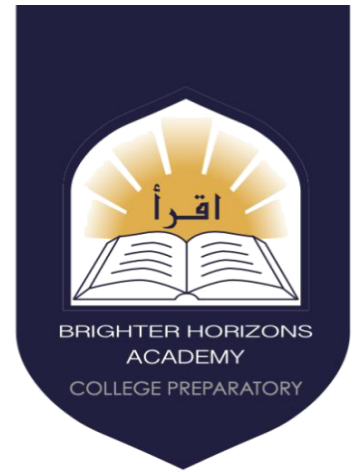


BRIGHTER HORIZONS ACADEMY

WHERE KNOWLEDGE, FAITH, ACADEMICS, AND CHARACTER MEET



STUDENT HANDBOOK 2023 – 2024

Updated 11/22/2022

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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”

PARENT/STUDENT HANDBOOK
IMPORTANT POLICY INFORMATION ACKNOWLEDGEMENT
2023-2024

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.

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

ACKNOWLEDGEMENT

I have received and acknowledge the following BHA policies and procedures.

Enrollment & Admissions	Student Withdrawal Policy	Important Procedures
Equal Education Opportunity	Promotion / Retention	Early Departure Policy
Waiting List Policy	Discipline Policy*	Parking Policy*
Fees & Tuition*	Grade Final Report	Miscellaneous Policies
High School Program	Uniform Policy	Volunteer Procedures
Dual Credit Courses	Summer Work Policy / Fees	Visitor Policy
Elective Course Independent Study	Lunch Program	Documentation Procedures
Attendance Policy*	Medical & Health Policy	Emergency Procedures

This updated Handbook is available on 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.

ABOUT US

VISION

Brighter Horizons Academy will be a model Islamic educational system within which learners may develop to their fullest potential and become a generation of leaders and individuals who are highly motivated to be successful in this life and beyond.

MISSION

Brighter Horizons Academy is a private Islamic academy serving North Texas. The Academy's mission is to graduate practicing Muslim leaders and responsible citizens who are well prepared for college entrance and career challenges of the 21st century. Our mission will be achieved through education excellence within a healthy learning environment, intimate adherence to Islamic practices, and strong collaboration with positive interaction among school, students, parents, and community.

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.

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 selfimage.
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 have the responsibility to regularly check Sycamore to monitor their child's grades, attendance and more.
10. Parents should provide opportunities for their children to become self-disciplined.
11. Parents should always experience positive contacts with school personnel, and they should be treated as valued customers.
12. Please refer to the School Visitor Policy.

Staff

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.

Administration

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.

Board and School 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 based on the strategic plan of the Academy to achieve the vision and the mission of the school.

BHA Contact Information

	Name	Email	Extension
Interim Head of School	Br. Abdullah Muhammad <i>Interim Head of School</i>	abdullah.muhammad@bhaprep.org	111
Elementary	Ms. Inssaf Lachtar <i>ECE Principal</i>	insaf@bhaprep.org	301
Tarbiyah, Arabic/Quran/Islamic Studies	Dr. Adnan Omran <i>Dean of Tarbiyah & Islamic Education</i>	dr.omran@bhaprep.org	103
Student Affairs	Mr. Sami Moussa <i>Dean of Student Affairs</i>	smoussa@bhaprep.org	307
Operations	MS. Karam Skaik <i>Director of Operations</i>	operations@bhaprep.org	115
Front Desk Main Campus	Ms. Linah Farra	frontofficemain@bhaprep.org	100 162
Front Desk ECE Building	Ms. Hayat Abrams Ms. Sara Chkarka	ecefrontdesk@bhaprep.org	126 128
Finance	Ms. Nadia Hassan <i>Finance Manager</i>	finance@bhaprep.org	112
College Guidance, Academic Counseling	Ms. Sonya Badr Ms. Nusayba Ayub <i>College Guidance Counselors</i>	cg@bhaprep.org	102 122
Events	Ms. Sanaa Azzam <i>Events Coordinator</i>	events@bhaprep.org	109
Sycamore, Attendance	Ms. Sumayah Bairuti Ms. Hala Khalil <i>Sycamore Administrator</i>	sycamore@bhaprep.org attendance@bhaprep.org	130
Behavioral Counseling	Ms. Zaira Abubaker Ms. Nadia Haque Mr. Faizan Majid <i>Behavioral Counselors</i>	behavioralcounselor@bhaprep.org	104
Admissions	Ms. Huda Biabani <i>Office of Admission</i>	admissions@bhaprep.org	125 133
Athletics	Br. Adeel Sahibzada	athletics@bhaprep.org	168

ADMISSIONS

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 we have open seats 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 January each year for the following academic year.

Submit your online application and pay a \$50.00 non-refundable fee per application by 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 11th or 12th 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 the priority deadline.

Documents required: birth certificate, up-to-date immunization records, academic records (at least previous and current year's report card), official transcript (9th – 12th grade applicants), state testing results (at least 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 dates. 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 non-refundable 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 applicants meeting all the above deadlines and instructions. For applicants who did not meet these deadlines and instructions, admission decisions will be given on a rolling basis.

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

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

- Read the Parent/Student Handbook.
- Electronically sign the Enrollment Agreement and the Health Information Packet within 5 business days of the acceptance date.
- Submit your payment for the first tuition installment (non-refundable) within 5 business days of acceptance.
- Submit your child's 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 on page. 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 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 submitted after 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 9th-12th 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 11th and 12th 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 besides those listed above 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 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.

Divorce/Court Orders

Per BHA policy, equal access is granted to both parents. Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced. If there is a court order/judgment/decreed that changes the parental rights of a parent, you must notify BHA immediately. You hereby on notice that unless BHA is provided with a valid court order/judgment/decreed affecting the parental rights, BHA will continue to treat both parents with equal rights as to picking up/meeting/communicating with the student on campus; being contacted by staff for academic/financial/behavioral issues or the right to access a student's education records. If you are unsure of your parental rights, contact BHA and we will try our best to assist you.

