birthday parties on school property are not allowed.
2. Buying and Selling – The unauthorized buying and selling of any item on BHA property is strictly forbidden. Anyone engaging in this practice is subject to severe disciplinary action.
3. Jewelry – For the safety of the children jewelry is not to be worn during school hours. The Academy will not be responsible for any lost jewelry.
4. Lost Items – Each Friday, all lost items turned into the office during that week will be discarded after dismissal.
  - i. Found Books – Student textbooks found on campus or turned into the front office will require a payment of \$5.00 per instance upon retrieval.
  - ii. Found Book Bags – Student book bags found on campus or turned into the office will require a payment of \$10.00 per instance upon retrieval.
5. Damaged or Permanently Lost Books – It is the expectation of BHA Administration and Board of Directors that any textbook issued to a student will be properly attended to; thus, any lost or damaged textbook will require that the student pay the full monetary value of the replacement book. These books include, but are not limited to, textbooks, workbooks, and library books. Failure to pay for lost or damaged books may result in a hold of the students' academic records.
6. Toys – These items should not be brought to school. Toys include but are not limited to cell phones, radios, dolls, electronic devices, make-up items, fidget spinners and/or trading cards. Such toys will be confiscated and submitted to the Principal/Student Services Support from whom parents will have to collect them.
7. Money – Bringing large amounts of money to school is not allowed. Any amount of money brought to school is the student's responsibility and is carried at the student's own risk. BHA is not liable for any lost money
8. Pets – Absolutely no animals or pets may be brought to school at any time.
9. Project Meetings After School – In the interest of safety, all student project meetings held on campus after school may only take place between 3:15 p.m. and 4:00 p.m. when supervised by a BHA staff member. Such arrangements must be made a day in advance and the office must be given written notice from the students with the teacher's written approval. No telephone calls will be made home regarding project arrangements.
10. Policy Changes – In an ongoing effort to improve the Academy, periodic policy and procedural changes occur. Parents are expected to comply with the most recent officially approved version of any policy or procedure.
11. Aerosol Cans - Under no circumstances are aerosol cans of any kind, including atomized perfume bottles, room deodorizers or deodorants allowed at the Academy. We believe and encourage good health and hygienic practices; however, due to potential danger these items may cause to students and staff members (triggering asthma attacks, spraying in the eyes, and triggering allergic reactions of other students) above-mentioned items should not be brought to school. Students found with above items will receive severe disciplinary actions.

#### Glossary/ Terminology:

Disciplinary Action	Explanation
Verbal Warning	The student will be informed verbally by the teacher and/or administrator to refrain from repeat acts.
Teacher-Student Conference	The teacher will discuss the situation with the student and work with that student to develop positive behavior. During this step, teacher and student correct and prevent many problems.



<p><b>Parent-Teacher/ Admin Conference</b></p>	<p>Everyone involved works together to develop a solution to the problem. The conference often results in a behavior contract, which outlines specific rewards and consequences designed to change the student’s behavior.</p>
<p><b>Detention (D)</b></p>	<p>Detention will involve staying after school or on Saturday to serve 1 hour under the supervision of school faculty. Within this hour, students will be responsible for reflecting on why they are serving detention and possibly complete additional work assigned. Parents will be notified to arrange for the date/time of the detention to be served. Ideally, students serve the same day or the very latest the next day. Additionally, students who fail to show up for detention the first time will have detention for 2 days in a row. If a student repeatedly fails to attend detention, they will be serving In School Suspension</p>
<p><b>Community Service (CS)</b></p>	<p>The student will be assigned to Community Service on campus. The Student will not be allowed to take part in any extracurricular activities until the CS assignment is completed. Community Service (CS) involves the assignment of a student to a specific duty on campus for a period of time to be determined by the campus administration. The school shall notify the parent/guardian when a student is assigned to CS. Students assigned to CS will not be eligible to participate in extracurricular activities until the CS assignment has been completed.</p>
<p><b>In School Suspension (ISS)</b></p>	<p>Students are expected to arrive on time and will be dismissed on time during in school suspension. They will sit in isolation and be expected to complete their work while being supervised by BHA staff. A charge of \$50 will be applicable to secure supervision per day of ISS. Students will also have lunch, recess and salah while supervised and will not be allowed to mingle with students. Full credit will be given upon the timely completion and submission of all assignments</p>
<p><b>Out-of-School Suspension (OSS)</b></p>	<p>The student will be removed from the school anywhere from 1 to 11 days. These days will be considered as unexcused absences. A student may be suspended when that student’s behavior violates the BHA Student Code of Conduct. Before suspending a student, other reasonable alternatives will be given consideration; however, it is not necessary that other disciplinary actions precede the use of suspension. During a suspension, the student’s absence will be considered unexcused, if the student satisfactorily completes the assignments for the period of suspension in accordance with the BHA Policy will receive a maximum of 70% credit. Students who have been suspended are not permitted to participate in extracurricular activities or attend school-related activities until they have successfully completed their suspension.</p>
<p><b>Expulsion</b></p>	<p>The student will be permanently removed from the school. The re-enrollment for the following school year would be at the discretion of the school administration depending on the reason for expulsion.</p>

