

DISCIPLINE POLICY

2022-2023 Academic Year

BHA LT would like to highlight the following changes for the academic year of 2021- 2022 and on. These changes are needed to ensure that BHA has a safe and Islamically sound school culture and climate.

This year we need everyone to:

1. Be clear with expectations.
 2. Be consistent with consequences, policies, and procedures.
 3. Maintain accountability
 4. Have effective & continuous communication among all stakeholders.
 5. Maintain mutual respect (Firm but gentle)
1. Some Level 1 or 2 infractions will warrant serving a detention or suspension on the following day of the incident (but not on Fridays).
 2. The Demerit Points System will be implemented this year. The demerit points will affect the clubs, extracurricular, athletics; etc. Teachers will be trained & monitored not to overuse it.
 3. 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 students will be placed in Alternative Placement Room. The A.P.R 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.
 4. 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 will be picked up by parents from the principal's office. If parents aren't available to pick up the confiscated phone, phone will be securely kept in principal's office for the day.
 - 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.
 5. Some Level 2 or 3 infractions, if repeated 2x or an infraction worth 5 points or more, may warrant a Saturday Detention. The fee will be \$100. It will be from 8am-12 pm.
 6. Some Level I & II infractions have meaningful (Tarbiyah) consequences vs. punitive consequences. If parents choose not to have Saturday Detention/ the student will Serve OSS during the weekdays and have a maximum of 70% credit & grading policy will apply.
 7. Level 3 infractions must be reviewed by the Dean of Student Affairs before entry into sycamore.
 8. Students who exceed 50 demerit points will be asked to withdraw or be recommended for expulsion.
 9. No cell phone or smart watches allowed for ECE or MS students.

The mission of the BHA discipline policy is to inspire excellence in character and action according to the Quran and Sunnah. This will be achieved through character development (Tarbiyah), reflection, guidance, and accountability. 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 best of speech is the speech of Allah SWT, and the best guide is the Prophet Muhammad (PBUH). The character and actions we seek to inspire within our students will be derived from these two sources inshAllah. The sublime character of the Prophet (PBUH) will be used as the foundation of our policy. The school administration reserves the right to change, modify, and implement this discipline policy as needed.

Please see below character table what we will be actively teaching and implementing with our students and staff. Students will be held responsible for the following basic five tenets of our discipline policy are:

BHA Codes of Conduct	Student Expectations
Respecting Authority and Rules	<ul style="list-style-type: none"> • Honor the Dress Code (see dress code in Student Handbook) at all times during school hours, sporting events [on and off campus] and other school-related events. • Only bring school supplies on campus; keep all electronic devices away unless expressly permitted otherwise. • Remain obedient to staff and comply with school rules in Wudu Area, during Prayer, and Jumu'ah. • Remain in specified, designated areas at all times. • Be respectful and obedient to faculty at all times. • Follow instructions and teacher's directions at all times.
Manners of Speech	<ul style="list-style-type: none"> • Students are expected to speak with excellence at all times.
Conflict Resolution	<ul style="list-style-type: none"> • Students are expected to take positive, proactive steps to discussing, reforming, and resolving any conflict between themselves and faculty by using the means available to them.
Respecting Each Other	<ul style="list-style-type: none"> • Be respectful of classmates at all times, physically and verbally. • Students are expected to be honest, courteous, and kind to each other at all times, per Student Policies. • Take care of BHA Property during time on campus; students should never take anything from BHA, Faculty, or Students at any time except with express consent. • Honor the limits of Islam with intergender relations at all times. • Respect the building, grounds, and property • Keep the campus free from trash and graffiti • Do not vandalize school property (lockers, desks, buildings, bathrooms, etc.)
Self-Respect	<ul style="list-style-type: none"> • Students are to act with academic integrity at all times. • Students are required to be on time and present during class unless given a written excuse.

Discipline Policy – Levels of Infraction

- Level I – Actions that hinders the orderly conduct of classroom or school.
- Level II – Conduct that expresses poor character without causing physical harm.
- Level III – Conduct that is potentially threatening to life, and/or causes mortality and/or damaging to property.
- Level IV – Conduct that is serious and/or illegal and all the below are Classified as conduct detrimental. All of the following interactions are a one-time only and do not need any other interactions to enforce

the discipline policy. The administration has the right to take immediate action is needed to protect the Academy, student, and staff.

