



**BRIGHTER HORIZONS ACADEMY**  
**COLLEGE PREPARATORY**  
*"Where Knowledge, Faith, Academics, and Character Meet"*

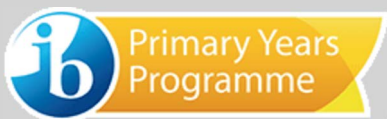
# Parent/ Student Handbook

**2025-2026**

UPDATED AUGUST 2025

WWW.BHAPREP.ORG  
972-675-2062

3145 MEDICAL PLAZA DR.  
GARLAND, TX 75044



# Contents

WELCOME .....	5
ABOUT US.....	5
Vision.....	5
Mission.....	6
Handbook Status and Changes .....	6
Equal Education Opportunity.....	6
Values, Beliefs, and Expectations.....	6
Expectations of Students: .....	7
Expectations of Parents: .....	7
Child Protection and Mandatory Reporting:.....	8
Administration: .....	8
Board and School Management.....	8
ADMISSIONS.....	8
Purpose of BHA Admission Process .....	9
Admission Priority Deadlines .....	9
Admission Checklist: Step-by-Step.....	9
Admission Information and Requirements.....	10
Application: .....	10
Transfer Policy.....	11
Required Documents: .....	11
Testing:.....	12
Admission Decisions:.....	14
Admission Fees: .....	15
Re-enrollment Process & Fees .....	16
Re-enrollment Fees.....	16
Re-enrollment Requirements .....	16
Probationary Enrollment Policy .....	17
Purpose .....	18
Probationary Enrollment Circumstances .....	18
Evaluation Criteria.....	18
Administrative Discretion .....	18
Process .....	18

Completion/Termination .....	19
Probationary Consequences for Policy Violations .....	19
Withdrawal Policy and Procedure .....	19
Withdrawal Policy .....	19
Withdrawal Procedure .....	19
Tuition & Fees .....	20
Tuition Schedule.....	20
Book Fees and Policies .....	20
Cost of Lunch Tickets .....	21
College Preparatory Testing Fees .....	21
Late Pick Up Fees .....	22
ACADEMICS .....	22
Curriculum.....	22
Elementary School: IB World School with the Primary Years Program (PYP).....	22
Elementary Grading Policy .....	22
Middle School Grades 6 <sup>th</sup> -8 <sup>th</sup> .....	26
Middle School Curriculum.....	26
Grading Policy .....	26
Make-Up and Retake Policies .....	26
Late Assignment Policy .....	27
Middle School Incentive Program:.....	27
High School .....	27
High School Curriculum.....	28
Grading Policy .....	28
Make-Up and Retake Policies .....	28
Late Assignment Policy .....	29
High School Graduation Requirements.....	30
BHA High School Diploma .....	31
High School Academic Programs .....	33
Advanced Placement Courses.....	38
BHA Credit Recovery Policy.....	40
APEX Program Overview .....	40
High School Arabic, Islamic Studies, and Quran Credit Recovery Policy.....	41
Promotion Policy.....	42

Elementary 1st-5th Grade:.....	42
Middle & High 6th-11th Grade: .....	42
Retention Policy .....	43
<b>POLICIES &amp; PROCEDURES.....</b>	<b>43</b>
Discipline Policy.....	43
Teacher Course of Action.....	44
Student Removal from the Learning Environment.....	45
Right to Search & Conduct Drug Testing.....	46
Discipline Process.....	46
Parent Complaints & Concerns Policy.....	47
Demerit & Merit Point System.....	49
Merits.....	49
Demerits.....	49
Definition of Consequences.....	50
Infractions Levels & Consequences.....	51
School Uniform Policy.....	57
Elementary (1st–5th Grades).....	57
Middle School (6th–8th Grades).....	57
High School (9th–12th Grades).....	58
General Requirements.....	58
Girls.....	58
Boys.....	58
The following are not permitted:.....	58
Enforcement.....	59
Attendance Policy.....	59
Parent Cooperation - Student Attendance:.....	59
Extracurricular School Activities, Field Trips, Clubs and Student Organizations.....	62
Medical & Health Policies & Procedures.....	64
COVID 19- Health Office Policies and Procedures.....	66
Parking/Traffic Regulations.....	66
Open Campus Policy.....	68
Cell Phone & Smart Device Policy.....	69
Release of Liability.....	70
Early Dismissal.....	70

Emergency Procedure .....	71
Interaction with the Media .....	71
Academic Honesty .....	71
School Visitors Policy .....	72
Playground and School Grounds.....	73
Nutrition Policy .....	74
BHA: Be Healthy and Active!.....	74
Bullying / Cyber-Bullying Policy.....	74
Definitions:.....	75
Grievance and Complaint Resolution Policy .....	76
Communication & Grievance Protocol .....	76
Discretionary Authority of School Leadership .....	77
Social Media and Public Communication Policy .....	77
Prohibited Activities.....	77
Administrative Discretion for Social Media Violations .....	78
Consequences and Enforcement .....	78
Private School Protection.....	78
Family Contact Information Sharing Policy.....	79
Purpose .....	79
Scope of Information Shared .....	79
Use of Information .....	79
Data Security .....	79
Effective Date and Enrollment Agreement.....	79
Miscellaneous Policies .....	79
Birthdays .....	79
Buying and Selling .....	79
Jewelry .....	79
Lost Items.....	80
Damaged or Permanently Lost Books.....	80
Toys .....	80
Money .....	80
Pets.....	80
Project Meetings After School .....	80
Aerosol Cans.....	80

Area Rules .....	80
Classroom Rules .....	81
Lunchroom Rules .....	81
Disclaimer: .....	85
IMPORTANT POLICY INFORMATION ACKNOWLEDGEMENT.....	86
Implementation and Agreement .....	86
Policy Updates.....	86
ACKNOWLEDGEMENT .....	86

## **WELCOME**

Assalamu Alaikum, Dear Parents/Guardians & Students:

Welcome to Brighter Horizons Academy. The faculty and staff are proud to partner with you in the education of your children. Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children’s education and it is important that we build a strong relationship in order to best serve your children’s educational needs. Therefore, we strongly encourage you to familiarize yourself with this Parent/Student Handbook. It includes very important information regarding school policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school administrators at [administration@bhaprep.org](mailto:administration@bhaprep.org). Our hope is that the partnership you develop with your children’s teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Jazakum Allahu Khairan,

BHA School Administration

## **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 21<sup>st</sup> 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.

Brighter Horizons Academy (BHA) is a private religious educational institution.. All programs, policies, and decisions are governed by BHA's Islamic mission and beliefs as set forth herein, in its Mission, Vision, and Statement of Faith/Moral Teachings. The school's religious character informs curriculum, community standards, campus life, and leadership/representational roles.

The provisions of this Handbook are interpreted and applied consistent with BHA's religious beliefs and mission. Where questions arise regarding religious standards or doctrine, determinations by the Head of School, the Board of Directors, the Board of Trustees, or the Shura Body, as applicable, are final within the school community.

## **Handbook Status and Changes**

This Handbook is incorporated by reference into the Enrollment Agreement. BHA may update policies with reasonable notice during the school year when necessary for student safety, legal compliance, or mission integrity. No policy is waived by past practice unless expressly stated in writing by the Head of School.

## **Equal Education Opportunity**

BHA admits students of any race, color, and national/ethnic origin and does not unlawfully discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs. As a religious organization, BHA operates in accordance with, and applies, its Islamic beliefs in matters of religious instruction, community standards, leadership/representational roles, and formation.

Title IX: BHA does not receive federal financial assistance and is not subject to Title IX. Regardless, BHA maintains policies prohibiting harassment and ensuring student safety consistent with its religious mission.

## **Values, Beliefs, and Expectations**

- Islam is the final revealed message from Allah to mankind.
- Islam is a perfect and comprehensive way of life.
- Islam guides us spiritually, intellectually, mentally and all other aspects of life.
- 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.
- Islam represents perfect unity between faith and practice. A good Muslim is the one who believes in and implements the teachings of Islam.
- "Islam First" and excellent education is part of Islam.

### Expectations of Students:

- Embrace and follow the Mission and Vision of Brighter Horizons Academy
- Apply Islamic values and principles at all school events on and off campus and during and after school hours
- Follow policies and procedures laid out in the Student Handbook
- Contribute to a safe, respectful, and healthy Islamic environment at school
- Take pride in their Islamic identity, learning process, and achievement
- Provide constructive and effective feedback in a respectful manner about their learning experience
- Seek opportunities for leadership, independence, and innovation
- Appreciate and respect cultural diversity among staff and peers
- Refrain from being associated with any actions or conversations that may affect the school in a negative way

### Expectations of Parents:

- Embrace and support the Mission and Vision of Brighter Horizons Academy
- Serve as Islamic role models by applying Islamic principles
- Collaborate with the school to support students' growth, development, and achievement
- Communicate effectively with the school personnel to support decisions, policies and procedures
- Engage actively and positively in their child's education and learning experience
- Monitor Sycamore frequently for their child's grades, discipline, attendance and all school communications
- Foster self-dependence and encourage their child to be responsible
- Follow the proper chain of communication for suggestions, recommendations, and/or concerns
- Refrain from being associated with any actions or conversations that may affect the school in a negative way
- **Parent Covenant:** As a condition of enrollment, parents/guardians agree to support BHA's Islamic mission and refrain from undermining its religious teachings within school programs, classrooms, or official school communications. Communicate respectfully with faculty, staff, and other families; use the grievance process to address concerns; and comply with campus safety and visitor protocols. Follow event and volunteer guidelines; acknowledge that roles conveying religious teaching or leadership require adherence to BHA's faith and moral standards.
- Use social media and digital platforms in ways that do not harass, disparage, or materially disrupt the school community. Partner with the school to promote student wellbeing, including attendance, academic integrity, and adherence to conduct policies. **Violations may result in corrective action, up to and including limits on campus access and volunteer service, probationary enrollment, or disenrollment, following the procedures in this Handbook.**



## **Child Protection and Mandatory Reporting:**

- All BHA personnel are mandatory reporters under Texas law and must immediately report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Reports cannot be screened internally or delayed. BHA prohibits interference with or retaliation for good-faith reports. The school cooperates with law enforcement and DFPS investigations. BHA maintains safe-environment training, background checks for employees and regular volunteers, and supervision guidelines for all student activities.