Testing:

- Applicants who have submitted all 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”.
- 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)	Zoom	Zoom	\$100 non-refundable
1st grade	DFW family	MAP Math and Reading with audio Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	MAP Math and Reading with audio Maximum 3 hours	Virtual testing monitored via Zoom	Zoom	\$100 non-refundable
2nd grade	DFW family	MAP Math and Reading Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	MAP Math and Reading Maximum 3 hours	Virtual testing monitored via Zoom	Zoom	\$100 non-refundable
3rd-10th grade	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	Virtual testing monitored via Zoom	Zoom	\$100 non-refundable
11th-12th grade (AP or Dual Credit track)	DFW family	TSI BHA writing prompt (at time of interview)	Richland Community College	BHA	\$50 non-refundable
	Non-DFW family	TSI or ACT/SAT BHA writing prompt (at time of interview via Zoom)	Participating college/university (Texas) or international test center	Zoom	\$50 non-refundable
11th-12th grade (Ontrack)	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	Virtual testing monitored via Zoom	Zoom	\$100 non-refundable

DFW = Dallas/Fort Worth metroplex

MAP = Measure of Academic Progress (standardized test)

TSI = Texas Success Initiative

- Dates and times for onsite testing/interviews and offsite Zoom testing/interviews are set by the Office of Admission, which strives to accommodate families whenever possible. 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.
- 11th and 12th 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 5th grade and up need to wear a headscarf.
- PK-5th 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 in 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.

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:

- 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 within 5 business days.
 - Submit your payment for the first tuition installment (non-refundable) by the end of May (or within 5 business days if the acceptance).
 - Submit your child's final report card, official transcript (for 9th-12th grade applicants) and State testing results by August (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 the 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 Zoom testing, the testing fee must be paid before the scheduled time of the Zoom 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 checks, 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 previous

two years and current year's report card), official transcript from an accredited school (9th-12th 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 admissions@bhapprep.org

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 Admission (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 Admission by phone at 972-675-2062 ext. #125 or by email at admissions@bhaprep.org.

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 November 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 2023-2024. 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 2023-2024 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-enrollments 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 Admission 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 Admission 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 Admission 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 reenrollment may be at risk. If you have questions or if your child is approaching 40 demerit points, please contact the BHA Administration.
- If your child is asked to leave the Academy due to discipline (40+ demerit points) you must wait 2 academic years prior to attempting to re-enroll. If students have **a conduct detrimental infraction** (35+demerit points) they may not be able to re-enroll.
- All re-enrolled students will be on an 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 Admission by phone at 972-675-2062 ext. #125 or by email at admissions@bhaprep.org.

FINANCE

TUITION AND FEES

Tuition Schedule

The years tuition is payable in 9 equal installments. The first installment is due by 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

Grade	# Of Children	Annual Tuition	Monthly*
PK1-12 th	1	\$7,622.55	\$846.95
	2	\$14,482.80	\$1,609.20
	3	\$20,580.75	\$2,286.75
	4	\$26,297.64	\$2921.96
	5	\$31,633.38	\$3,514.82

*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 15th calendar day after the fifth school day of the month.

1. **Form of Payments Accepted** - Cash, checks, money orders, 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 carrying 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 charged 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. For Zelle use finance@bhaprep.org. 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

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

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	\$225
Kindergarten	\$225
1 st through 10 th grade	\$300
11 th grade	\$225
12 th grade	\$225

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.
 - o 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.
 - o Because of the limited number of books available per grade, we are unable to sell or loan books to prospective parents.

Cost of Lunch Tickets

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

Purchase of Tickets – Parents of ECE Students should buy tickets for the 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 \$6 per day per child.

Parents of Main Student should send \$6 with each student to sign up upon arrival to school. They may also sign up for lunch by charging to the family Sycamore Account.

If your child does not have lunch or forgets to bring lunch, they will be charged \$6 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 8th through 11th are required to take the PSAT at BHA. The cost of this exam (approximately \$15) 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 Guidance Counselor's office to those in financial need.

External Standardized Exams (i.e., 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 policy 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 (3:15pm) 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 child's academic records.

ACADEMICS

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 1st 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, Qu'ran 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 1st 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, Qu'ran 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 1st 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 preschool, 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 2:35 p.m. and is divided into ten (9 - IL) periods. The program includes English, Science, Mathematics, Social Studies, Media Literacy (Grade (1) 3-5), 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)

ECE Grading Policy 2023-2024

Revised with the teachers every year during Pre-Service Days

Term 1, Term 2, Term 3 & Term 4

Categories & Weight:

1st-2nd Grade:

ECW = 20%

EHW = 15%

EQUIZ = 25%

ETST/PRJ = 40%

3rd-5th Grade:

ECW = 20%

EHW = 10%

EQUIZ = 30%

ETST/PRJ = 40%

1st Grade

(per 9-week term)

Subject	CW	HW	Quiz	Test/Research Project
English	8	4	5	2
Math	8	2	4	2
Science/Social Studies	5	2	2	2
Arabic	5	4	3	2
Quran	5	4	3	2
Islamic Studies	5	4	3	2

2nd Grade

(per 9-week term)

Subject	CW	HW	Quiz	Test/Research Project
English	7	2	5	2
Math	7	2	5	2
Science/Social Studies	5	2	3	2
Arabic	5	3	3	2
Quran	5	3	3	2
Islamic Studies	5	3	3	2

3rd Grade

(per 9-week term)

Subject	CW	HW	Quiz	Test/Research Project
English	5	5	5	2
Math	5	5	6	2
Science/Social Studies	5	3	4	3
Arabic	5	3	3	2
Quran	5	3	3	2
Islamic Studies	5	3	3	2

4th Grade

(per 9-week term)

Subject	CW	HW	Quiz	Test/Research Project
English	6	5	5	2
Math	6	5	6	2
Science/Social Studies	5	3	4	2
Arabic	4	3	3	2
Quran	4	3	3	2
Islamic Studies	4	3	3	2

5th Grade

(per 9-week term)

Subject	CW	HW	Quiz	Test/Research Project
English	6	5	5	2
Math	6	5	5	2
Science/Social Studies	5	3	4	3
Arabic	4	3	3	2
Quran	4	3	3	2
Islamic Studies	4	3	3	2

- Science & Social Studies HW must be done in class.
- AQI HW must be done in class.

All projects must be done in class!

1st-5th Specials

(per 9-week term)

Subject	CW	HW	Quiz	Test/Project
Media Literacy/Computer	2	3	2	1
Fine Arts	2	3	2	1
Physical Education/PE	2	3	2	1

- Specials HW must be done in class.