Acts of Misconduct and their Consequences

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.

<p><u>Discipline Violations</u> All violations between Levels 1-3 will be responded with either Tarbiyah and/or Discipline by administration via a Student Discipline Form. The severity of behavior, steps taken before Discipline Form, number of incidents, and student account will be factored into the final decision in accordance with policies.</p> <p><u>Teacher Course of Action</u> Teachers will try at least two of the following steps before deferring to administrative intervention, based on the behavior of the student:</p> <ul style="list-style-type: none"> • Verbal Reminder/Warning • Separate Discussion • Student-Teacher Conference • In-Class Consequence • Parental Contact • Parent Conference • Behavioral Counselor Intervention • Administrative Assistance • Admin/Parent/Teacher Meeting <p>Teachers will follow guidelines to ensure behavior is handled in-class and/or with parents before escalating to Discipline Form Students will receive a Discipline Referral if their behavior has reached the following level:</p> <ol style="list-style-type: none"> 1. Student’s behavior has completely halted the teacher’s ability to continue class. 2. Student is completely reluctant to change behavior after any form of reminding/warning. 3. Behavior has impacted and/or directly affects others and/or property. 	<p><u>Course of Action:</u></p> <p>Tarbiyah</p> <ul style="list-style-type: none"> • Written Acknowledgement of Reform • RightTrack – Merit Points [encourage students to do good to replace bad actions] • RightTrack – Behavior Chart: track students’ behavior to help reform and encourage positive change. • RightTrack – Academic: In cases where academics are involved, tutoring or extra credit may be assigned. • Behavioral Counseling to help with emotional/mental/spiritual source of the problem • Parent/Teacher Conference to discuss problems and work on solutions together. <p>Discipline</p> <ul style="list-style-type: none"> • Demerit Points – Recorded and then tracked by Dean. • Ongoing/Investigating Matter - used to determine full details before rendering final judgement • Admin/Student/Parent Meeting to discuss the severity of behavior and/or steps needed to prevent it • Disciplinary Action • After-School Detention • Saturday School Detention (Failure to attend will result in OSS) • In-School Suspension • Out-of-School Suspension <p>In cases where learning is available online, the consequence is still applied - if parents opt to move their student from on-site to online during ISS or OSS, students will have to remain online for the remainder of the school year</p>
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<ol style="list-style-type: none"> 4. The behavior is so severe it requires immediate administrative intervention and/or classroom removal. 5. Students have been given multiple chances and the behavior persists. Teacher has taken multiple steps to reform behavior and now requires administrative intervention and/or classroom removal. 	
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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 – Parents will be notified via phone call to inform parents that their child has 10 demerit points. Student will be at risk to qualify for any programs that are tied to demerit points: ie Dual Credit Program (15 points), Club positions/enrollments. (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. 35+ 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. 40+ demerit points: Given the situation the parents may be asked to unenroll or expulsion proceedings will be recommended.

General Provisions

- 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.
- The school administration reserves the right to change, modify, and implement this discipline policy as needed.
- 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:

- By signing off on this handbook you agree to all the policies stated in this handbook.
- **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.**
- 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 classrooms or school.

Level 1 Infraction	ECE	MS	HS	Comments/Restoration
Administrative Intervention	0	0-2	0-2	<p>Comments This is used for documentation and issue points upon discretion</p> <p>Restoration N/A</p>
Teachers Intervention	0	0	0	<p>Comments This is used for documentation only</p> <p>Restoration N/A</p>
Counselor Notes	0	0	0	<p>Comments This is used for documentation</p> <p>Restoration N/A</p>
Verbal Warnings	0	0	0	<p>Comments This is used to warn students that further activities will result in demerit points</p> <p>Restoration N/A</p>
Level 1: Make-up/ Jewelry/ Nail Polish	N/A	1	2	<p>Comments This includes girls wearing excessive makeup, jewelry, and/or having nail polish. Student may not be allowed to class until the violation is corrected.</p> <p>Restoration Meeting with counselor & detention Counselor meeting should cover:</p> <ul style="list-style-type: none"> • Self-image • Defiance • Islamic principles <p>Reflection</p> <ul style="list-style-type: none"> • What happened?