## **Administration:**

- Administrators should ensure the realization of the vision and should disseminate that vision to all stakeholder groups
- They should be knowledgeable about child growth and development, curriculum construction and alignment, learning modes, supervision, and exemplary management theories and practices
- They should know how to manage, monitor, and work with people
- They should focus on student learning and mastery of material being taught, and they should encourage close monitoring of student achievement and the supply of feedback. timely feedback to students
- Administrators should provide instructional support for teachers
- They should practice effective supervision, including growth target identification, monitoring, conferencing, feedback, and evaluation
- Administrators are responsible for developing and maintaining a safe, orderly, and healthy environment
- They should spend most of their time on matters related to instructions, student performance and learners' success in and beyond school
- They should establish high expectations for behavior and achievement for students, employees and for themselves
- Administrators should be role models for teachers and students

## **Board and School Management**

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

## **ADMISSIONS**

Admissions seek families who understand and support BHA's Islamic mission and educational philosophy, and students who can benefit from and contribute to the school community. As part of the admissions and re-enrollment process, parents/guardians acknowledge the Parent Covenant and agree not to undermine BHA's religious teachings within school programs or official communications.

This information is subject to change for the next academic year. Please check our website 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 non-refundable application fee 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 11<sup>th</sup> or 12<sup>th</sup> grade.

### **Step 2: Submit all required documents**

Provide your child's current school with the School Records Release form available on our website under "Admission". All documents must be submitted to the Office of Admission.

Documents required: birth certificate, up-to-date immunization records, academic records, official transcript (9<sup>th</sup> – 12<sup>th</sup> grade applicants), state testing results/standardized testing 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.

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

Admission decisions will be communicated to the parents/guardians by email after the final review by the admission committee.

Decisions: Acceptance, Wait-listed, 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. 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. 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 Registrar/Office of Admissions 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.

## **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@bhaprep.org](mailto:admissions@bhaprep.org)

### **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.

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 notifications on missing documents, but will not be held responsible if any documents are not provided.

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, please contact your attorney.

**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.*

<b>Grade applied for</b>	<b>Family’s residence</b>	<b>Test format</b>
<b>PK1-KG</b>	DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)
	Non-DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)
<b>1<sup>st</sup> grade</b>	DFW family	MAP Math and Reading with audio Maximum 3 hours
	Non-DFW family	MAP Math and Reading with audio Maximum 3 hours
<b>2<sup>nd</sup> grade</b>	DFW family	MAP Math and Reading Maximum 3 hours
	Non-DFW family	MAP Math and Reading Maximum 3 hours
<b>3<sup>rd</sup>-10<sup>th</sup> grade</b>	DFW family	MAP Math and Reading BHA, Essay or Paragraph Prompt Maximum 3 hours
	Non-DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours

<b>11<sup>th</sup>-12<sup>th</sup> grade (AP or Dual Credit track)</b>	DFW family	TSI BHA writing prompt (at time of interview)
	Non-DFW family	TSI or ACT/SAT BHA writing prompt (at time of interview via Zoom)
<b>11<sup>th</sup>-12<sup>th</sup> grade (Ontrack)</b>	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours
	Non-DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours

*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 PSAT, SAT or ACT, please provide their results. If satisfactory, they will not need to go through testing (whether at Brighter Horizons Academy or offsite) and will be invited for the admission essay and interview only.

All applicants coming to Brighter Horizons Academy for testing and/or interview are expected to follow Islamic etiquette both in clothing and conduct. Girls applying for 5<sup>th</sup> grade and up need to wear a headscarf.

PK-5<sup>th</sup> grade applicants: for safety reasons, parents/guardians will be required to stay at Brighter Horizons Academy throughout the duration of the test and interview.

For applicants that are being testes via zoom, the Student-Parent Honesty Agreement must be completed and submitted before testing can be conducted.

## **Admission Decisions:**

For those applicants who meet all of our deadlines and instructions, an admission decision will be communicated via email.

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 the current academic year.

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

Admission Decisions are based on a holistic review of academic readiness, conduct history, space availability, and mission alignment as evidenced by parent/guardian agreement to the Parent Covenant and cooperation during the process.

### ***Waiting Pool:***

Applicants placed on the Waiting Pool will receive a notification. 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)

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 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.

### **Admission Fees:**

- Any previous outstanding balance on the family account must be fulfilled before an admission decision can be given
- The non-refundable application fee is due when submitting the application form. Applications cannot be processed if the fee has not been paid
- The \$1,000 new family enrollment fee is due at the time of testing, and must be paid within 5 days of the acceptance email. 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 application fee if they wish to resume their admission process
- Preferred method of payment is to pay through Sycamore’s PayJunction. Alternatively, we accept the following forms of payment with a processing fee of \$50 per transaction: Chase Quick Pay, cash, checks, cashier checks, money orders, 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, with a \$50 processing fee

## Re-enrollment Process & 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.

Re-enrollment requires continued support for BHA’s mission, satisfactory academic progress, good conduct, and fulfillment of financial obligations. Parents/guardians must reaffirm the Parent Covenant annually.

### Re-enrollment Fees

- All re-enrollment fees are non-refundable
- Student registration fee: \$100 (due per re-enrolling child)
- Late fee: \$1000 (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 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. If a parent wishes to re-enroll their child(ren) after the last day of the official re-enrollment season, a late fee for processing will be due in addition to the re-enrollment fees and the child(ren) might be placed on the 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 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 tuition installment will not be refunded. If the August 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 re enrollment 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 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](mailto:admissions@bhaprep.org).

## Probationary Enrollment Policy

Probation may be imposed when specific, documented conduct by the student or parent/guardian violates stated policies or materially undermines BHA's mission or operations.

Written Notice: The school will provide a written plan identifying (a) the conduct at issue and policy violated; (b) measurable expectations; (c) supports offered; (d) a review date; and (e) potential outcomes. Parents may submit a written response within [5–7] school days. A designated administrator or committee will review progress by the stated date and issue a written decision.

Outcomes may include restoration to good standing, extension of probation with revised expectations, limitations on campus access/volunteering, or disenrollment.

## Purpose

To establish clear expectations for students and families that support BHA's mission of developing character-driven learners who serve our community with excellence.

## Probationary Enrollment Circumstances

- New student enrollment (first **9 weeks**).
- Return from suspension or disciplinary action.
- Academic or behavioral concerns requiring monitoring.
- Transfer students requiring integration assessment.
- **Family violations of grievance, social media, or community conduct policies.**

## Evaluation Criteria

- Academic progress and effort
- Behavioral alignment with BHA's values framework
- Positive contribution to school community
- **Family partnership and support of school mission**
- **Adherence to communication grievance, and social media policies**
- Character development consistent with institutional expectations

## Administrative Discretion

School leadership retains full discretion to place families on probation, extend probation, modify enrollment terms, or terminate enrollment if the student's or family's conduct negatively impacts the school community or undermines BHA's mission, vision, or values. These decisions may be made regardless of academic performance, taking into account the holistic impact on the educational environment. Enrollment decisions under discretionary authority **are not subject to grievance appeals**. Rationale will remain confidential to safeguard operations.

## Process

- Regular progress monitoring and documentation
- Family conferences will be scheduled at approximately the 3-week, 6-week, and 9-week points within each marking period.
- **Written assessments required and maintained in student file**
- **Documentation of all incidents, interventions, conferences, and outcomes**
- **Clear expectations communicated regarding family conduct and engagement**

## Completion/Termination

- **Successful completion:** Full enrollment status with standard policies
- **Enrollment termination:** may occur during probation due to academic, behavioral, or community impact factors, and may also be imposed at any time during the school year if deemed necessary.

## Probationary Consequences for Policy Violations

Families who violate grievance, social media, or conduct policies during probation may be placed on restricted status or terminated from enrollment.

## 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

- One withdrawal form must be filled out per student withdrawing.
- 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.
- 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, and all library books must be returned to the respective librarian.
- 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.
- 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.
- 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.
- There will be no refund on the tuition or any other fees for the month during which withdrawal notice is given
- 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.
- 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:

- Complete a Withdrawal Notice form online OR provide a written notice to the Office of Admission by email.

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](mailto:admissions@bhaprep.org).

## Tuition & Fees

### Tuition Schedule

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

For an outline of our tuition and fees structure, please visit: [www.bhaprep.org/tuition-fees](http://www.bhaprep.org/tuition-fees)

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

- **Form of Payments Accepted** - Preferred method of payment is to pay through Sycamore's PayJunction. Alternatively, we accept the following forms of payment with a processing fee of \$50 per transaction: Chase Quick Pay, cash, checks, cashier checks, money orders, and debit/credit cards (+3% service fee). 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.
- **Non-Sufficient Funds/Return Check 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, with a \$50 processing fee.
- **Where to Make Payments** - All cash payments should be made in person to the Financial Administrator located at the Main Building at 3145 Medical Plaza Drive in Garland, TX. Tuition drop boxes are located at each building (lobby) for your convenience should you wish to pay by check or money order. 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).

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 before the first day of school. For a comprehensive list of our annual fees, please visit: [www.bhaprep.org/tuition-fees](http://www.bhaprep.org/tuition-fees)

- 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.
  - 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.
  - 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. Zabihah/Halal Lunch is available prepared on campus for students and staff.

Purchase of Tickets – Parents of Elementary Students should buy tickets for the lunch in advance at either the Elementary 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 \$7 per day per child.

Parents of Main Student should send \$7 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 \$7 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 8<sup>th</sup> through 11<sup>th</sup> are required to take the PSAT at BHA. The cost of this exam (\$20) will be automatically charged to the family account with the annual fees. 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.

TSIA2 exam will be arranged by College Guidance for students' whose PSAT scores were not high enough to be exempted from the exam. As a Dual Credit student, the first two attempts are free. Any subsequent exams must be covered by the family.

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 \$20 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.

### Elementary School: IB World School with the Primary Years Program (PYP)

BHA Elementary school is an authorized IB World School with the Primary Years Program, and teaches interdisciplinary themes with Texas State Standards (TEKS). The program includes English, Science, Mathematics, Social Studies, Media Literacy, Art, PE, Arabic language, Islamic Studies and Qur'an. It also includes Lunch/Recess and Prayer time.

Classes start at 7:45 and the day finishes with Dhuhr/Friday Prayer at 2:35 p.m. Parents are able to drop off students as early as 7:15 a.m. followed by Morning Assembly. Dismissal begins at 2:45 PM.

### Elementary Grading Policy

- The school year is split into four quarters. Each quarter is a marking period.
- Science, Social Studies, Arabic, Qur'an, Islamic Studies and Specials homework and all projects must be done in class.
- Based on the following categories:

#### Categories & Weight:

##### 1st-2nd Grade:

ECW = 20%

EHW = 15%

EQUIZ = 25%

##### 3rd-5th Grade:

ECW = 20%

EHW = 10%

EQUIZ = 30%

ETST/PRJ = 40%

ETST/PRJ = 40%

The following table is a quarterly breakdown of assessments and assignments per grade level.