Updating Gradebooks:

- Maximum grade a student can get is 100.
- Assignments are graded out of 100.
- Teachers are required to update gradebooks weekly.
- Grades are due every Monday by 12:00.
- Sycamore Administrator generates a weekly report for Principal review on Monday after noon.
- Principal follows up with the teachers who do not update grades as required via email.

Time to grade major assessments, give feedback to students, and enter grades in Gradebook:

- **Projects** – 10 school days
- **Tests:**
 - 1st-2nd Grade: 3 school days
 - 3rd-5th Grade: 5 school days

Extra Credit/Dropping the lowest grade

- The total grade for any given subject should not exceed 100%
- The lowest test grade may not be dropped
- One lowest grade can be dropped per subject per quarter
- No Test Grade lower than 50

Make-up Test

- Pertains to students who have an excused absence
- Notify the parents via email about the day and time of the make-up test
- Mark the test as a * until the test is taken

Retaking Tests

- Applies to any student who received a failing grade on a test (69% or below)
- Student may elect to retake the test within one week of the actual test
- Notify the parents via email about the day and time of the retake
- Test must be taken after school or at a time that does not disrupt learning or recess. Test reflections must be done immediately after the test has been graded.
- The maximum total grade a student may receive on the retake is 70%.

Late Assignment Policy

Unexcused absence/tardy:

- Maximum grade after 1st day: 90%
- Maximum grade after 2nd day: 80%
- Maximum grade after 3rd day: 70%
- Maximum grade after 4th day and within 2 weeks only: 50%

Excused absence/tardy: *Principal may accommodate students, depending on the duration of absence due to the reason of absence

- First five days: 100%
- Maximum grade after 5 days and within 2 weeks: 70%
- Students cannot make up assignments after 2 weeks.

Honor Roll Certificates Criteria:

- **A Honor Roll** - straight A's (i.e. all grades for all subjects must be A's)
- **AB Honor Roll** - at least 4 A's and the rest of the grades must be B's.

Middle School

The school's daily program starts at 7:55am with morning assembly which for the Fall of 2023 will be in the Gym. The school day will officially start at 8:15 am and end at 3:15 pm. The Middle School currently employs a 7-period bell schedule with **7 50 min classes a day.** Core subjects include English, Mathematics, Social Studies, Science, Arabic, Quran, Islamic Studies, Technology, Physical Education, Lunch, Recess and Prayer times.

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 Cognia (formerly AdvancED) and recognized by the State of Texas through the Texas Private School Accreditation Commission (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/) 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 2020 and beyond)

BHA's Graduation Program is the Texas Distinguished program with a higher rigor of standards and **additional religious courses.**

- ✓ English- 4 credits
- ✓ Math- 4 credits
 - Must include Algebra 1, Geometry, and Algebra 2
- ✓ Science- 4 credits
 - Must include Biology, Chemistry, and Physics
- ✓ Social Studies- 4 credits
 - Must include World Geography, World History, US History, and Government

- ✓ Arabic- 4 credits
- ✓ Islamic Studies & Quran- 4 credits
- ✓ PE/Health- 1 credit
- ✓ Speech- .5 credit
 - Can be substituted by some CTE courses as per TEA
- ✓ Economics- .5 credit
- ✓ Fine Arts- 1 credit
- ✓ Electives- 1 credit

BHA High School Diploma

In order to receive the BHA High School Diploma, students must pass all requirements with a 70% or above. The diploma will be mailed to students in the summer immediately following graduation. Students with outstanding credits after Graduation Day are responsible for completing the courses outside BHA and providing their final grades to the College Guidance Counselor for review. Outstanding credits need to be completed and communication and documents should be provided to the **BHA College Guidance Department** within 6 months of the Graduation Ceremony date. Failure to do so within this allotted time will expire all courses completed and students will no longer be able to earn their BHA High School Diploma. 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.

Types of Diplomas

1. Standard
2. Standard with Dallas College Core Completion
3. Standard with Dallas College Associate's Degree
4. Distinguished with Dallas College Core Completion
5. Distinguished with Dallas College Associate's Degree
6. Distinguished

Final Transcript Notations

1. Students who have ranked in the top 25% of the class. Types of notations:
 - a. Top 25% of the Class
 - b. Top 10% of the Class
 - c. Top 6% of the Class
 - d. Salutatorian
 - e. Valedictorian
2. National Merit Scholars or any College Board distinguishment
3. Distinguished Diploma
4. Core Completion or Associate's Degree (if applicable)
5. Retakes of classes
6. Courses not calculated in GPA

Distinguished Status:

- Earn an overall numeric average of 93% or above in grades 9-12
- Each 20 volunteer hours per year for a total of 80 hours
- No C's or below are earned in 11th and 12th grade classes
- Minimum score of 1100 on SATs or 21 on the ACTs

Dallas College Core Completion

- Complete the criteria set forth by Dallas College

Dallas College Associate's Degree

- Complete the criteria set forth by Dallas College
- Students are responsible for reaching out to the Associate's Degree office in Dallas College to ensure they are meeting degree requirements

Please note: Extra Associates Degree or Core Completion 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.

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 or those who do not complete the Senior Exit Survey will have their transcript withheld until the holds have been resolved. Final transcripts may 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.

RANKING

Class rank is only reported for the top 25% of the graduating class. Indications of "Valedictorian", "Salutatorian", "Top 6%," "Top 10%," and "Top 25%" will be made in the 'Notes' section at the end of the transcript based on exact class rank as a result of the students' Grade Point Average (GPA) for 9th-12th grade. Students in the lower 75% of the will not be ranked.

Students cannot rank as Valedictorian or Salutatorian if more than one course is failed throughout their 9th – 12th grade years. Furthermore, failure and retakes of more than two graduation requirements throughout 9th – 12th grade, immediately removes a student from the Distinguished Achievement Program

Rank reported in Fall transcripts considers all courses through the end of summer prior to the 12th grade year. If a situation arises such that two students have the same GPA to the exact decimal point, both students will qualify for either Valedictorian or Salutatorian depending on where the similarity exists.

A student who transfers to the Academy from an international school that is not accredited and whose grades cannot be translated into the Academy's grading scale will not be ranked.