**Bullying / Cyber Bullying Policy**

- BHA strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of BHA to maintain an educational environment in which bullying and cyberbullying in any form is not tolerated.
- All forms of bullying and cyberbullying by students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this Policy shall be subject to appropriate discipline.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.

- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- BHA shall annually inform students that bullying or cyber bullying of students will not be tolerated.

**Definitions:**

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyber bullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

Physically, emotionally or mentally harming a student;

- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of BHA, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Bullying is not a tangible act and the conversations around bullying have counselor privilege.

**Delegation of Responsibility:**

- Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.
- Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.
- Students shall be encouraged to report bullying or cyberbullying complaints to any staff member.
- Any staff member who receives a bullying or cyber bullying complaint shall refer the matter to an administrative official in order to determine if bullying or cyberbullying has occurred. If the behavior is found to meet the definition of bullying or cyberbullying, the Dean of Student Affairs will complete the appropriate written documentation.
- The Dean of Student Affairs or Guidance Counselor will inform the parents or guardians of the victim and also the parents or guardians of the accused.

**Complaint Procedure:**

A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.

The staff member will either refer the matter to an administrative official in order to determine if the alleged bullying or cyberbullying conduct occurred.

After the information has been gathered, the Dean of Student Affairs will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying or cyberbullying, the building principal will complete the appropriate written documentation.

**A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.**

### Discipline Process

When students do not show respect for others, whether they are causing problems that disrupt learning or put safety at risk, they are subject to disciplinary action. In other words, when students break the Student Code of Conduct, there will be consequences.

#### **BHA may discipline a student:**

- On campus grounds during the regular school day or as it relates to Islamic character/morality on or off campus.
- While the student is attending any school related activity regardless of when or where it takes place.
- When a school employee is a victim of retaliation regardless of when or where it takes place.
- When mischief is committed on or off school property or at a school-related event that is deemed conduct detrimental to the safety, image, and/or well-being of BHA, its staff, students, and/or community.

The initial attempt at solving behavioral problems in most instances of Acts of Misconducts, will be made by the teacher\*. The teachers will follow the Progressive Discipline Plan, including the five step correction and consequence process:

1. Verbal Warning
2. Student-Teacher Conference
3. Phone Call to Parents, Documentation in Sycamore, and referral to Counselors
4. Parent-Teacher or Administrator Conference
5. Leadership/Discipline Team Referral

**\* Unless the infraction demanded immediate referral to the office.**

**Removal by a Teacher:** A teacher may remove from class a student:

- Ø Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, or
- Ø Whose behavior, the teacher determines, is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with students in the class or with the ability of the student's classmates to learn.