### 1st Grade

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

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

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

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

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

#### 1st-5th Specials

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

#### Updating Grade books:

- Maximum grade a student can get is 100
- Assignments are graded out of 100
- Teachers are required to update grade books weekly
- Grades are due every Monday by 12:00 PM
- 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

### 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 in the grade book

### 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** - All grades for all subjects must be an A
- **AB Honor Roll** - At least 4 A's and the rest of the grades must be B's

# Middle School Grades 6<sup>th</sup>-8<sup>th</sup>

## Middle School Curriculum

The Middle School courses include English, Mathematics, Social Studies, Science, Arabic, Quran, Islamic Studies, Technology, and Physical Education. Classes start at 8:00am. Parents are able to drop off students as early as 7:20am followed by Morning Assembly. The school day concludes with daily Dhuhhr prayer. Dismissal begins at 3:00pm.

## Grading Policy

### *Electives & Specials*

A detailed grading policy will be shared by teachers of all BHA Electives, excluding Advanced Placement electives, and Specials, which include Art, Computer, PE/Health.

### *Grading Policy – Each 9-Week Quarter*

#### **Summative Assessments – 60% (Tests: 40%, Quizzes: 20%)**

- Minimum: 4 assessments per quarter
- Maximum: 6 assessments per quarter

#### **Formative Assessments – 40%**

- Homework and Classwork (includes participation)
- Minimum: 9 assignments per quarter
- Maximum: 12 assignments per quarter

#### **Semester Calculation:**

- **Semester 1:** Quarter 1 (45%) + Quarter 2 (45%) + Midterm Exam (10%)
- **Semester 2:** Quarter 3 (45%) + Quarter 4 (45%) + Final Exam (10%)

**Final Year Grade:** Average of Semester 1 and Semester 2

## Make-Up and Retake Policies

### *Make-Up Tests (Excused Absences Only)*

- Parents notified via email of make-up date/time
- Test marked as zero until completed
- Must be completed within 5 school days of return

### *Test Retake Policy*

#### **Eligibility**

- Students scoring **69% or below** on a major assessment may request a retake.
- Projects and performance-based assessments are generally **not eligible** for retakes.
- Zeroes on related assignments in the same unit may disqualify a student from a retake.

#### **Requirements**

- Students must attend **at least one tutorial session** or complete a reflection before the retake.
- Only **one retake per subject per quarter** is allowed.

## Scheduling

- Retakes must be taken on the **teacher-designated “retake day”**, scheduled within **5 school days** after grades are released and no later than **10 school days** after receiving the original grade.
- Retakes occur **after school** or during other **non-instructional time**.

## Grading

- The **maximum possible score** on a retake is **70%**.
- The retake grade **cannot be lower** than the original grade.

## *Excused Absences/Tardies*

- **Days 1-5:** Full credit (100%)
- **Days 6-14:** Maximum 70% (with principal approval)
- **After 2 weeks:** No make-up unless principal approval

*Principal may accommodate students based on duration and reason for absence.*

## Late Assignment Policy

### *Unexcused Absences/Tardies*

- **Day 1:** Maximum 90%
- **Day 2:** Maximum 80%
- **Day 3:** Maximum 70%
- **Day 4:** Maximum 60%
- **Day 5+:** Grade becomes 0

**Unexcused absence during test/quiz:** Maximum grade of 70%

## Middle School Incentive Program:

To encourage our students to meet BHA expectations, an extracurricular activity or an additional field trip for each grade level can be awarded. Activities may include, but are not limited to, Ascend Camp, Six Flags, and San Antonio. Students have to meet the following criteria:

- Student must have at least 85 average in every subjects
- Student cannot have more than 10 demerit points in the respective semester
- Student cannot have more than 9 days of absences in the respective semester
- Student cannot have more than 10 tardies per semester
- Cost of field trip will be at the parents' expense

## High School

The academy's mission is to graduate practicing Muslim leaders and responsible citizens who are well-prepared for college entrance and career challenges in the twenty-first century. Our offers a rigorous academic program, with six Honors class options, and 11 Advanced Placement class options. Our scholastic exam averages stand at an impressive 1250 for the SAT and 25 for the ACT. Our Academy boasts a strong college acceptance rate, with over 95% of graduates going on to attend four-year colleges. Notable admissions

include Rice University, Massachusetts Institute of Technology, Yale University, Johns Hopkins University, and multiple BS/MD fast track programs.

## High School Curriculum

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

## Grading Policy

### *Electives & Specials*

A detailed grading policy will be shared by teachers of all BHA Electives, excluding Advanced Placement electives, and Specials, which include Art, Computer, PE/Health.

### *Grading Policy – Each 9-Week Quarter*

#### **Summative Assessments – 60% (Tests: 40%, Quizzes: 20%)**

- Minimum: 4 assessments per quarter
- Maximum: 6 assessments per quarter

#### **Formative Assessments – 40%**

- Homework and Classwork (includes participation)
- Minimum: 9 assignments per quarter
- Maximum: 12 assignments per quarter

**For high school courses, each semester constitutes a final marking period. The semester grade will be recorded on the official transcript and used in GPA calculations.**

#### **Semester Calculation:**

- **Semester 1:** Quarter 1 (45%) + Quarter 2 (45%) + Midterm Exam (10%)
- **Semester 2:** Quarter 3 (45%) + Quarter 4 (45%) + Final Exam (10%)

## Make-Up and Retake Policies

### *Make-Up Tests (Excused Absences Only)*

- Parents notified via email of make-up date/time
- Test marked as zero until completed
- Must be completed within 5 school days of return

## *Test Retake Policy*

### **Eligibility**

- Students scoring **69% or below** on a major assessment may request a retake.
- Projects and performance-based assessments are generally **not eligible** for retakes.
- Zeroes on related assignments in the same unit may disqualify a student from a retake.

### **Requirements**

- Students must attend **at least one tutorial session** or complete a reflection before the retake.
- Only **one retake per subject per quarter** is allowed.

### **Scheduling**

- Retakes must be taken on the **teacher-designated “retake day”**, scheduled within **5 school days** after grades are released and no later than **10 school days** after receiving the original grade.
- Retakes occur **after school** or during other **non-instructional time**.

### **Grading**

- The **maximum possible score** on a retake is **70%**.
- The retake grade **cannot be lower** than the original grade.

### *Excused Absences/Tardies*

- **Days 1-5:** Full credit (100%)
- **Days 6-14:** Maximum 70% (with principal approval)
- **After 2 weeks:** No make-up unless principal approval

*Principal may accommodate students based on duration and reason for absence.*

## **Late Assignment Policy**

### *Unexcused Absences/Tardies*

- **Day 1:** Maximum 90%
- **Day 2:** Maximum 80%
- **Day 3:** Maximum 70%
- **Day 4:** Maximum 60%
- **Day 5+:** Grade becomes 0

**Unexcused absence during test/quiz:** Maximum grade of 70%

## 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	5.0
93-96	3.8	4.3	4.5	4.8
90-92	3.6	4.1	4.3	4.6
87-89	3.4	3.9	4.1	4.4
83-86	3.2	3.7	3.9	4.2
80-82	3.0	3.5	3.7	4.0
77-79	2.8	3.3	3.5	3.8
73-76	2.6	3.1	3.3	3.6
70 -72	2.4	2.9	3.1	3.4
Below 70	0	0	0	0

All classes must be taken through an accredited institution. Only classes on the graduation plan will count towards credits and GPA. To receive a GPA boost, classes must be taken in person through and accredited institution, not an online third-party option.

## High School Graduation Requirements

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, Federal Government, Texas Government

**Arabic:** 4 credits

**Islamic Studies:** 4 credits

**Quran:** 4 credits

**PE/Health:** 1 credit

**Speech:** 0.5 credits

- Can be substituted by some CTE courses as per TEA

**Economics:** 0.5 credits

**Fine Arts:** 1 credit

**Electives:** 2.5 credits

**Total Credits to Graduate: 33**

**80 Hours of Social Impact**

### **BHA High School Diploma**

In order to receive the BHA High School Diploma, students must pass all requirements with a 70% or above. Students will be responsible for picking up their diplomas, which will be made available the week after 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 1 credit outstanding by graduation day, they will not be able to participate in the graduation ceremony.

### ***Types of Diplomas***

- Standard with Dallas College Core Completion
- Standard with Dallas College Associate's Degree
- Distinguished with Dallas College Core Completion
- Distinguished with Dallas College Associate's Degree
- Distinguished

### ***Final Transcript Notations***

- Students who have ranked in the top 25% of the class. Types of notations:
  - Top 25% of the Class
  - Top 10% of the Class
  - Top 6% of the Class
  - Salutatorian
  - Valedictorian
- National Merit Scholars or any College Board distinction
- Distinguished Diploma

- Core Completion or Associate's Degree (if applicable)
- Retakes of classes
- 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 120 (Applicable to the class of 2027 and beyond)
- No C's or below are earned in 11th and 12th grade classes



- Minimum score of 1200 on SAT or 22 on the ACT

### 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 and must apply for graduation at Dallas College.

**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 may be responsible for payment of extra Associates Degree classes.

### *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. Students are responsible for sending final transcripts from Dallas College. Counselors can assist with the steps if the student requests, but it is the responsibility of the student to follow through with the process through the Dallas College student portal.

### *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 class will not be ranked.
- Ranking is based on the GPA. Only courses that are within the graduation plan will be factored into the GPA. Other courses that exceed BHA's credit requirements will be listed in the transcript and credit will be awarded, however, they will not be calculated into the GPA.
- Only courses within the required credits for each subject will be calculated into the student's GPA. English, Math, Social Studies, Science, maximum of 2.5 credits of Electives, Art, Speech/CTE, Economics, Government, World Language, Humanities Courses, and Religious Courses.
- 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 their ranked position.

- All students, including transfer students, will be ranked in the Fall of Senior year for application purposes. Transfer students can tie without removing a BHA student from their ranked position.
- To be ranked as Valedictorian at BHA, the student must start 9th grade and complete all four years of high school at BHA in order to qualify for Valedictorian.
- To be ranked as Salutatorian at BHA, the student must start 10th grade and complete the remaining years of high school at BHA.

In addition to the highest numeric GPA, to be ranked as Valedictorian and Salutatorian, the student(s) must have outstanding character supported by an exceptional behavior record.