Students are required a minimum of two years at BHA to be eligible for ranking. Transfer students entering BHA after the first semester of 9th grade from an appropriately accredited school whose grades will translate into the Academy's grading scale can be ranked. The student will, however, only be eligible for valedictorian or salutatorian if the final GPA is 0.2 points higher than the highest GPA of a student who has attended BHA for all four years of high school.

The final numeric average is weighted as follows for students in the Class of 2017 and beyond. Credit is awarded on a semester basis. The passing grade is 70.0. For students each semester grade is used to calculate the student's GPA and is correlated to the GPA as follows (see table below).

******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.

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:

	4.0	4.5	4.7	5.0
Numeric Average of Semester Grade	Regular & Arabic 1-3	Honors & Arabic 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
73-76	2.6	3.1		3.6
70 -72	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 9th and 10th grade classes are similar for every student but may have varying levels except in the case of Math and 10th grade Electives. Qualifying students may take Algebra I in 8th grade and Geometry and Algebra II in 9th and 10th grades respectively. All other students will take Algebra I, Geometry, and Algebra II in 9th, 10th, and 11th grade respectively. Near the end of 10th 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.

Students who receive 10 or less demerit points and an overall numeric average of 90% or above in semester 1 of 10th grade, may enroll for dual credit summer classes.

Students who receive an overall numeric average of 90% or above in all of 10th grade and have 15 or less demerit points, qualify for enrolling into the full Dual Credit or AP Program in the Fall semester. Those who do not qualify will be reevaluated every semester.

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 or remedial 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. Students must receive 85% or above in order to move into the Advanced Math Course. Geometry is the only Booster Class that is currently offered to BHA students.

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 II. 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 10th 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 placed into their qualifying track.

ON-TRACK COURSES

The on-track courses offered to BHA students are taken on BHA Campus and virtually through Apex Learning. Some courses are mandated, and some are electives that students get to choose from. Students should have access to the internet and a working computer or laptop or make arrangements to gain that access. Students are responsible for communicating with their teachers and for submitting assignments successfully by the deadlines 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 unless otherwise authorized by the Administration and College Guidance Counselor.

The following criteria must be met before entering the On-Track Program:

- ✓ Rising juniors: Successful completion of all 9th and 10th grade credits
 - Maximum 49 Demerit Points in 10th grade
- ✓ Rising seniors: Successful completion of all 9th-11th grade credits with a maximum of 2 outstanding credits
 - Maximum 49 Demerit Points in 11th grade

Students are responsible for communicating with their teachers regarding all matters that concern the class and are expected to follow the guidelines highlighted in their class syllabi and policies set forth by BHA. Students are also responsible for their attendance and 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 teacher before grades are finalized.

DUAL CREDIT COURSES

The dual credit courses offered to BHA students may be scheduled either on BHA Campus, online, or at Richland Campus 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. **Only those courses authorized by a BHA College Guidance Counselor will count as a dual credit course.** 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. Students are responsible for buying their own course supplies and textbooks. All dual credit courses successfully completed with a C or higher equal .5 credits. 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 9th and 10th grade credits (NO outstanding credits)
- ✓ Maximum 15 Demerit Points in 10th 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 10th grade
- ✓ Passing score on TSIA2
- ✓ Outstanding credits, if any, must be recovered prior to being accepted into the Dual Credit program

****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 may take 2 dual credit courses, which are designated by the College Guidance Department. The remainder of the courses will be taken at the high school level and the student will receive the credit for it according to the grade earned. If the student chooses to take an unauthorized college level course or a college level course that they did not qualify to take due to probationary status or On Track status, the course will not be recorded on the transcript, except under the Notes section, nor will it be factored into the GPA. 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 completely joining dual credit, staying on probationary status, or transferring to the On Track.

Students registering for Dual Credit courses must follow the policies set forth by Dallas College and further, the below criteria-

- If BHA has course sections designated as BHA only courses, students must enroll in those versus enrolling in general population or other online sections
- Once a student is registered into a course, they may not switch into a different course section. This includes wanting a professor change.
- Courses may not be evening courses and should not conflict with Jumaa prayers
- College classes must not conflict with high school courses
- Only 1 course can be taken as an online class. The rest must be in person.
- Students can only register to take 1 flex course at a time
- For the summer semesters, students can register to take up to 2 classes per summer semester
- All communication with the Richland advisors must go through the BHA College Guidance Counselors
- 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 Form 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 vs 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 first come first serve.

Behavior expectations

- Students are expected to be independent and responsible and demonstrate college-level maturity while on Dallas College campuses and in dual credit courses taught at BHA.
- Students should arrive to class at least 5 minutes before the class begins and should remain for the duration of the class.
- Students may not miss any college days or skip classes.
- If for some reason a student will miss a class, they must communicate with the professor in advance.
- If a college class lies on Eid, it is the student's responsibility to communicate that to their professors at the beginning of the semester.
- Students may not gather in large groups in the lobby areas of Dallas College.
- Students should adhere to the Islamic guidelines in regards to gender interactions.
- Students are required to buy or rent their own course materials and take it to class.
- Students must have access to a computer and reliable internet.
- Students must free their schedule of responsibilities that will impede on their success in a college course.
- Students must check their eConnect regularly and eCampus daily. They must note assignments and deadlines on their planner/calendar.
- Students must listen to lectures, study the material, submit assignments on time and communicate with professor as needed and especially when there is a problem with their progress.
- Students must be mentally, physically, and emotionally ready to commit to their dual credit classes.
- Students must communicate directly with the professor and Dallas College. As per FERPA laws, parents are not allowed to contact Dallas College faculty or staff.
- Students are responsible for their own transportation to and from the College.

Dallas College Attire

Dual credit students taking courses on a Dallas College Campus do not need to wear the BHA school uniform. However, the following dress code must be followed:

1. Clothes should be loose fitting, clean, and smelling nice. Images, messages or text on clothing must be Islamically appropriate and free of offensive material.
2. Girls are required to wear a hijab. Their sleeves must be to the wrists and their legs need to be covered up to the ankles. Shirts must pass the Sujood Test. No part of the body should be exposed except for the face and hands.
3. Boys are required to wear modest clothing that is loose fitting. Shirts must cover the shoulders, upper arms, and pass the Sujood Test. Legs must be covered at least to the knees and should be loose fitting.
4. Students should follow the sunnah of maintaining great hygiene. Showers should be taken regularly, hair should be combed nicely, faces and teeth should be clean etc.
5. Students are required to wear deodorant and be free of offensive odors.