#### **Once a matter is referred to the Administration the following procedure shall be followed:**

1. Interview parties involved and any witnesses (if incident was witnessed)
2. Call parents if mandated
3. Document Incident in Sycamore and fill any incident reports needed
4. Call for a parent conference (if necessary)
5. Referral to the Disciplinary Committee
6. Determine consequences
7. If any infraction warrants ISS or OSS, conference with Dean of Tarbiyah and/or Principal is mandatory
8. Administer consequences as determined

**\* Three separate incidents of Out-of-School suspensions in an academic year shall result in a recommendation for immediate expulsion and/or risk of re-enrollment.**

**\* Repeated Level 1 or 2 Acts of Misconduct, or any Level 3 or 4 Acts of Misconduct shall result in termination of Scholarship or Financial Aid for the current academic year, and such students shall not be eligible for funding from Financial Aid or scholarship for the next academic year. Such a matter will be referred to the BHA Leadership Team.**

**Note:**

- The list of violations in each of the four levels is a sample and therefore is not all-inclusive, but is only representative and illustrative.
- There will be instances where a lesser or a greater penalty may be assessed than that listed in a level for an infraction (depending upon the facts and circumstances of the action). Students who continue to repeat certain acts of misconduct will suffer consequences greater than those listed in each level.

**Area Rules:**

1. **Musalla Rules**

- Report to the Musalla upon hearing the Athan
- Walk quietly into the Musalla, & pray Sunnah
- Sit properly in the Musalla
- Keep quiet and respect the Musalla and Salah
- Be prompt for Salah
- Leave Musalla quietly once called by duty teachers

2. **Classroom Rules**

- Listen carefully to the teacher and/or other students without interruption
- Follow directions and participate in class activities/discussions
- Keep hands and feet to yourself and keep feet off school furniture
- Respect school and personal property
- Stay in place and do not slouch
- Turn in assigned work on time
- Raise your hand for teacher's attention
- Do not leave the classroom without the teacher's permission/hall pass
- Respect your teachers
- Respect others. Be kind with your words and actions
- Participate in the classroom
- Be prepared and attentive for class

3. **Lunchroom Rules**

- Walk slowly and in an orderly fashion into and out of the cafeteria
- Line-up in an orderly and quiet fashion in the serving line
- Eat only in the cafeteria or assigned area
- Keep food off the floor
- Stay at one table until you are finished eating
- Talk quietly and only with those students at your table
- Clean up your area after finishing your meal
- Return to class only when dismissed by your teacher or the teacher on duty

4. **Yard/Playground Rules**

- Be prompt in leaving the yard/playground to get to assembly or class
- Always stay within the school property
- Speak to others politely and without raising your voices
- Stay off trees and fences
- Stay out of classrooms before and after school, unless you have permission
- Stay out of the playground before and after school, unless you have permission
- Stay out of parking areas
- Observe and obey safety rules
- Listen to and obey teachers and/or other adults on duty
- Keep school grounds clean and clear of all personal belongings and/or garbage
- Remain in dismissal area until pick-up or guided inside by the teacher on duty
- Refrain from bringing gum to school and/or chewing gum on campus before during and after school hours
- Treat all students and adults with respect
- Walk only on the sidewalks

#### 5. **Bathroom Rules**

- Ensure that the toilet seat is clean after use
- Boys are to sit, not stand when using the bathroom
- Clean yourself with water, as per the Sunnah
- Wash your hands with soap when you are finished
- Finish your business in the bathroom quickly without socializing and playing

#### 6. **School Property Rules**

- Keep all school furniture and property free of damage
- Keep all school furniture and property free of graffiti
- Show responsibility and respect for school equipment: TVs, DVD players, computers, etc
- Follow allowed access rules for computers
- Do not bring sharp or harmful objects to the school campus
- Do not use the elevator without permission

#### 7. **Field Rules**

- The field cannot be used when gates are locked. Trespassers will be prosecuted to the fullest extent of the law.
- Jumping over the fence for any reason is forbidden
- Verbal altercations, cursing, and fighting are strictly prohibited
- Any damage occurring on the field beyond normal wear must be reimbursed by the perpetrator, who may be expelled indefinitely (assuming it is a BHA student)
- Proper athletic clothing to be worn at all times while using the fields
- Only playing members are to be admitted to the field. Spectators have to use outside seating area
- Finally: Have fun! That is what the fields are intended for.
- Stay out of the field before and after school, unless you have permission

#### 8. **Bus Rules During Field Trips**

- Arrive on time to the bus for the field trip
- Refrain from eating or drinking on the bus
- Respect and listen to the bus driver; he/she is in charge.
- Remain seated on the bus for the entire trip
- Sit in assigned seat

- Keep the seats free from damage and/or graffiti
- Keep head, hands, and arms inside the bus at all times
- Place trash in wastebasket or waste bag and not on the floor
- Keep the bus clean
- Must have student ID's with you

#### 9. Locker Area Rules

- Lockers are to be used to store school supplies and personal items necessary for use at school.
- Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations.
- Students will be expected to keep their lockers in a clean and orderly manner
- The Academy reserves the right to inspect lockers and lockers contents at any time, without notice, and without parental/guardianship or student consent to insure they are being maintained in accordance with the conditions of Locker Rules.
- The Academy shall not be obligated but may request the assistance of law enforcement officials in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.