- 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 Academic Programs

Graduation plan by grade level:

9th Grade	10th Grade	11th Grade	12th Grade
English 1 (1)	English 2 (1)	ENGL 1301 & ENGL 1302 or AP English Lang/Comp (1)	ENGL 2311 & ENGL 2326 or AP English Lit/Comp (1)
Algebra 1 or Geometry H (1)	Geometry or Algebra 2 H (1)	Algebra 2 or Pre-Calculus H or AP Pre-Calculus (1)	MATH 1314 & MATH 1342 AP Calculus (1)
Biology or Biology H (1)	Chemistry or Chemistry H (1)	Physics or Physics H (1)	Science of choice (1)
World Geography or AP Human Geography (1)	World History or AP World History (1)	World History or AP World History (1)	GOVT 2305 & GOVT 2306 (1)
PE/Health (1)	Art (1)	Elective of choice (1) HUMA 135 & ECON 2301 or BHA Elective	Arabic (1)
Arabic (1)	Elective of choice (1)	Arabic (1)	Quran (1)
Quran (1)	Arabic (1)	Quran (1)	Islamic Studies (1)
Islamic Studies (1)	Quran (1)	Islamic Studies (1)	Any outstanding Dual Credit classes
	Islamic Studies (1)		
	SPCH 1315 (.5) & PHIL 1304 (.5) taken in	HUMA 1315 (5.) & ECON 2301(.5) taken in summer if	

	summer after 10th grade if qualified	student takes a BHA Elective	
Total Credits: 8	Total Credits: 9/10	Total credits: 8/9	Total Credits: 7 Total Credits to graduate: 32/33

**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 in person at an accredited institution. Beginning Fall 2024, APEX will no longer be an option for a Geometry Booster. Students interested in this option should discuss this early with their counselor. The class will be counted towards high school credits and towards the students GPA.

### *On-Track Courses*

On-track courses are high school level courses designed to provide a comprehensive understanding of the subject. All courses are graded on a 4.0 scale and must be passed with a minimum of 70%.

Students are expected to:

- Communicate respectfully and time with their teachers
- Follow guidelines highlighted in their class syllabi
- Submit assignments successfully by the deadlines and
- Take classes during their designated semesters unless otherwise authorized by the Administration
- Discuss concerns in a timely manner, including grade discrepancies

### *Honors Level Courses*

At BHA, honors-level courses offer a rigorous and enriching academic experience designed for motivated students seeking a deeper understanding of their subjects. These courses typically feature advanced curricula with a faster pace and more challenging material than standard classes. Students can expect increased expectations for independent work, critical thinking, and analytical skills. Assignments may involve complex projects, extensive research, and in-depth discussions, all aimed at fostering a higher level of intellectual engagement. This demanding yet rewarding experience is intended to prepare students for higher education and future academic challenges.

The following criteria must be met to take an honors class:

- Teacher recommendation
- Principal approval
- 90% Numeric Average
- Must have outstanding character supported by an exceptional behavior and attendance record

## *Dual Credit Courses*

Each Fall and Spring Semester, students will have the opportunity to take dual credit courses, as prescribed by the graduation requirements. Classes may take place on BHA's Campus, online, or at Richland Campus in Dallas, Texas. 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. Beginning Fall 2024, Dallas College will implement a book fee of \$23/credit hour. Payment will be made to BHA. 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.

In order to take Dual Credit classes, students must be exempt from the TSIA2, through a qualifying score on the PSAT (in 10th grade or beyond), SAT, or ACT. If a student does not achieve exemption, they must take the TSIA2 and receive a qualifying score on the exam per Dallas College guidelines.

Students registering for Dual Credit courses must follow the policies set forth by Dallas College as well as the criteria below:

- 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 Jumah prayers
- College classes must not conflict with high school courses
- If a student in 12th grade wants to take a math course higher than College Algebra, they must take the Accuplacer
- For the summer semesters, students can register to take up to 2 classes per summer session

## *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 professors 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, but must be in Islamically appropriate attire. However, the following dress code must be followed:

- Clothes should be loose fitting, clean, and smelling nice. Images, messages or text on clothing must be Islamically appropriate and free of offensive material.
- 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.
- 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.
- 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.
- 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 class format, if available.
- Students may not request a professor change or change their classes once registration is complete.
- Once Richland College is open for enrollment, Enrollment Request Forms will be submitted to Richland College based on first come first serve.

### *Dropping Dual Credit Classes*

Students in 11th grade are not permitted to drop their Dual Credit classes.

Students in 12th grade will be allowed to drop classes in accordance with the drop policy set forth by Dallas College. Communicating and submitting the correct paperwork for dropping dual credit classes is the responsibility of the student. 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 to ensure processing by both offices. Failure to follow the BHA drop date deadline will result in the student remaining in the class. 72 hours does not count the weekend.

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 12th grade student is failing a class, they will be encouraged to 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. 72 hours does not count the weekend.

Students are expected to share their eConnect login information with the College Guidance Counselor. There is no additional tuition required for dual credit courses but if a student fails a course, Dallas College may impose a fee for retakes. Students will make their payment through the econnect account. Dual Credit classes require a book fee of \$20/credit hour. Students will be required to pay this fee to BHA. Students will be responsible for this fee, in addition to any other supplies required by the professor.

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.

### *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

### **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 to take AP classes:

- Teacher recommendation
- Principal approval
- 90% Numeric Average
- Must have outstanding character supported by an exceptional behavior and attendance record.

### **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
- 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 make-ups (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 be graded on the weighted 5.0 GPA Scale.

## 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.

Students in 9th and 10th grade will be eligible to drop an AP class in the first 3 weeks of the new school year, or after the end of the 1st semester.

Due to scheduling constraints, 11th and 12th grade students are only allowed to drop AP classes after the 1st semester.

## 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 classes are the most rigorous courses offered by 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 Grading Policies:

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

- Late assignments will not be accepted
- Courses will be graded on the weighted GPA Scale only if a student registers and takes the AP exam
- 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
- No grade boosters allowed, students will receive the grades that they earn

### AP 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 Schedule:

AP Exam schedule is provided by CollgeBoard, usually administered during the first two weeks of May. After a student takes their AP exam they must continue to follow their class schedule for the day.

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.

## BHA Credit Recovery Policy

With the exception of AQI, students who fail any class will be required to recover the credit through APEX. For grades 6-11, credit recovery will take place over the summer, unless otherwise determined. For grade 12, any outstanding credits from semester 1 must be recovered in the following semester. Portions of the course, including but not limited to the final Exam, will be required to be completed at BHA in the presence of a proctor.

Grading: Both the 1st and 2nd attempt grades will show on the transcript. The grade factored into the GPA (the passing grade) will be 70%

If a student fails the APEX credit recovery course, they will have another attempt at recovering the credit through APEX. They must pay the fee and begin the course from the beginning. If this attempt is failed, the student will be required to recover the course at another accredited institution.

### APEX 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. Students who fail to complete the course by the deadline will jeopardize their enrollment in the upcoming school year.

- You are responsible for pacing yourself, however, Counselors will reach out throughout the recovery period and students are expected to respond
- 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
- To be reinstated students will be charged a \$50 fee
- 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*

- Print out the study guides or buy the workbook from the College Guidance Department for \$5
- 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
- Before you begin the course, set a timeline with due dates
- 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
- Make sure you have a reliable computer and internet when you're doing your course
- If you have questions, reach out to your counselor

### *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 getting reinstated into a course after being removed due to inactivity: \$50

### **High School Arabic, Islamic Studies, and Quran Credit Recovery Policy**

Students will be provided with a study guide that must be completed during the credit recovery period. In addition, students are required to take a test in person. This must be scheduled through the College Guidance department. The study guide is worth 60% and the test is worth 40%. The new grade will be recorded in addition to the 1st attempt, but the final grade will be factored as 70% in the GPA. Fee is \$150 per semester.

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.

## Promotion Policy

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

### School Wide

All students in grades 1-11 must earn a passing grade (70) in all subjects.

- If the final average for the school year is less than a 70 in any subject/class, the subject/class credit must be recovered through Summer School for the core subjects (Math, English, Science and Social Studies) and Summer Work for Arabic, Quran, and Islamic Studies
- Students who fail any subject will be required to complete credit recovery for the subject they failed at BHA's summer school program
- Attendance of at least 90% of days that school is in session (per Attendance Policy)

### Elementary 1st-5th Grade:

- A student failing any subject must complete the required standards for that subject via BHA Summer Program or an intervention plan approved by the school administration
- The approved program or intervention plan must be successfully completed with a minimum 70%
- The student must submit the completed Summer School Reports from the approved program/intervention plan to the Elementary School Principal by July 31st of the same school year
- The student must be assessed by the school administrator by July 31st to finalize promotion for the next grade level
- A 70 will be recorded in the Report Card to replace the initial failing grade with a note that a Summer School took place to recover/pass the subject/class

### Middle & High 6th-11th Grade:

- A student failing any subject must recover credit/course via the BHA Summer Program or APEX
- Parents are required to pay the credit recovery fees in order for College Guidance counselors to enroll student onto APEX
- High school credits are evaluated per semester. Credit recovery policy will apply during the summer of the same academic year
- The class **MUST** be successfully completed with a minimum 70%. The final exam must be taken in person at BHA proctored by a staff member
- Students must schedule his/her final exams(s) with the College Guidance Department **72 hours** prior to the date they will take the final exam(s)
- A 70 will be recorded in the Report Card/Transcript. The failing grade will remain on the report grade/transcript with a note that Summer School took place to recover/pass the subject/class
- Failed AQI courses will be completed by approved and provided summer work
  - The AQI packet will be provided and must be completed for 60% and
  - The Final Exam must be taken in person and will count as 40% of the final grade for the failed subject(s)/class(es)
  - The student must submit the completed Summer Work to school administration by the deadline provided

- The student must schedule his/her final exams(s) with the College Guidance Department 72 hours prior to the date they will take the final exam(s)
- A 70 will be recorded in the Report Card/Transcript. The failing grade will remain on the report grade with a note that Summer School took place to recover/pass the subject/class
- If a student does not meet the requirements, their enrollment will be jeopardized

### Retention Policy

BHA reserves the right to retain a student if the student does not meet the school’s requirements to be promoted to the next grade level. The final decision will be at the administration discretion considering the students’ academic performance, behavior, and attendance.

## POLICIES & PROCEDURES

### Discipline Policy

BHA believes in positive reinforcement and discipline following our Islamic values and principles. We strive to ensure our students’ physical, emotional, and social safety by all staff and faculty.