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.

- 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 Form 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 vs 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 first come first serve.

Communicating and submitting the correct paperwork for enrollment and drops of dual credit classes is the responsibility of the student. Drop Form paperwork must be submitted to the College Guidance Department no later than 72 hours before the drop date. Students who miss deadlines for enrollment paperwork will need to wait until the next semester to register for courses.

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 of each college course.

If a student is failing a class, they must drop the class before the Richland Drop Date as noted on the Dallas College 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 Dallas College 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 Dallas College 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 as a dual credit course. Instead, they will take the course at the high school level through BHA Apex. Students are responsible for the payment of the class. Once students go past the graduation date of their graduating 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 Campus for future attempts of the same course. Richland Campus has an additional 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 Dallas College. 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's transfer policy. 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 9th and 10th grade credits
- ✓ Maximum 15 demerit points in 10th grade
- ✓ Minimum 90% numeric average in 10th grade
- ✓ Passing score on TSI
- ✓ Outstanding credits, if any, must be recovered prior to being accepted into the AP program.

AP Calculus criteria: Eligibility (students must meet just one of the following)

- ✓ Successful completion of Precalculus (can be dual credit or high school)
- ✓ Take Accuplacer and follow the route below
- ✓ Score of 86-98: Take Trigonometry and Precalculus at Richland in summer 2023
- ✓ Score of 99-108 take Precalculus at Richland in summer 2023
- ✓ Score of 109 and above: automatic placement into AP Calculus

ACCUPLACER TEST

What is the Accuplacer? It's a test for students who want to take a Math higher than Dual Credit College Algebra in 12th grade. The test is taken on computer at the same place you took your TSI test (Richland Testing Center). Students who want to be in AP Calculus or anyone who will be getting into a major that requires higher Math will need to take it

How can I prepare for the test? There is practice and information on www.collegeboard.org. Also, the BHA Math Department is providing free tutoring after school in April. See your math teacher for tutoring times. You can ask Ms. Sofia, Math Department Head about the test content.

When do I take the test? See the College Guidance Department to sign up so they can order you a referral form from Richland College. You will go on your own time to the Richland Testing Center to take it. It is free to take the Accuplacer two times. After that, Richland College will charge a fee. We recommend you take it at the end of April after preparing for the test. Note: Going during school hours will count as an absence.

AP Rules and Expectations:

- Students should complete the AP summer assignments prior to the beginning of the school year.
- Students are expected to attend the mock examination(s) and any tutoring sessions that are requested by the AP instructor.

- 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.
- 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.
- Students should abide by the policies set forth on the class syllabi and are held accountable for them.
- Grading policy: AP students must abide by the policies highlighted on the class syllabi, not the general high school grading policy.
- For late assignments, students will have 3 days to submit the late assignment with penalty. 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.
- Students must register and take the AP exam in order to receive the weighted 5 points in Semester 1 & 2 respectively.

Demand on time AP students are expected to master the material taught and attend tutoring sessions as needed. Toward the months of March-April, students will be requested to stay for extra tutoring, practice tests, and will also be called on to do mock tests. Each teacher will share this date well in advance for students to schedule into their calendar.

Dropping an AP Class If a student decides to drop an AP class, they must approach the teacher first and discuss the challenges they are facing. If the student still wishes to drop an AP class, they should contact the College Guidance Counselor in order to fill out a drop form.

A student may drop an AP course within the first four weeks of class, otherwise they are locked in for the semester. If a student wishes to drop the course in the time between semester 1 and semester 2, they may do so.

Note: The student is responsible for replacing the course with its graduation requirement equivalent.

Expected Behavior: Students are expected to behave as if they're in a college class. The policies and teacher interactions will mimic that of a college setting. This means the responsibility to learn the material, attend class on time, keep up with due dates, fees, and communicate with the teacher falls on the student. Parents should not be contacting the AP teachers unless the student has exhausted his communication with the teacher, school counselor, and principal. Students will be learning how to approach a professional with their issues.

Teachers are not responsible for communicating failed grades or missed assignments with parents but will present students with continuous progress updates throughout the year. This can be in the form of assignments, readings, discussions, tests, exams, mock exams, etc.

Students are required to have a planner in which they note important due dates. AP teachers are not obligated to post them on Sycamore or remind students on multiple occasions. Anything extra the teachers do to remind students is out of their own courtesy and they should not be held accountable for it. Teachers will provide a syllabus to the students with information regarding class policies, grading criteria, and important due dates. Students should keep the syllabus in the class binder and refer to it throughout the year.

BHA's AP Track is the golden track of the academy. Students' behavior, attitude, drive, and performance should reflect that. The importance of a good attitude, excellent manners, and great work ethic is just as important as the grades and performance in the class.

AP specific policies: The following policies override those in the student handbook in regard to an AP class:

- Late assignments will not be accepted
- Additional points-
 - If the student registers and pays for the AP Exam in semester 1, they will receive 5 points toward their final semester grade for semester 1.
 - If the student takes the AP Exam in semester 2, they will receive 5 points toward their final semester grade for semester 2.
- Final semester grades may not exceed 100%. If a student goes above 100%, the final grade will be recorded as 100%. Additional points may not be used for the other semester.
- In the case of a failed test, students may make up the test and can earn up to a grade of 70% on the test. Students can make up a maximum of 1 Test and 1 Quiz per quarter.
- AP students are not required to take a final exam
- AP students will not take a midterm but may be required to attend a diagnostic exam.
- There are no test reflections in AP courses
- If a student fails semester 1, they will automatically be dropped from the course.
- In English classes, students may resubmit essays for a new score. The details of this will be set and communicated by the AP English teachers
- No grade boosters allowed. Students will receive the grades that they earn.

Dallas College's statement on Cheating, Plagiarism, and Collusion

Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating includes copying from another student's test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing, or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college. Your enrollment indicates acceptance of the Code of Student Conduct and Hazing.

Fees

CollegeBoard charges the students a fee per exam taken. These fees are nonrefundable and will be collected in semester 1 by the AP Coordinator and AP teachers. There are exam fee reductions available to families who are at 185 percent of the poverty level. More details will be shared at the time of fee collection.

AP Exam Days:

AP Exam days are in the first two weeks of May. Students are expected to clear out their schedules and prioritize being at school for the AP Exams they are enrolled in. During exam days, students are required to follow the dress code but will have modifications to their daily schedule.