#### 10. Hallway Rules

- Follow directions the first time given.
- Show respect (respect is in many ways- ensuring that you don't ignore requests and have control over body language)
- Walk quietly in the hallway and keep your body to yourself; no running, pushing, or shoving
- Keep to the right of the hallway and walk behind the person in front of you
- Go directly to your next class
- Speak in a normal tone of voice; no yelling or screaming
- Keep hallway always clean; no littering
- Should you leave the class, keep the pass visible

#### 11. Dismissal Rules

##### **Main Building Grade 6-10th**

- Students will be dismissed via driveline- All students must be in their last period of the day for this to occur.
- Remain seated at all times
- Proceed directly to car upon arrival
- Follow directions given by teachers on duty at all times
- Students will be released to attend clubs or tutoring at 3:15pm (student must have a student ID with proper authorization).
- Keep personal items with you at all times
- Students will be dropped off at Aftercare once
- Students are not permitted to go to ECE unattended
- Students are not permitted to go to the back-playground area
- No food or drinks during dismissal time (except approved sales)
- Students must remain in full uniform dress code (including hijab for girls)

#### 12. Social Media Rules/ Technology

- Maintain Islamic moral values regardless of when and where. Remember Allah is seeing you, watching you and Allah is your witness. Keep technology to oneself. Do not share your device

- Respect privacy of others. i.e. taking pictures/ videos of others without permission
- Maintain an appropriate online presence
- Using phones and technology for school use while on campus
- Posts must not be defaming or slandering your school.
- Technology used without permission will follow school's discipline policy.

### **13. Gender Relations**

- Maintain professional/ Islamically appropriate distance. Allow for personal space
- No physical touching
- Verbal and nonverbal conversations either in person or online must be Islamically appropriate
- Avoid compromising situation
- Do not share personal information unless it is to school faculty or parents
- Practice modesty in and out of school

### **DISCIPLINE PROCEDURES: EARLY CHILDHOOD—GRADE FIVE**

At the E.C.E. building we have five intervention strategies in place for student discipline. When a student chooses to behave inappropriately the consequence of the action will be handled through an intervention strategy. The five interventions do not necessarily occur in order. The appropriate intervention will be selected as determined by the severity of the behavior.

#### **Intervention A**

The teacher and the student resolve the problem. The child is actively involved in solving the problem. The teacher will use Love & Logic techniques to assist the child in problem solving.

#### **Intervention B**

The teacher and the student resolve the problem as mentioned in intervention A. The parents are notified and the incident is documented.

#### **Intervention C**

Team teaching members will share individual student problems, seek to find behavior patterns, and discuss ways in which to deal with the problems. The guidance counselor may be asked to assist. Strategies that are determined will be tried with the student.

#### **Intervention D**

A formal meeting of the student, parents, teachers, guidance counselors, and administrators (or any combination thereof) shall take place. This meeting will take place once the teacher and the teaching team has made an attempt to solve the problem using interventions A, B, or C.

#### **Intervention E**

In certain situations, it may be necessary to remove a student from the classroom or activity. When there is potential danger to the student or others, or when the behavior is destructive to the learning environment, the student will be asked to leave the room and go to the designated area. The Dean of Student Affairs will become involved with the student at this time. These circumstances include, but are not limited to: inappropriate language, disrespectful behavior, damage to property, theft, insubordination, inappropriate physical contact and noncompliance. When this intervention level is reached refer to the Student Code of Conduct and BHA Police.

**Disciplinary Action – Students who choose to act inappropriately will be subject to, but not limited to the consequences mentioned in the policy. Each communication will be documented in Sycamore and no changes can be made after 5 days**

of Sycamore entry.