BHA discipline policy is designed 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, inshaAllah. 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:

<b>BHA Codes of Conduct</b>	<b>Student Expectations</b>
-----------------------------	-----------------------------

<b>Respecting Authority and Rules</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Only bring school supplies on campus; keep all electronic devices away unless expressly permitted otherwise.</li> <li>• Remain obedient to staff and comply with school rules in Wudu Area, during Prayer, and Jumu'ah.</li> <li>• Remain in specified, designated areas at all times.</li> <li>• Be respectful and obedient to faculty at all times.</li> <li>• Follow instructions and teacher's directions at all times.</li> </ul>
<b>Manners of Speech</b>	<ul style="list-style-type: none"> <li>• Students are expected to speak with excellence/Ehsaan and respect at all times.</li> </ul>
<b>Conflict Resolution</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Respecting Each Other</b>	<ul style="list-style-type: none"> <li>• Be respectful of classmates at all times, physically and verbally.</li> <li>• Students are expected to be honest, courteous, and kind to each other at all times, per Student Policies.</li> <li>• 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.</li> <li>• Honor the limits of Islam with intergender relations at all times.</li> <li>• Respect the building, grounds, and property</li> <li>• Keep the campus free from trash and graffiti</li> <li>• Do not vandalize school property (lockers, desks, buildings, bathrooms, etc.)</li> </ul>
<b>Self-Respect</b>	<ul style="list-style-type: none"> <li>• Students are to act with academic integrity at all times.</li> <li>• Students are required to be on time and present during class unless given a written excuse.</li> </ul>

### Teacher Course of Action

Teachers will follow guidelines to ensure behavior is handled in-class. Teachers will attempt the following steps before deferring to administrative intervention, based on the behavior of the student:

- Verbal Reminder/Warning
- Separate Discussion
- Student-Teacher Conference
- In-Class Consequence
- Parental Contact
- Parent Conference

- Behavioral Counselor Intervention
- Administrative Assistance
- Admin/Parent/Teacher Meeting

## **Student Removal from the Learning Environment**

A student will be removed from class if:

- Student's behavior compromises the safety of themselves or others.
- Student's behavior has completely halted the teacher's ability to continue class.
- Students are completely reluctant to change behavior after any form of reminding/warning.
- Behavior has impacted and/or directly affects others and/or property.
- The behavior is so severe it requires immediate administrative intervention and/or classroom removal.
- Teacher has taken multiple steps to reform behavior and now requires administrative intervention and/or classroom removal.

## **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:
  - Self-control as a responsible Muslim
    - Courteous language
    - Resolve conflict in a mature manner
    - Be appropriately dressed and groomed in accordance with uniform policy
  - Demonstrate a positive attitude
    - Take a leadership role
    - Be positive
    - Be cooperative
  - 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.)
  - 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.)

- 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

### **Right to Search & Conduct Drug Testing**

The Academy has the right to search any student's personal belongings, 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 respective student will not be allowed on campus or at any school-related activities on and/or off campus until the school receives the drug test results. The school will take action accordingly and as per school policy.

### **Discipline Process**

BHA believes in positive reinforcements and behavior corrections to support the students' physical, emotional, social, well-being. Students violating policies and procedures, causing problems that disrupt learning or put safety at risk, are subject to disciplinary action. Administration will take disciplinary action based on school policies and procedures and at their discretion depending on the circumstances of the infraction.

#### ***BHA discipline policy applies:***

- On campus grounds during the regular school day or as it relates to Islamic character/morality on or off campus students, and/or community.
- While the student is attending any school related activity 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
- Three separate incidents of Out-of-School suspensions in an academic year shall result in a recommendation for immediate expulsion and/or risk of re-enrollment.
- Repeated violations of the school policy can jeopardize termination of Scholarship or Financial Aid for the current academic year. Students are subject to ineligibility for funding from Financial Aid or scholarship for the next academic year. Such a matter will be referred to the BHA Leadership Team.

#### ***Discipline Procedures:***

Includes five intervention strategies in place to correct students' behavior. When a student chooses to behave inappropriately, the consequences 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

Intervention strategies will be applied as needed and based on the circumstances of the situation. Discipline policies and procedures will apply as guide by the handbook for each infraction.

### 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 Administration 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.

## Parent Complaints & Concerns Policy

The purpose of this policy is to provide individuals with an orderly process for the prompt and equitable resolution of student and parent complaints. The Board of Directors (BoD) expects that complaints be resolved at the lowest possible administrative level. The BoD encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate staff member or other school administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.



## *Informal Conflict Resolution*

### Pre-Level 1 Process:

Participation in this informal resolution process shall be mandatory prior to the filing of a Level One complaint. The Board of Directors expects that every reasonable effort shall be made to resolve a complaint at the informal level. At the informal resolution stage, there shall be an in-person meeting or telephone conference between the school principal and the individual to discuss the possible complaint. The principal may obtain the assistance of other administrators in an effort to reach an informal resolution of the complaint. The principal shall have the right to unilaterally extend the time for filing a complaint in the event the principal is continuing the process of informal resolution of the complaint. If however, it appears that an informal resolution is not possible, the principal shall review this complaint policy with the parent and provide a copy of the complaint process.

## *Formal Resolution*

### Level 1: Written Complaint to School Principal

When a BHA student or guardian/parent of a student has a complaint or concern regarding BHA, the individual shall first bring their complaint or concern in writing to the appropriate school principal. The complaint must be brought within 5 business days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal must respond to the complainant and issue a final decision within 10 business days of the principal's receipt of the complaint.

### Level 2: Written Appeal to the Head of School:

If the individual bringing the complaint is not satisfied with the school principal's final decision, then the individual may file a written appeal to the Head of School. The written appeal shall be filed with the Head of School's office within 5 business days of the individual's receipt of the principal's final decision. The complaint shall include a copy of the written complaint to the school principal along with a copy of the principal's final decision. A copy of the appeal shall also be delivered to the principal.

The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the school principal. The Head of School shall respond to the complaint and issue a final decision within 5 business days of receipt of the written appeal.

### Level 3: Written Appeal to the Board of Directors:

If the individual bringing the complaint is not satisfied with the Head of School's final decision, then the individual may file a written appeal to the Board of Directors. The written appeal shall be filed with the BoD Chair/President within 5 business days of the individual's receipt of the Head of School's final decision. The complaint shall include a copy of the written complaint to the Head of School along with a copy of the Head of School's final decision. A copy of the appeal shall also be delivered to the Head of School. The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the Head of School. The President of the Board, at

the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the Head of School's level. The BoD or the BoD's designee shall respond to the complaint and issue a final decision within 5 business days of receipt of the written appeal. The decision by the Board of Directors is final.

### *Note - 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.

## **Demerit & Merit Point System**

To support our discipline policy, BHA uses a merit/demerit system.

### **Merits**

The merit system is a recognition of any positive behavior of student at any time. The purpose is to build strong Muslim character, rewarded for good behavior. Merits can be awarded and documented on Sycamore by any staff or faculty member at any time for any positive behavior. Students' merits will be evaluated for additional recognition by the school administration.

### **Demerits**

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 listed.

- All infractions must be documents in Sycamore
- It is the responsibility of parents to check notifications on Sycamore
- Students will be required to submit written statements
- At the Administration's discretion, parents may be required to pick up their student before the end of the school day.
- All Demerit points are specified in the infraction table, and the following applies:
  - Emails and Sycamore are the official means of communication between parents and BHA. it is the responsibility of parents to activate the Pass-a-note feature on Sycamore and keep up with emails sent by BHA staff or admins.
  - Each infraction is logged into Sycamore and is emailed to parents via Pass -A- Note feature (if Must be 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.

### ***Timeline of Communication***

- 10+ demerit points – Parents will be notified via phone call email 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 such as Dual Credit Program (15 points), Club positions/enrollments, participation, Athletics Scholarship (10 points).

- 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 and/or Academic Counselors.
  - 30 demerit points: BHA administration will send a certified letter an email and a copy of the letter email is scanned and placed into Sycamore and Student File (with Admissions Department).
  - 35+ demerit points: BHA administration meets with parents to discuss the severity of the situation and also have parents sign off on a letter or acknowledgement that if their son/daughter reaches 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.
  - 40+ demerit points: Given the situation, the parents may be asked to un-enroll or Expulsion proceedings will be recommended.
- 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.
  - 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.

Behavior that hinders the orderly conduct of operations of classrooms or school will be subject to the school discipline policy. Infractions are categorized in four levels based on the student's action. Infractions might be listed under multiple levels to account for the severity of the behavior.

## **Definition of Consequences**

### ***Verbal Warning:***

The student will be informed verbally by the teacher and/or administrator to refrain from repeat acts. The action will be documented on Sycamore, however no demerit points will be assigned.

### ***Written Warning:***

Formally informing the student and/or parents regarding the infraction and the consequence issued by the administration.

### ***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:***

Detention will involve staying in during lunch, 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 Out of School Suspension.

### ***Out of School Suspension:***

The student will be removed from the school anywhere from 1 to 10 days. These days will be considered as unexcused absences. Before suspending a student, other reasonable consequences 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 re-enrollment for the following school year would be at the discretion of the school administration depending on the reason for expulsion.

## **Infractions Levels & Consequences**

### ***Level I Consequences:***

- Verbal warning
- Written warning
- Teacher conferences with parents & Administration if needed.
- Lunch detention
- After school detention
- Repeated offenses (or first offense depending on the severity of the violation) may end up with
  - 1 day of Saturday detention
  - 1-2 days of Out of School Suspension (OSS)

<b>Infraction</b>	<b>EL</b>	<b>MS</b>	<b>HS</b>	<b>Explanation/Restoration:</b>
Violation Uniform Code	1	2	2	Meeting with the administration. Students will not be allowed to enter class until the violation is corrected.
Chewing Gum	1	1	2	Behavior will be corrected by staff or faculty.
Disruptive Behavior	1	2	2	Minor disruptive behavior to be corrected by staff or faculty, followed by an administration meeting if needed.
Horseplay/Physical Aggression	2	2	2	Minor physical interaction between students. Students' safety to be ensured, followed by teacher and/or administration.
Verbal Altercation between peers	2	2	2	Minor inappropriate verbal usage to be corrected by staff or faculty, followed by an administration meeting if needed.
Disrespect between peers	2	2	2	Minor inappropriate interaction to be corrected by staff or faculty, followed by an administration meeting if needed.
Display of phones and electronic devices	1	2	2	Unauthorized use of any electronic device will be confiscated to be picked up by the parents. Followed by an administration meeting to implement the phone policy.
Being in unpermitted areas (elevator, staff bathroom, etc.)	1	2	2	Being present in an area that is not permitted for students access without permission. Behavior to be corrected by staff or faculty, followed by an administration meeting if needed.
Non-Compliance with school policies	1	2	2	Any behavior deemed unacceptable by the school administration, which will be corrected by staff or faculty, followed by an administration meeting if needed.