After the official AP Exam Day, the schedule is as follows:

- 11th and 12th grade students will not report to school for the AP Exam in which the test was taken
- 10th grade students will continue to attend class, even after the AP Exam has been taken

BHA Midterms and Final Exams:

AP students will not take the BHA Midterm or BHA Final Exam because they will be assessed throughout the year. The teacher will use the BHA Midterm Testing time to do a bonus lesson or diagnostic, which is for your benefit. For the BHA Final Exam in the AP subject area, students are not required to attend and will come to school only for the other exams required.

Academic Integrity

Cheating or plagiarism will not be tolerated. This includes collusion, providing answers, copying another's work, copying from the internet or other sources, or presenting another's work as your own (whether in part or by whole). Please review the BHA Student Handbook for consequence.

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.

On Track maintenance requirements

- Passing grades per semester
- Maximum 49 demerit points

Dual Credit and AP Track maintenance requirements

At the end of Semester 1:

- Passing grades in all classes
- Maximum 15 demerit points

At the end of Semester 2:

- Passing grades in all classes
- Maximum 15 demerit points

BHA APEX

BHA has partnered with APEX Learning to offer online accredited classes. This program offers full semester courses, test prep, tutorials and credit recovery courses. Students who fail core classes are required to do credit recovery through BHA Apex.

Students may take any BHA Apex course as long as they register and pay the fees to the College Guidance Department. These courses will not be counted toward ranking or GPA but can be noted in the notes section of the Transcript. There are instances in which the courses will count toward the GPA such as those completed for Credit Recovery and required elective requirements. Please visit with the College Guidance Department to discuss this in further detail.

PROGRAM OVERVIEW

Each course has a beginning date and course deadline which is communicated at the time of class registration. This includes taking the final exam. After the course's allotted time has passed, the course will expire. There will be a \$50 fee for every 3 weeks added to the course.

- The course is self-paced. You are responsible for pacing yourself
- All assignments are online, including tests and quizzes.
- The final exam will be proctored at BHA by the College Guidance Counselors.
- APEX will automatically remove you from a course if you don't access it for a few weeks. Fee to get it reinstated: \$20
- Courses are non-refundable but can be transferred to a different course within 1 week of enrollment.
- Student must earn at least a 70% to receive credit for the course.
- All school policies apply to online courses. Students who engage in inappropriate activity will be subject to disciplinary action
- If you fail a quiz twice, you will be locked out of the quiz and you will receive the failing grade.
- Courses are at the high school level and on the standard GPA scale.

TIPS FOR SUCCESS

1. Print out the study guides or buy the workbook from the College Guidance Department for \$5
2. Use the study guide and fill it out as you go through the modules. Students who do the study guide have a significantly higher chance of passing the course.
3. Before you begin the course, set a timeline with due dates. See the back for help with planning.
4. Schedule your final exam with College Guidance when you're halfway through the course. This way you can make sure to get tested within the 18-week deadline and to avoid late fees.
5. Make sure you have a reliable computer and internet when you're doing your course.
6. If you have questions, ask a BHA Department Head or teacher for help!

COST AND FEES

- Each course is \$150 (Courses are 1 semester long)
- Tutorials: \$50 for 18 week access
- Printed Study Guide Booklet (optional)- \$5
- Fee for going over allotted time: \$50 for every 3 weeks added to the course
- Fee for getting reinstated into a course after being removed due to inactivity: \$20

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 BHA Virtual. Students are responsible for reaching out to the College Guidance Counselors to get registered.
- Failure of any subject for two consecutive years will be grounds for retention in the current grade level.
- 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 cannot be admitted into the next grade level if they have more than 2 credits outstanding.**

POLICIES

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 ELEMENTARY SCHOOL

- Boys – KG through 5th grade: short sleeve or long sleeve **light blue polo shirt with BHA logo**, navy pants
- Girls – KG through 5th grade: **Plaid 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 Verona.** Other items may be purchased from any other vendor. Absolutely NO SWEATPANTS will be permitted.

Uniform for MIDDLE SCHOOL

Uniform Shirts are required to be purchased from Verona.

- Boys – 6th – 8th Grade: Short sleeve gray polo shirt with BHA logo; navy blue pants
- Girls – 6th – 8th Grade: Custom BHA scarf, and the following:
- Long sleeve gray blouse/tunic 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 is allowed.**

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

Uniform for HIGH SCHOOL

Uniform Shirts are required to be purchased from Verona

- 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 any logos, designs, stripes, writing of any sort. Only BHA Hoodies are allowed.**
- Girls – 9th-12th 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 any logos, designs, stripes, writing of any sort. Only BHA Hoodies are allowed.** Girls Hijabs must cover hair and neck completely.

NOTE: Please note that no alterations to the school uniform is allowed. 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 STUDENT TO BE IN COMPLIANCE PRIOR TO RETURNING TO CLASS.

PE Uniform

PE Uniform - Students grades Kindergarten through 9th are required to wear a PE Uniform. This uniform is specifically made for BHA students and can only be purchased through the Academy or Verona. Failure to wear the PE school uniform will result in losing participation grades as part of the PE class.

SUMMER WORK POLICY

6th–12th Grade Summer Work Procedures:

If a student attains a final semester average below 70% in any course (the entire year for Middle School), credit recovery must be done. Student and parent must follow up with the Guidance Counselor to fulfill the requirements below:

- **Students, who fail any semester of a course in high school (the entire year for Middle School), must make arrangements to complete the missing credits through BHA Virtual before the first day of the new academic year.**
- Arabic, Islamic Studies and Qur'an 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 per semester)
- 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 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 9th – 12th 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 9th – 12th 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 through BHA Virtual
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.
 - If a PE course is failed (for grades 6-9), 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.

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 per semester. The remaining subjects must be completed via BHA Virtual. The fees for these courses are the responsibility of the parents/students and should be made directly to the Finance Office with notice that it is for BHA Virtual.