				<ul style="list-style-type: none"> • Was it against the rules? • What can you do to avoid it?
Level 1: Uniform Code	0	1	1	<p>Comments Violating the Uniform Code: This includes unclean/sloppy in appearance, wearing incorrect uniform clothing, non-BHA 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 that they can get back to class. *Student may be subject to be sent home & marked absent for the day.</p> <p>Restoration Meeting with counselor & detention counselor meeting</p> <ul style="list-style-type: none"> • Self-image • Defiance: is this is occurring repeatedly? • Islamic principles: if repeatedly not following instructions <p>Reflection:</p> <ul style="list-style-type: none"> • What happened? • Was it against the rules? • What can you do to avoid it? <p>(+ 1 day of detention the following day)</p>
Level 1: Chewing gum	0	1	1	<p>Comments Chewing gum is against school policy.</p> <p>Restoration Reflections for repeat violations:</p> <ul style="list-style-type: none"> • What happened? • Was it against the rules? • What can you do to avoid it?

				Lysol all desks/scrape gum in classrooms during detention time.
Level 1: Inappropriate hair	0	1	2	<p>Comments</p> <ul style="list-style-type: none"> • 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. • Students' hair should be professional looking; neat, clean, and well-groomed. Hair length may not exceed students' eyes/eyebrows, ears, or neck. • Braids are not allowed • Wearing hair in a bun with a rubber band is not allowed. • Student may be subject to be sent home & marked absent for the day. <p>Restoration Reflections</p> <ul style="list-style-type: none"> • What happened? • Was it against the rules? • What can you do to avoid it? • What is Qaza3 hair according to Islam? <p>Important: whether or not a student is appropriately dressed or properly groomed is at the discretion of the campus administration and may require student to be in compliance prior to returning to class.</p>
Level 1: Disruptive Behavior in Salah	0	2	2	<p>Comments Students are disruptive in salah and disturbing others.</p> <p>Restoration Removed from Main Salah if repeated infraction. Referred to the Dean of Tarbiyah or the Dean of Student Affairs for reflection</p>
Level 1: Horseplay/Verbal Altercation/ Aggressive Play/ Minor Disrespect between students	2	2	2	<p>Comments Students involved in aggressive play that escalates in or out of the classroom. ECE: Students to observe next class for reflection</p> <p>Restoration</p>

				<p>Meeting with Athletic Director or Dean of Student Affairs to discuss what play looks like, and what is considered safe/unsafe behavior</p> <p>Reflection:</p> <ul style="list-style-type: none"> • What happened? • Was it against the rules? • What can you do to avoid it?
<p>Level 1: Display of Phone (Only in Fish Tank & only for juniors and seniors)</p>	0	2	2	<p>Comments This includes cell phones, iPods, smart Watches, games, etc. the device must be secured and out of sight in hallways. (Not allowed during lunch, PE, or in the bathroom)</p> <p>No smart watches for ECE/MS/HS</p> <p>NO Cell phones for ECE or MS</p> <p>Restoration</p> <ul style="list-style-type: none"> • Level 2 in fraction that involves technology or devices, will encourage confiscation for the first - time offense and will only be returned to the parent. • Second offense will yield a fee of \$25 and confiscation. So must be picked up by parent. • There will be a \$50 fee for the third offense. 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 it up at the end of the day for the year. <p>Reflection:</p> <ul style="list-style-type: none"> • What happened? • Was it against the rules? • What can you do to avoid it?
<p>Level 1: Using Staff bathroom</p>	0	0	0	<p>Comments Students shall not enter the staff bathroom. This infraction is given if students do not have permission to use the staff bathroom.</p> <p>Restoration Reflection:</p> <ul style="list-style-type: none"> • Detention
<p>Level 1: Using elevator without consent</p>	N/A	0	1	<p>Comments Students can only operate the code with permission. Your son/daughter did not have permission to use the elevator.</p>

				<p>This is particularly important during the time of evacuation and/or emergency.</p> <p>Restoration Reflection:</p> <ul style="list-style-type: none"> • Detention
Level 1: Not reporting to class after Salah	N/A	2	2	<p>Comments Students should be written up for skipping & will be marked absent for the class.</p> <p>Restoration Reflection:</p> <ul style="list-style-type: none"> • Detention the following day
Level 1: Other				<p>Comments 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.</p> <p>Restoration Reflection:</p> <ul style="list-style-type: none"> • Detention