### **Level II Consequences:**

- Written Warning
- Parent-teacher conference required
- 3-5 sessions of lunch detention
- 3-5 sessions of after school detention
- Repeated offenses(or first offense depending on the severity of the violation) may end up with
  - 1 day of Saturday detention
  - 3-5 days of Out of School Suspension (OSS)

\*\* This may affect the status of clubs, athletics, field trips, and school events.

<b>Infraction</b>	<b>EL</b>	<b>MS</b>	<b>HS</b>	<b>Explanation/Restoration</b>
Disruptive Behavior in Salah	2	3	3	Major or repeated disruptive behavior. Students might be moved to an alternative area. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.

Violating Area Rules/Outside of class without hall pass/Loitering/Leaving building from the side door	1	3	3	Being present in an area that is not permitted for students access without permission. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Forgery	1	3	5	Providing inaccurate information on behalf of others. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Dishonesty	1	3	5	Student providing/sharing false information or withholding information. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Violating field trip rules/sporting events/extracurricular events	1	3	5	Not following rules and expectations provided by the school. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Offensive/Inappropriate language	1	2	3	Use of inappropriate, hurtful, disrespectful terms. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Misuse of technology	1	2	3	Unauthorized use of any electronic device will be confiscated to be picked up by the parents. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Defiance/Noncompliance	2	3	5	Students failing to cooperate, respond, or comply with staff or faculty instructions. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Physical Aggression	2	3	5	Students engaged in harm towards others. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Vandalism	2	5	5	Damaging or defacing school property. Student will be liable for the cost of repairs or replacements. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.

Inappropriate Intermingling	1	3	5	Unacceptable interaction between students that break Islamic practices including proximity, personal space, and any communication. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Skipping/ Ditching	1	3	3	Not following an allocated schedule at any time or being in any other area other than what is specified by the school personnel, including assembly, extended bathroom breaks, lunch, and prayer. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Theft	3	3	5	Taking other belongings without permission. Behavior to be corrected by staff or faculty, followed by an administration meeting if needed.
Pranks	3	3	5	Involvement in any actions related to unaccepted jokes or tricks. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Disrespect towards peers or adults	3	5	7	Any action that causes discomfort or humiliation of others such as talking back, being rude, raising their voice, or unacceptable body gestures. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Academic Dishonesty	3	5	5	Students attempting to cheat, cheating, assisting others to cheat. All parties involved will be subject to a zero on the assignment/assessment. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Bullying	1	5	7	Direct or indirect involvement in any form of repeated behavior that harms others physically, mentally, or emotionally. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Social media misuse	2	3	5	Involvement in creating or sharing any unauthorized digital material that impacts others. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Non-Compliance with school policies				Any behavior deemed unacceptable by the school administration, which will be corrected by staff or faculty, followed by an administration meeting if needed.

### *Level III Consequences*

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

- Parents will be formally informed of the infraction and consequence
- Parent-teacher conference required
- 5-7 sessions of lunch detention
- 5-7 sessions of after school detention
- Repeated offenses (or first offense depending on the severity of the violation) may end up with
  - 2 day of Saturday detention
  - 3-10 days of Out of School Suspension (OSS)

\*\* This may affect the status of clubs, athletics, field trips, and school events.

<b>Infraction</b>	<b>ELM</b>	<b>MS</b>	<b>HS</b>	<b>Explanation/Restoration</b>
Plagiarism	5	7	10	Deliberate acts of cheating, initiating cheating, plagiarism, and/or distribution of materials to facilitate cheating, including, 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. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Possession and/or distribution of inappropriate material	5	7	10	Any possession or distribution of inappropriate, unislamic, unacceptable, or disruptive material. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
False Emergency Alarm	5	7	10	Initiating any emergency alarm on campus or using any devices including fire alarms, contacting emergency services under false pretenses, creating fraudulent alerts. Students will be responsible for any costs as a result of such an action. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
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 on or off campus. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Leaving campus or school related activities without authorization	5	10	10	Students who leave campus or a school activity prior to the end of the school day must sign out and/or have permission. This includes following open campus rules. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.



Bullying with intimidation	5	7	10	Direct or indirect involvement in any form of repeated behavior that causes fear, harm, or endangerment to others physically, mentally, or emotionally. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Extortion	5	7	10	Purposely getting involved in a discussion or action that involves obtaining something, especially money, through force or threats.
Reckless Driving	N/A	N/A	10	Failure to adhere to campus speed limits, traffic direction, and all parking lot rules and regulations. This includes having a valid driving license, displaying your school parking pass. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Physical Fighting	5	7	10	Students engaged in physical harm or fighting towards others. Behavior to be corrected by staff or faculty. Discipline policy will be applied, followed by an administration meeting, if needed.
Non-Compliance with school policies				Any behavior deemed unacceptable by the school administration, which will be corrected by staff or faculty, followed by an administration meeting if needed.

***Level IV Zero Tolerance:***

- The administration has the right to take immediate action as needed to protect the Academy, Student, and Staff.
- Acts of misconduct are all 50 demerits for the main campus.
- Elementary campus will be dealt with according at the administration discretion
- Conduct that is serious and/or illegal and all the below are classified as Zero Tolerance Misconduct
- All of the following infractions are a one-time only and students will be place on an immediate suspension until further notice

***Level IV – Acts of Misconduct can include the follow consequences:***

- Parents will be formally informed of the infraction and consequence
- Parent-teacher conference required
- Immediate Suspension pending investigation
- Garland police notification if needed
- Expulsion jeopardizing re-enrollment with not possible future for enrollment

<b>Infraction</b>	<b>EL</b>	<b>MS</b>	<b>HS</b>	<b>Explanation/Restoration</b>
<b>Possession or use of alcohol or drugs</b>	<b>50</b>	<b>50</b>	<b>50</b>	Possessing, consuming, distributing or caught using any substance. Zero tolerance policy will apply.

<b>Arson</b>	50	50	50	Purposefully caused fire to a building, property, or people. Zero tolerance policy will apply.
<b>Major assault on teacher/staff/students</b>	50	50	50	Intending or using a weapon or anything as a weapon to attack and harm anyone causing an injury. Zero tolerance policy will apply.
<b>Bomb/Shooting Threat</b>	50	50	50	Involved in any form of a threat that relates to shooting, bombing, or any catastrophic event that results in anxiety and disruption. Zero tolerance policy will apply.
<b>Sexual Harassment</b>	50	50	50	Making inappropriate actions, statements, or gestures, toward others in or outside school. Zero tolerance policy will apply.
<b>Possession &amp; displaying a weapon</b>	50	50	50	Bringing or pretending to have a real or fake weapon to school or during school events. Zero tolerance policy will apply.
<b>Unauthorized access/use of school systems</b>	50	50	50	Accessing unauthorized information on school computers/network. Zero tolerance policy will apply.
<b>Retaliation</b>	50	50	50	Seeking revenge or retribution towards others that causes physical, social, emotional harm. Zero tolerance policy will apply.
<b>Non-Compliance with school policies</b>	50	50	50	Any behavior deemed unacceptable by the school administration, which will be corrected by staff or faculty, followed by an administration meeting if needed.

## School Uniform Policy

Brighter Horizons Academy uses Verona Uniforms as its Uniform Vendor. All shirts, tunics, dresses and PE uniforms must be purchased through Verona. You can visit their website [verona-uniforms.com](http://verona-uniforms.com) for store location, hours, or to shop online. Pants and two-piece hijabs (for 5<sup>th</sup> grade girls only) can be purchased from any store.

Below is a summary of uniform requirements by division (please refer to the website for full details):

### Elementary (1st-5th Grades)

- **Girls:** Plaid jumper (short or long sleeve), loose-fitting navy pants (any store). 5th grade girls must wear long sleeves and a white two-piece hijab.
- **Boys:** Baby blue polo shirt (Verona), loose-fitting navy pants (any store).
- **PE:** Shirts available at Verona in short or long sleeves, loose fitting athletic pants (any store)

### Middle School (6th-8th Grades)

- **Girls:** Gray tunic with navy hijab and gray underpiece (all Verona), loose-fitting navy pants (any store).

- **Boys:** Gray polo shirt (Verona) with loose-fitting navy pants (any store).
- **PE:** Shirts available at Verona in short or long sleeves, loose fitting athletic pants (any store)
- **New options:** Optional uniform thawbs (boys, Fridays only) and optional uniform abayas (girls, available mid-September), both Verona only.

## High School (9th–12th Grades)

- **Girls:** Baby blue tunic with navy hijab and baby blue underpiece (all Verona), loose-fitting gray pants (any store).
- **Boys:** Button-up shirt (Verona), loose-fitting gray pants (any store).
- **PE:** 9th grade PE shirts available at Verona in short or long sleeves, loose fitting athletic pants (any store)
- **New options:** Optional uniform thawbs (boys, Fridays only) and optional uniform abayas (girls, available mid-September), both Verona only.

## General Requirements

- Hoodies must be from Verona (**enforcement begins Monday, September 1, 2025**).
- **Club hoodies and sweaters** may be worn **only on the designated club day**. They are **not permitted on Wednesdays**.
- **Jackets and sweaters** are recommended from Verona. Store bought jackets or sweaters must be solid navy blue, gray, or black, with **no hoods large logos, brand names, or slogans**.
- Shoes are recommended to be a neutral color (**Black, White, Gray** (light, medium, or charcoal), **Beige /Tan / Khaki, Brown, Navy blue**).
- **Electronic devices, smart watches, phones, and other wearable tech** are not permitted.
- Attire must be laundered and ironed

## Girls

- Hijab must cover hair, ears, and neck at all times (Verona only).
- Minimum length of the tunic as long as knee length
- Nails must be clean and trimmed; no fake nails or nail polish

## Boys

- Hair must be neatly groomed.
- Hair length may not cover the eyebrows or ears and must not extend beyond the end of the neck.
- Hairstyles considered *Qaza'* are not permitted. Mohawks or fauxhawks. Extreme undercuts where the shaved part contrasts sharply with the rest. Any “patchy” or attention-drawing styles.
- Hair color must be natural.
- **Headwear:** Hats, caps, and durags are not permitted on campus at any time.
- Kufis are allowed during Salat
- All hairstyles must be professionally presentable at the discretion of the Administration.