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 and leave a message with the appropriate school office no later than 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 of the violation of this policy regardless of 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 7:50 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 8:15 a.m. All students not in their seats with the required books, supplies, and assignments at 8:15 a.m. are required check in with the front desk and receive a tardy slip from the front desk. Attendance is taken every block within the first fifteen minutes by staff. If students arrive after this time, they are marked absent.
4. Absence Excuse Form – An Absence Excuse Form is available on Sycamore and must be completed and submitted through the family Sycamore account. 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. A doctor's note is required for two or more days of consecutive absences upon the student's return to school.
5. 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.
6. Islamic Conferences – A maximum of two days will be excused for Islamic conference attendance for grades Pre-K-5th if permission is taken from the principal. Students in grades 6th-12th 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. Students are required to attend 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 sign in at front office before going to their class.
- Students are considered to be 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 through the guardian submission of an Absence Excuse Form (Partial Day absence section).
- 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 (by email from 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. Accrual of 6 tardies result in an absence on attendance record. 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 agency account.

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:

1. 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.
- 2. A student receiving an 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

1. 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.
2. 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.

1. 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.
2. 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.
 - A list of students involved on a field trip will be kept by the front office and the lead teacher/sponsor.
 - 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.
3. 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 (i.e., 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 the BHA website. 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 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 | • 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. **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 online 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 e-mail, copies of e-mails 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 aged 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 the BHA website.

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

Sycamore: health@bhaprep.org – Parents and students are responsible for being aware of information posted.

COVID-19 HEALTH OFFICE POLICIES AND PROCEDURES

For the latest COVID-19 protocol, please visit bhaprep.org/covid-19-updates/

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 11th and 12th grade. BHA is growing rapidly with limited parking availability. Additionally, for added security measures, BHA security is implementing the following regulations in regards to 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 are 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 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. The school is not responsible for stolen items.
- Vehicles must be parked between the two white lines. Any vehicle parked in a restricted area improperly parked may be 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 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 cannot 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 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 (i.e., 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. 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 the 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

Starting in the Spring of 2022, the 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, the form must be filled out and submitted to the high school principal.
- 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.
- Parents and Students must agree to the following conditions by filling in the form and signing the Open Campus Policy conditions. Parents are to turn in the form to the Dean of Discipline. 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 12:37 pm 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 of the school day.
- Junior & Senior students attending Richland College classes may use cell phones in the student lounge.
- The use of smart watches, 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:
 - 1st Offense: after a parent meets with the principal
 - 2nd Offense: \$25 fine and confiscation; phone returned after parent notified.
 - 3rd Offense \$50 fine and confiscation; phone returned after parent notified.

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.

RELEASE OF LIABILITY

As a parent and/or guardian, you realize that once your child is dismissed that the liability and safety of your child then becomes your responsibility. You understand that it will be your responsibility to notify Brighter Horizons Academy if this arrangement changes for any reason. You agree that on behalf of yourself and your child to hold harmless Brighter Horizons Academy, from any claim arising from or in connection with your child after being dismissed for the day.

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 and an unexcused absence.

Notification of early dismissal should be sent prior to dismissal to be accepted via phone call to BHA main line AND email to the Main Office. 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.

Students who transport siblings must be added to the Authorized Pick-Up list on Sycamore. Additionally, students may not sign out siblings during school hours without explicit parent communication via phone call to BHA main line AND email to the Main Office.

Seniors may be dismissed after completing all classes, Duhur prayer, & signing 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 MID-TERM OR FINAL EXAMS

Early administration of mid-terms 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 via Absence Excuse Form. 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 mid-terms (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.

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.

- 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.

The following procedure governs identification and discipline for instances of suspected academic dishonesty:

- Teacher will notify student via email that their work is in question and the student must respond within one school day.
- Teacher will share the email with the Principal & Dean & support their allegation with evidence including websites or links student used to cheat.
- The Incident will be reported by the teacher on Sycamore & will remain in the students file.
- Additional disciplinary action may be taken by the dean depending on the severity of the infraction.
- Repeated occurrences of academic dishonesty can lead to non re-enrollment for the following academic year.

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, nor a student currently 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.
- For out of state visitors, a background check may be requested.

- All school visitors must comply at all times with BHA policies, administrative rules, and school regulations.
 - 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.
- A. Visitors to classrooms or Other Instructional Areas
- 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.
 - Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - o Remaining in a designated place or seat
 - o Refraining from speaking to students while the class is in session
 - o Refraining from entering or leaving the area while an activity is underway
 - o Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
 - o Requiring that the visitors are chaperoned
 - o Limiting the durations of the visit to particular times or length of time
 - o Limiting the activities of the visitor to a particular purpose
 - o Designating particular routes of travel in the building or upon school grounds
 - Non-school aged children are prohibited from visiting classrooms or other instructional areas.
 - 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.
 - 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.
 - All visitors must be respectful to Staff and Students while visiting BHA
 - Visitors may not approach staff nor conference with staff if it is not mutually agreed upon.
- B. Student Visitors
- Parents of potential enrollees must obtain written permission of an administration official. Administrative approval must be obtained prior to visit.
 - 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. Special Circumstances
- 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 may be issued to visitor 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 may be removed from BHA.
- 5) In extreme circumstances criminal charges will be filed with Garland Police Department and any of the above consequences may apply.

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

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 Leadership Team. If the parent is not satisfied, he/she may take their grievance to the school board.

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 12th grade students; they have an open campus during assigned days/times and may leave for lunch according to the following STARTING SPRING 2022:
 - 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 ground 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.

Bullying / Cyberbullying 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 cyberbullying 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.
- **Cyberbullying** 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 “cyberbullying” 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 cyberbullying 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.

Virtual Learning Student Code of Conduct 2023-2024

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.

Attendance:

- Students are required to attend the live sessions for every class. It is the students' responsibility to keep up with the class announcements/quizzes/tests.
- In case the student is absent from a specific class for two consecutive sessions, teacher will call/email parents & copy the dean.
- Unless the teacher/Principal/Dean is notified by the PARENTS/GUARDIANS, the absent student is considered unexcused & will be allowed to take any missing assignment for ONLY 50% within two school days or as decided by the teacher.
- In case of emergency absence, PARENTS are required to contact teacher/Principal/Dean the same day & they will look into the reason for absence to consider the student excused or not.
- If the student absence is deemed excused by the teacher/Principal/Dean, student will be allowed to take the missing assignment for 100% within two school days or as decided by the teacher.