Disciplinary action for Students with Level 1 infractions can include and be up to:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Teacher conferences with parents & Dean if needed.
- 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 In 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 has to stop instruction to deal with student behavior. Disturbed the learning of other students in the classroom.</p> <p>*This infraction can yield removal from the classroom to Alternative placement room to complete remaining assignments for the betterment of others. If students removed, they must be responsible for their assignments. Removal to APR.</p>

				<p>After warning system, call home to parents by teacher.</p> <p>Reflections Finish CW for that period.</p> <p>Once student is in APR, teacher assigning the APR must make a call home and log into sycamore</p>
<p>Level 2: Violating Area Rules/Outside of class without hall pass/ Loitering/Leaving building from the side door</p>	1	2	3	<p>In the hallway without a pass. Loitering in the hallway.</p> <p>Verbal warning then detention if repeated.</p> <p>ISS following day</p>
<p>Level 2: Forgery</p>	1	3	5	<p>Student misrepresents a parent/guardian's signature on an official school document.</p> <p><u>Reflections & Detention</u> Letter to Parent: Why did you forge?</p>
<p>Level 2: Concealing the truth and causing harm to others</p>	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 & Detention</u> Letter to Victim ISS or Detention</p>
<p>Level 2: Violating Field trip rules/ sporting events/Extracurricular Activities</p>	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>* This may prohibit student to participate in future field trips, sporting events or extracurricular for the year. This includes all students who are players and spectators.</p> <p>Reflections & Detention</p>
<p>Level 2: Offensive Language/Inappropriate language or Foul/Derogatory/Language/Behavior or Mean spirited words</p>	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 home or away.</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. Letter to Victim/Other person where you also write two nice things about the person.</p>

				In the reflection: Research the word used, where it comes from, what it means, and why it is derogatory ISS following day
Levels 2: Use of electronic device without teacher consent	0	2	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. <ul style="list-style-type: none"> • Second offense will yield a fee of \$25 and confiscation. Phone must be picked up by parents. • 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.
Level 2: Defiance/ noncompliance	2	3	5	Student willfully denies a teacher's request to comply to school/classroom rules. <u>Reflection & Detention</u> Removal from class & Detention for 1 day
Level 2: Fighting	2	3	5	Students are engaged in physical fighting. Student may have hurt the other student; however, there was no significant physical injury as a result. Letter to Victim/Other person where you also write two nice things about the person ISS/OSS
Level 2: Vandalism	2	5	5	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.
Level 2: Inappropriate intermingling	1	3	5	Students are found to be intermingling in appropriately. This includes cyber relationships, chats, etc. Constantly hanging out with each other without purpose, proximity is very close. Reflection: Why are the youth who protect themselves shaded on the DOJ and promised Jannah?
Level 2: Skipping	N/A	3	3	Student has arrived to class more than 10 minutes late to not attending. Skipping also includes missing assembly, class, lunch, prayer, & other required activities purposefully. Student will be counted absent for this class.

Level 2: Horseplay/Physical Aggression	1	2	5	Acting aggressively toward one another and playing in areas where they should be doing something else. ECE students to be removed from this class. Parents may be contacted to pick up their kids for the day.
Level 2: Theft	3	3	5	Taking things of peers/staff or faculty that do not belong to them *This may require student counseling.
Level 2: Pranks	3	3	5	Students involved in playing a joke on the other that caused minor physical or emotional harm.
Level 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 parent meeting is required with teacher involved, Dean & principal.
Level 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)
Level 2: Engaging in Academic Dishonesty	3	5	5	Attempting to facilitate cheating, assisting others to cheat, or attempting to cheat. All Students involved get a zero for this assignment.
Level 2: Failure to submit electronic device	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. Detention.
Level 2: Bullying		5	7	Student is involved with cyber bullying or bullying a BHA student during or after school hours. Teasing, Taunting are included but not limited to. Students are emotionally affected adversely. Counseling is mandatory and parent meeting may be needed.
Level 2: Recording teachers without their permission	N/A	3	5	Phone confiscated/ 1-3 ISS Audio/Video to be deleted
Level 2: Creating demeaning social media videos (such as TikTok) or	2	3	5	Phone confiscated/ 1-3 ISS or OSS

being a part of it on school grounds/during school hours				-Video created on or off school premises, during or after school hours, during or after school related activities or otherwise. -Any video that contradicts BHA values, vision, or traditions.
Level 2: Using computer lab device or personal laptop or any other device to look up inappropriate stuff and/or share it with classmates during or after school hours on or off campus	2	3	5	ISS or OSS
Level 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 up to:

- 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 their child 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 effect 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/Academic Integrity (HS students are at risk of qualifying for dual credit)	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. All students involved will earn a zero. This infraction includes any course work from other institutions i.e. Dallas College, TTUISD.

				*This infraction will have an effect on athletes and or club involvement & can be reported to college.
Level 3: Possession and/or Distribution of Pornographic Materials	5	7	10	Student was showing/ distributing others of Un-Islamic material. Counselors involved/ Meeting with parents/Reflection
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 infraction.
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 or vaping (or possessing smoking paraphernalia) on school premises; inside the building or outside; and including all school related functions, during school hours or during school activities. OSS/Reflection
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 end of the school day must sign out and/or have permission. This includes following open campus rules. Student counted absent for the day
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 but not limited to: sharing indecent pictures, physical touching, and/or intimidation associated with act. This includes inappropriate conversations/talk through social media <u>on or off</u> school premises. Constantly hanging out with each other without purpose, proximity is very close or driving with opposite gender in the same car.
Level 3: Unauthorized entry into a classroom,	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

building or vehicle (when present)				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. This behavior has previously occurred.
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, YouTube, Snapchat, Instagram, or any unauthorized website, or other online social media to cause harm or threaten the Academy, its students, staff members, and/or parents. Intentionally or unintentionally.
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; Intentionally or unintentionally
Level 3: False Emergency	5	10	10	Pulling school alarms, walking through locked doors, or calling 911 as a false alarm.
Level 3: Pranks	5	10	15	Pranks that cause physical or emotional harm to others. This would include causing others monetary damage or emotional/physical harm.
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 other infractions and is conduct detrimental to the mission and vision of the academy.

Disciplinary action for students with Level 3 infractions can include and be up to:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Meeting with parent may be required
- 3 – 7 days of In School Suspension
- 2 – 10 days of Out of School Suspension (OSS). ECE students may receive up to 5 days of 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.

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 fire to a 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 an attack.
Level 4: Bomb threat	50	50	50	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.
Level 4: Sexual Harassment	50	50	50	Student made inappropriate advances toward others in or outside school.
Level 4: Possessing, Displaying, pretending to have a gun, knife, or an assault weapon.	50	50	50	Student pretending to have a weapon (look alike or otherwise)
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 up to:

- Students will have this infraction recorded on Sycamore. Email will be sent by staff to inform parents.
- Recommendation for Non-Enrollment with not 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.

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 a violation (depending upon the facts and circumstances of the action).

MISCELLANEOUS POLICIES

- **Birthdays** – Please note that distribution of birthday cards, gifts or invitations to birthday parties and planning of or participation in birthday parties on school property are not allowed.
- **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.
- **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.
- **Lost Items** – Each Friday, all lost items turned into the office during that week will be discarded after dismissal.
- **Found Books** – Student textbooks found on campus or turned into the front office will require a payment of \$5.00 per instance upon retrieval.
- **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.
- **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.
- **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.
- **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
- **Pets** – Absolutely no animals or pets may be brought to school at any time.
- **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.
- **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 the above items will receive severe disciplinary actions.
- **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. The Academy has the right to modify/change/add to the policy at any time of the school year.

Glossary/ Terminology:

Verbal Warning	The student will be informed verbally by the teacher and/or administrator to refrain from repeat acts.
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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.
Parent-Teacher/ Admin Conference	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
Detention (D)	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
Community Service (CS)	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.
In School Suspension (ISS)	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
Out-of-School Suspension (OSS)	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 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.
Expulsion	The student will be permanently removed from the school. The reenrollment for the following school year would be at the discretion of the school administration depending on the reason for expulsion.