## The following are not permitted:

- Shorts, pajamas, joggers, tight pants, yoga pants, sweatpants, leggings, jeans, non Verona hoodies.

- Flip-flops, Uggs, Crocs, open-toe shoes, open-back shoes, high heels, sandals.
- Excessive facial piercings, including obvious hoops (at the discretion of school administrators).
- Excessive jewelry; no necklaces, earrings, or bracelets for boys.
- Make-up; students are expected to maintain a natural look. The following are not permitted: fake lashes, eye shadow, blush, highlighter, bronzer, lipstick. For visible make-up students will be asked to remove it with wipes on campus (wipes for sensitive skin will be provided)

## Enforcement

- Non-compliance may result in the student being removed from class until in compliance. Parents will be contacted and student will not be allowed to attend his/her classes until they comply with the dress code/school uniform. Otherwise, the student will be sent home for the day.
- All violations will be documented in Sycamore, and repeated violations will lead to disciplinary action as outlined in the handbook.

Failure to adhere to the school uniform policy in any way shall result in a level I infraction that carries up to 3 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 after school detention, Saturday detention, out-of-school suspension, or and 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. Student absence will be “Unexcused” and the Grading Policy will apply.

## Attendance Policy

According to the state law, Texas Education Code 25.093 and 25.094, compulsory attendance for students who are at least six years old as of October 1 of the applicable school year is required by state law Texas Education Code 25.085. The law requires a student to attend public school until the student’s 18th birthday, unless the student is exempt under 25.086 of the Texas Education Code.

BHA adheres to the state law in accordance with students’ attendance

- Students must learn the importance of punctuality and regular attendance as this will also help a student throughout his/her educational experience and will carry over to the world of work
- Poor attendance is a major cause of poor grades and other problems which can also result in additional work for both the student and the teacher
- In order to operate a school with an exceptional educational program without major issues, we expect our students and parents to strive for perfect attendance and keep absenteeism and/or tardy to a minimum and only for extenuating circumstances

## Parent Cooperation - Student Attendance:

BHA requires cooperation from parents in the matter of school attendance and punctuality. Parents should:

- Schedule routine medical and dental appointments after school hours when possible. When not possible, preferable schedule appointments during lunch/recess time
- The calendar was deliberately planned to be balanced and allows many opportunities for family vacations. Please schedule your vacations during these off times

- Inform the Attendance Admins of any absences and notify the school prior to any planned absence by filling out the Absence Excuse Form on Sycamore. Emails should be addressed to attendance@bhaprep.org
- Ensure your child arrives and is picked up on time each day
- Unexcused student absence during midterms (Including Umrah) and finals will result in a zero on that midterm/final.
- Excused absences must be approved by administration due to extenuating circumstances such as emergencies, illness, death in the family, or Hajj
- Parents are required to provide documents to validate the absences for administration approval
- Students will be required to make up the exam by the given deadline

### *Absences:*

Students are required to be in school except in cases of emergency, illness or religious observance. It is the parents' and/or guardians' responsibility to inform the School of an absence, as described in bold above. Students who are absent without advance written notification to the office for a period of nine (9) consecutive days will be automatically withdrawn on the 10th day of absence.

According to the Texas Education Code, students must be present at least 90% of the school days, unless otherwise exempted by the administrators.

When a student reaches nine (9) total absences by the end of Semester 1 , an Attendance Concerns Letter will be sent home to parents/guardians via email indicating that continued absences may affect the student's progress and enrollment at BHA.

- 1st period class starts at 7:45 for 1st-5th grade and at 8:00 for 6th-12th.
- Students are marked "**Late**" if they arrive at class at 7:46 (1st-5th grade) or 8:01 (6th-12th grade).
- Students in 6th-12th are marked "**Absent**" for the class if they report to class 15 minutes or more after class has started. Students are responsible to follow up with their teacher(s) on any work they have missed as a result of being late to class.

### *Excused Absences:*

An absence may be considered excused under the following conditions:

- **Personal illness:** Absences extending for two or more days require a note from a physician. Parents should notify the school when the student is ill and unable to attend school for one day.
- **Major religious observance such as Umrah or Hajj.** Only 5 school days will be excused for missing school to perform Umrah (excluding midterms/finals week) and 10 school days to perform Hajj. Parents must provide valid proof of Umrah/Hajj trip.
- **Emergency doctor or dental appointments** which cannot be made after school, accompanied by a note from physician
- **A death in the family:** Only 3 school days will be excused for missing school due to death in the family. If a student misses more than 3 school days, the school administration will decide whether the absences are excused or unexcused.
- **College visits organized by the school**
- Other necessary and justifiable reasons as excused by school administrators

## *Unexcused Absences*

Unexcused absences are any absences that have not been excused as defined above and outlined by the Texas Education Agency. In order to remain current with the curriculum and maintain their educational progress, students will be required to complete make-up work.

Work that is missed or turned in after the deadline due to an unexcused absence will receive the same grading penalties as late work. See the Grading Policies for details.

## *Truancy*

Any student who leaves school prior to the official dismissal time must check out through the Front Desk prior to leaving. Students who fail to properly check out will be considered truant. Truancy is any absence without the prior knowledge and consent of the School or that which is in violation of state law and school disciplinary procedures. In addition, parents will be notified and School Grading and Discipline Policies will apply.

## *Tardiness*

Tardiness is disruptive to the learning process and can have a negative impact on the entire class. Parents and students share responsibility for being on time to school. Parents are responsible for checking their child's attendance and tardies recorded on Sycamore.

### *Elementary:*

- Doors open at 7:15 a.m. 30 minutes before elementary classes begin
- Those students arriving prior to 7:15 are unsupervised outside of the building. This is unsafe and highly discouraged and will result in calls from the school administration
- Elementary classroom instruction begins promptly at 7:45 a.m. All elementary students who arrive after 7:45 are tardy and the parent/guardian must escort the student to the office and sign the student in

### *Middle & High School:*

- Doors open at 7:15 a.m. 45 minutes before middle and high school classes begin
- Middle & High School instruction begins at 8:00 a.m
- Students arriving after 8:00 must be checked in at the Front Desk where an Excuse or Tardy will be recorded as appropriate
- The student will receive an Admittance Slip and proceed to class

Unexcused tardies for any class during the school day are cumulative. Failure to arrive on time for the first class of the day or to report to class on time during the school day will have the following consequences:

### *Middle School Consequences*

- **5 Tardies:** Lunch
- **10 Tardies:** After School Detention (3:00-4:00; must miss clubs/sports if applicable)
- **15 Tardies:** 3 days of Out-of-School Suspension
- **20 Tardies:** Principal-Parent Conference is required. Student may not be eligible for re-enrollment. If the tardiness issue continues, student may be asked to withdraw

### *High School Consequences*

- **3 Tardies:** Lunch School Detention

- **5 Tardies:** After School Detention (3:00-4:00; must miss clubs/sports if applicable)
- **7 Tardies:** 3 days of Out-of-School Suspension
- **10 Tardies:** Principal-Parent Conference is required. Student may not be eligible for re-enrollment. If the tardiness issue continues, student may be asked to withdraw.

### ***Umrah and Hajj:***

Absences for the purpose of observing Umrah or Hajj, will be excused if, before the absence, the parent/guardian submits a written request for the excused absence and documentation of the religious occasion. All work must be made up for the days missed upon returning to school and within 5 school days. A request for work must also be submitted to respective teachers in writing prior to the absence by the parent/guardian. The Umrah policy does not extend to trip during Midterms/Finals weeks.

### ***Participation on the Day of an Absence:***

Students who are absent from school may not be allowed to participate in school-related activities on that day or evening. Exceptions may be approved by campus administration only when requested by the activity sponsor, including athletes during or for school games.

### ***Return to School from an Absence:***

- All absences will require a note from the parent/guardian (for 2 day absence only) and/or doctor (3 or more days) in order for the student to return to school.
- Absences must be cleared by the day of return with a written excuse sent with the student or via email to the following email based on student's campus: [attendance@bhaprep.org](mailto:attendance@bhaprep.org)
- Notes must contain the student's full name, specific dates, and reason for absence. Missing a class or classes without written parent/guardian permission will result in an Unexcused Absence.

### ***Illness:***

A child who is ill should not be sent to school since this may result in his/her health becoming worse and exposing others. Our policy states that students must be kept home if they have experienced abnormal temperature (100° F or above) or vomiting within the previous 24-hour period. Exceptions will only be made with written clearance from a medical doctor.

### ***Arriving Late or Leaving Early:***

- Parents must come into the school to sign students in or out.
- Parents should sign students out at the appropriate Front Desk (elementary, middle/high school).
- All students are required to remain at school until the end of the day.
- Any student who leaves school early without authorization is not eligible to participate in extracurricular activities that day.
- A student may be referred to administration for repeated violations of this requirement.

### ***Extracurricular School Activities, Field Trips, Clubs and Student 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 Eligibility & Participation***

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

- The student's grade in each class is equal to or greater than 70% at the end of the following interim review period.
  - The principal and each of the student's teachers will make the determination concerning the student's grades. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
  - A grade restriction for extracurricular activities does not apply to summer activities or to activities during the first 4 weeks of each school year.
- A student receiving 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***

Effective Fall 2025, if a student is on the Senior Class Board, they will not be allowed to hold another Board position for any other BHA clubs/organizations. This is to ensure they are not spread too thin during this crucial time and also to ensure equity among students to engage in leadership opportunities.

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

### ***Teacher Advisors***

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

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

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



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

### *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 Policy*

#### 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
- Strep Throat
- Viral Infection
- Pink Eye
- Lice
- 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
- Any undiagnosed rash
- Intestinal disturbances accompanied by diarrhea or vomiting
- Profuse nasal discharge
- Sore or discharging eyes or ears
- Identification of nits or lice on child's hair or clothing

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

#### 24-Hour Quarantine

If your child is sent home from school because of illness, we ask that he/she not return until 24 hours after the symptoms have diminished including the need for fever reducing medication. In addition, in the case of lice, the entire family must treat their hair with a pharmaceutical lice treatment shampoo, disinfect linens, and

remove the nits/eggs from the hair of the affected student(s). In the case of lice, students will be re-checked by the Academy's Health Supervisor for clearance to go to class. In the case of contagious illness, please follow the recommendation from your physician. Doctor's note is required upon returning to school.

### ***Texas Required Immunizations for School Records***

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

- Waiting List Candidates are expected to show proof of required immunizations as part of the enrollment process.
- Returning students are expected to have updated immunization documentation on the first day of school. This can be checked 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.
- Parents and students are responsible for being aware of information posted and available on Sycamore Health Section.