General Expectations

- Classroom assignments posted by teachers must be submitted by 11:59 PM the same day for (MS&HS).
- Teachers will announce tests/quizzes at least two days before the actual test/quiz day.
- Students are to turn their cameras on during live sessions & are required to wear Islamically appropriate attire.
- Students must use a BHA approved Gmail account to be allowed to join the live sessions.
- Students' profile pictures must be a headshot of the student & cannot be offensive or inappropriate in any way. Teachers have the right to ask the students to update their pictures if needed.
- All communications with classmates must be of a class-related nature.
- Students are not to work on the same assignments with other students unless directed to do so by the teacher.
- BHA students are subject to local, state & federal laws governing the internet. Students are required to refrain from any illegal activities conducted through internet access.

- Security and Safety is a high priority, especially when the system involves many users. If you identify a security or safety problem, contact the principal or dean immediately.
- Remote Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
- Protect your username & passwords. Never share it with any classmates

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.

Area Rules

<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 • Stay off trees and fences • 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>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 • 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 	<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>Bathroom Rules</u></p> <ul style="list-style-type: none"> • Ensure that the toilet seat is clean after use 	<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

<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 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 	<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
<p style="text-align: center;"><u>Locker Area Rules / Hallway 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 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

Dismissal Rules

Main Building Grade 6-10th

- Students will be dismissed via driveline- All students must be in their last period classroom 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
- Keep personal items with you at all times
- 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)

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.

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 situations
- Do not share personal information unless it is to school faculty or parents
- Practice modesty in and out of school

Fish Tank

- 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 if it 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.

DISCIPLINE POLICY

DISCIPLINE POLICY

2023-2024 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 **MUST** 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 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 the character table that 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 hinder 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 if 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. 	<p><u>Course of Action:</u> 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><u>Discipline</u></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
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<ol style="list-style-type: none"> 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. 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. 	<ul style="list-style-type: none"> • 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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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 40+ 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	Comments This is used for documentation and issue points upon discretion Restoration N/A
Teachers Intervention	0	0	0	Comments This is used for documentation only Restoration N/A
Counselor Notes	0	0	0	Comments This is used for documentation Restoration N/A
Verbal Warnings	0	0	0	Comments This is used to warn students that further activities will result in demerit points Restoration N/A

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? • 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 so 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 should cover</p> <ul style="list-style-type: none"> • Self-image • Defiance: is this 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</p>

				<p>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? <p>Lysol all desks/scrape gum in classrooms during detention time.</p>
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</p> <p>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</p> <p>Students are disruptive in salah and disturbing others.</p> <p>Restoration</p> <p>Removed from Main Salah if repeated infraction.</p> <p>Referred to the Dean of Tarbiyah or the Dean of Student Affairs for reflection</p>
Level 1: Horseplay/Verbal Altercation/	2	2	2	<p>Comments</p> <p>Students involved in aggressive play that escalates in or out of the classroom.</p>

Aggressive Play/ Minor Disrespect between students				<p>ECE: Students to observe next class for reflection</p> <p>Restoration 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?
Level 1: Display of Phone	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. (Only allowed in Fish Tank & only for juniors and seniors) (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. Phone 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?
Level 1: Using Staff bathroom	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

Level 1: Using elevator without consent	N/A	0	1	Comments 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. Restoration Reflection: <ul style="list-style-type: none"> Detention
Level 1: Not reporting to class after Salah	N/A	2	2	Comments Students should be written up for skipping & will be marked absent for the class. Restoration Reflection: <ul style="list-style-type: none"> Detention the following day
Level 1: Other				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. Restoration Reflection: <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 1 day of Saturday detention, 2-3 days of In School Suspension (ISS) or 1-2 days of Out of School Suspension (OSS)*.

Level II: Acts of misconduct for High School are from 3 – 7 points and 2 – 7 points for middle school & ECE.

Conduct that expresses poor character without causing physical harm.

Level 2 Infraction	ECE	MS	HS	Comments
Level 2: Disruptive Behavior	1	3	3	Despite repeated warnings, Teacher has to stop instruction to deal with student behavior. Disturbed the learning of other students in the classroom. *This infraction can yield removal from the classroom to Alternative placement room to complete remaining

				<p>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>
Level 2: Violating Area Rules/Outside of class without hall pass/ Loitering/Leaving building from the side door	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>
Level 2: Forgery	1	3	5	<p>Student misrepresents a parent/guardian's signature on an official school document.</p> <p><u>Reflections & Detention</u></p> <p>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 & Detention</u></p> <p>Letter to Victim</p> <p>ISS or Detention</p>
Level 2: Violating Field trip rules/ sporting events/Extracurricular 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>* 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>
Level 2: Offensive Language/Inappropriate language or Foul/Derogatory/Language/Behavior or Mean spirited words	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</p>

				<p>discriminatory. 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> <p>ISS following day</p>
<p>Levels 2: Use of electronic device without teacher consent</p>	0	2	3	<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> <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.
<p>Level 2: Defiance/ noncompliance</p>	2	3	5	<p>Student willfully denies a teacher's request to comply to school/classroom rules.</p> <p><u>Reflection & Detention</u> Removal from class & Detention for 1 day</p>
<p>Level 2: Fighting</p>	2	3	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> <p>ISS/OSS</p>
<p>Level 2: Vandalism</p>	2	5	5	<p>Damaging or defacing school property.</p> <p>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>
<p>Level 2: Inappropriate intermingling</p>	1	3	5	<p>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.</p> <p>Reflection: Why are the youth who protect themselves shaded on the DOJ and promised Jannah?</p>
<p>Level 2: Skipping</p>	N/A	3	3	<p>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.</p> <p>Student will be counted absent for this class.</p>

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	2	3	5	Phone confiscated/ 1-3 ISS or OSS

(such as TikTok) or 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, TTU/ISD.

				*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).

- 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 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.

Glossary/ Terminology:

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.
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.

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 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.

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.

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.

PARENT/GUARDIAN'S RESPONSIBILITIES:

As students have many distractions nowadays, parents are encouraged to

- Help the students manage their time effectively. As teachers will inform the parents if the student falls behind in their work, parents are expected to monitor their student's progress through Sycamore by accessing the family account.
- Support the value of academic integrity to help BHA achieve its goal to create ethical & accountable students.
- Contact their child's teacher FIRST via email to discuss any questions or concerns they have in relation to their child's progress or behavior.

By signing off on this handbook you agree to all the policies stated in this handbook.