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, Tarbiyah Admin, 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 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 classroom or area (such as Mussalah or playground) and go to the designated area (front desk), or the parents will be contacted to pick up the student for the day. 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 Policy.

Note: At any time throughout the school year, school administration reserves the right to change the student's section when deemed necessary.

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 the entry.

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.

The Academy has the right to search any student and/or their property 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 (this can also apply toward extracurricular activities and athletics)

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 not always be notified if they are serving In School Suspension (ISS) on the same day of the infraction. Students serving ISS will receive full credit for their classes 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 if scheduled the next day. Students will be monitored by school staff and will be required to pay \$50 per day. A parent / guardian will be notified before Community Service (CS), After-School/Saturday-School Detention (ASD/SSD), and/or Out of School Suspension (OSS) is administered.

The day(s) a student is serving ISS/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 will be reported to external agencies or colleges/ universities as required 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 activities during the suspension time.

Virtual Learning Student Code of Conduct 2022-2023

As BHA is committed to providing an environment that ensures the safety and well-being of students, it is important that clear expectations and guidelines for students for virtual learning are provided & clearly communicated to the students & parents.

As BHA aspires to instill respect and responsibility in each student:

- Mutual respect must be shown between students and staff at all times.

- Online classes must be safe from any type of abuse or bullying.

BHA Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the BHA virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language, or any other forms of bullying. Students' communications with BHA faculty and staff must be polite and courteous. The tone of emails and phone conversations must be respectful.
- Students are responsible for proper behavior during online learning. Examples of unacceptable content or behavior may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, disturbing the virtual learning environment in any way, unmuting yourself when your teacher has placed you on mute, recording any class session and transmitting it or not dressed properly for class.
- Students must abide by rules, policies, and procedures established by each class/subject teacher.
- Students who violate the virtual classroom rules of conduct will be warned by the teacher to correct the behavior and/or may be prohibited from attending the live sessions for the rest of the quarter depending on the level of the infraction. Students will still be responsible for turning assignments on due dates.
- Students are NOT to share the link to any class with non BHA students under any circumstances. Students who are proved to do this will not be allowed to attend live classes & will have other disciplinary consequences according to BHA policies. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner.

Academic Honesty

- BHA does not tolerate academic dishonesty (Cheating or plagiarism), takes the integrity and authenticity of student work seriously and checks on it periodically using a variety of technologies.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in getting a zero for the assignments or any additional consequences according to the severity of the infraction. Students are expected to abide by the Academic Integrity Policy mentioned in the Students' handbook.

With the teacher's approval & after proper investigations by the Dean, students may have the opportunity to re-submit the assignment or complete an additional assignment to make up lost points.

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
- **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.**

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 or Managebac 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 Administrators 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.

Area Rules:

<p style="text-align: center;"><u>Musalla Rules</u></p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;"><u>Classroom Rules</u></p> <ul style="list-style-type: none"> • 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
<p style="text-align: center;"><u>Lunchroom Rules</u></p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;"><u>Yard/Playground Rules</u></p> <ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<p style="text-align: center;"><u>Bathroom Rules</u></p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;"><u>School Property Rules</u></p> <ul style="list-style-type: none"> • 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
<p style="text-align: center;"><u>Field Rules</u></p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;"><u>Bus Rules During Field Trips</u></p> <ul style="list-style-type: none"> • 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 IDs with you

<ul style="list-style-type: none"> • 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 	
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Locker Area Rules / Hallway Rules

<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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
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Dismissal Rules

Main Building Grade 6-10th

<ul style="list-style-type: none"> • 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

Social Media Rules/ Technology

<ul style="list-style-type: none"> • 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.
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<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Technology used without permission will follow school’s discipline policy.
<p style="text-align: center;"><u>Gender Relations</u></p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;"><u>Locker Area Rules</u></p> <ul style="list-style-type: none"> • 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
<p style="text-align: center;"><u>Fish Tank</u></p> <ul style="list-style-type: none"> • Only used by juniors or seniors • Students to clean up after themselves if they eat or drink there. • Students can lose advantage of using this area is not kept clean. • Cell phones allowed inside this area. • Students must keep indoor voice. • Girls and boys must remain separate. • Students are not allowed to attend class online from this area. 	