### **COVID 19- Health Office Policies and Procedures**

- For the latest COVID-19 protocol, please visit [bhaprep.org/covid-19-updates/](http://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 licensed student in grades 10-12. 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. Failure to display parking pass will result in a written warning, followed by a fine.
- 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

Upperclassmen are granted the privilege to leave campus during lunch in accordance with policy below.

- 12th grade students are eligible to leave any day of the week.
- 11th grade boys will be allowed to leave campus during lunch only on Mondays and Wednesdays.

- 11th grade girls will be allowed to leave campus during lunch only on Tuesdays and Thursdays.

Parents and students must agree to the following conditions by completing the Open Campus Policy conditions. Students are to turn in the form to the principal. 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 6th period begins 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 cell phone 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 & Smart Device 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 while also guarding against multiple interruptions to instruction due to incoming calls on communication devices.
- The Academy does not assume any responsibility for lost, stolen, or damaged devices brought to campus.
- Refusal to relinquish the electronic device(s) may result in an escalation of consequences.

### ***Elementary***

Students are NOT allowed to bring cell phone, smart watches, or other such devices on campus.

### ***Middle & High School***

We strongly encourage families to keep students' cell phones and smart devices at home.

- If parents choose to send a cell phone/device with their child in grades 6 through 10, it must be turned into their homeroom teacher.
- Due to individualized schedules, 11<sup>th</sup> and 12<sup>th</sup> grade students are not required to turn in their phones; however, they will be held to the same expectations and consequences as students in all other grades.
- Upon arrival to school, students are not permitted to use their cell phone/device, including the time before homeroom begins. All devices must be turned off and in their backpacks, only taking them out when submitting the phone to their homeroom teacher.

- Students have access to the school phone at the front desk if they need to make calls during the school day.
- Phones/devices will be securely stored in a locked cabinet labeled with each student's name, and will be returned at the end of the day during dismissal.
- Students will be permitted to use their phones during dismissal time at the discretion of the teacher and under their supervision.
- First infraction: The phone/device will be confiscated for three school days.
- Second infraction: The phone/device will be confiscated for ten school days.
- Third infraction: The phone/device will be confiscated for twenty school days and the student will receive three days of out-of-school suspension.
- Each time the cell phone is confiscated, it must be picked up by a parent/guardian from the principal's office. If parents aren't available to pick up the confiscated phone, the phone will be securely kept in an Administrator's office.
- Any variance to this policy must be granted by the administration.

### 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.

Students who drive a vehicle that is registered with BHA will be allowed to leave once classes are complete for the day if they do not have a 7th period class. If they have a 7th period class, they will be required to stay for salah.

## 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, check the Sycamore News section. Other options for closure information may include, but are not limited to, the school website, Sycamore, local news stations, and text messaging.

### Interaction with the Media

- Any requests made by the media for interviews should be forwarded to the Principal immediately.
- 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 & Academic Counselor and 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. Staff members will not tolerate rude or belligerent behavior.
- Not address any school personnel in a threatening or condescending manner.

### ***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:
  - Remaining in a designated place or seat
  - Refraining from speaking to students while the class is in session
  - Refraining from entering or leaving the area while an activity is underway
  - Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
  - Requiring that the visitors are chaperoned
  - Limiting the durations of the visit to particular times or length of time
  - Limiting the activities of the visitor to a particular purpose
  - 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.

### *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.

### *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.

- Meeting will be arranged with the offending party.
- Warning letter may be issued to visitor in question to inform them of the specific violation.
- 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.
- Depending on the severity of the situation the family may be removed from BHA.
- 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.

### *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:

- 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 / Cyber-Bullying Policy**

BHA strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of BHA to maintain an educational environment in which bullying and cyber-bullying in any form is not tolerated.

All forms of bullying and cyber-bullying by students are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber-bullied shall promptly report such incidents to any staff member.

Complaints of bullying or cyber-bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

BHA shall annually inform students that bullying or cyber-bullying of students will not be tolerated.

### **Definitions:**

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

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

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

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

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

### **Delegation of Responsibility:**

- Each staff member shall be responsible to maintain an educational environment free of bullying and cybe-bullying.
- 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 cyber-bullying.
- Students shall be encouraged to report bullying or cyber-bullying complaints to any staff member.
- Any staff member who receives a bullying or cyber-bullying complaint shall refer the matter to an administrative official in order to determine if bullying or cyber-bullying has occurred. If the behavior is

found to meet the definition of bullying or cyber-bullying, 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 cyber-bullying, 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 cyber-bullying 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 cyber-bullying, 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.

## **Grievance and Complaint Resolution Policy**

At Brighter Horizons Academy (BHA), we are committed to maintaining open communication and resolving concerns in a constructive manner aligning with our Islamic values that preserve the dignity of all community members.

### **Communication & Grievance Protocol**

To ensure fairness, accountability, and alignment with Islamic values of respectful communication, families are expected to follow the established chain of communication when raising concerns.

#### ***Step 1: Direct Communication with the Respective Staff or Faculty Member***

- All concerns must first be addressed directly to the individual involved (teacher, staff member, or faculty member) within **5 working days** of the incident.
- Schedule a meeting to discuss the matter respectfully and privately.
- Allow reasonable time for resolution (**minimum 48–72 hours** for non-urgent matters).
- Documentation of the communication attempt is required.

#### ***Step 2: Supervisor Involvement***

- If Step 1 does not resolve the concern, or no response is received within **5 days**, escalate the matter to the immediate supervisor (e.g., department head, principal, or designated manager).
- Provide documentation of the initial attempt and outcome.
- Schedule a formal meeting to discuss the concerns with the supervisor.
- A written record will be maintained for all supervisor-level meetings.

### *Step 3: Administrative Review*

- If Steps 1 and 2 do not result in resolution, submit a **written grievance** to the school administration within **5 days**.
- Include all relevant documentation and records of previous communication.
- The BHA administration will investigate and provide a formal response within **5–7 business days** of receipt.
- A complete documentation file will be maintained for all administrative reviews.

### *Step 4: Final Appeal to the Board of Directors*

- If the matter remains unresolved, families may request a review by the **Board of Directors** within **5 days** of the administrative response.
- Submit a **formal written appeal** with all supporting documentation.
- The Board of Directors will review the case and issue a final decision.
- A complete documentation record will be presented to the Board for consideration.
- **The Board's decision will be final.**

### **Discretionary Authority of School Leadership**

The Board of Directors and school administration retain full discretionary authority to determine whether a grievance or the conduct of a student, parent, or family member negatively impacts the school community or conflicts with BHA's mission, vision, or values.

Based on such determinations, school leadership may implement modified procedures, place enrollment on probationary status, or apply other enrollment-related consequences as deemed appropriate.

All discretionary decisions of the administration are considered **confidential and internal** in order to safeguard school operations and protect the safety and well-being of all members of the community.

## **Social Media and Public Communication Policy**

### **Prohibited Activities**

BHA families are strictly prohibited from engaging in the following activities through any medium of communication—including, but not limited to whether digital or non-digital, on social media platforms, group chats, public forums, public communication channels, or within any school setting—occurring on or off school grounds:

- **Character Assassination**  
Making statements that attack, defame, or maliciously harm the reputation of BHA staff, administrators, board members, students, or families.
- **Bypassing Protocol**  
Posting complaints, grievances, or negative comments regarding school matters on social media, petitions, or other public platforms (online or offline) rather than following the school's established grievance procedures.
- **Public Complaints on School Premises**  
Engaging in confrontational discussions, unsubstantiated claims, or disruptive communications within the school building, on school grounds, or during school-related events.

- **Confidential Information Sharing**  
Posting or sharing confidential information related to students, staff, administration, BHA/ISF board members, or their families, as well as internal school communications or private matters involving the school or its community members.
- **False or Misleading Statements**  
Spreading unverified information, rumors, or deliberately false statements about the school or its community members.
- **Coordinated Harassment**  
Organizing or participating in group efforts to publicly criticize, harass, or pressure school personnel, the school, or members of its community.
- **Disruptive Behavior on School Property**  
Creating disturbances, confrontations, or public displays of grievances while on school premises or at school-related events.
- **Harassment and Intimidation**  
Any form of harassment, intimidation, pressure, or coercion directed toward school administration, staff, students, or community members—whether conducted in person, through verbal or written communication, or via electronic platforms (including but not limited to social media, messaging applications, email, or online forums)—is strictly prohibited and will result in disciplinary action. This includes any explicit or implied threats to use social media, public platforms, or coordinated campaigns against the school or its community, **whether on or off school grounds.**

#### Administrative Discretion for Social Media Violations

- **School leadership and the Board of Directors retain full discretionary authority to determine whether social media activity by students, parents, families, or other community members negatively impacts the school community or conflicts with BHA’s mission, vision, or values.**
- **Such determinations may result in immediate enrollment consequences, restricted participation, or other protective measures**
- **Administrative discretionary determinations and rationale remain confidential to protect school operations and school community safety**

#### Consequences and Enforcement

##### Immediate Protective Measures:

- School leadership has authority to take immediate action to protect the school community safety
- This may include temporary restrictions, campus access limitations, or emergency enrollment suspension
- **Complete documentation required for all investigations and enforcement actions**

#### Private School Protection

Brighter Horizons Academy (BHA) is a private, nonprofit educational institution with the right to uphold community standards consistent with its mission, vision, and values.

The school will not tolerate the use of social media harassment, public pressure, or intimidation tactics as a means of circumventing established policies or procedures.

Enrollment at BHA is a **privilege, not a right**, and is contingent upon adherence to BHA mission, vision, values, and community standards and respectful engagement by both students and families.

## Family Contact Information Sharing Policy

### Purpose

**Brighter Horizons Academy** (BHA) partners with the **Islamic Services Foundation** (ISF) to support the school's growth and sustainability. As BHA operates under the Islamic Services Foundation (ISF), family contact information is part of ISF's records and may be used for communication related to fundraising campaigns, community events, and development initiatives.

### Scope of Information Shared

Only the following information will be shared:

- Parent/guardian names
- Mailing address
- Phone number(s)
- Email address(es)

**No student information, academic records, financial records, or other personal data will be disclosed.**

### Use of Information

- ISF will use the contact information solely for school-related fundraising and development purposes.
- Information will not be sold, transferred, or shared with outside organizations.
- Families may receive invitations, newsletters, campaign updates, or donation requests directly from ISF.

### Data Security

BHA will ensure that information is transmitted securely to ISF and that ISF maintains strict confidentiality standards consistent with school policies and applicable privacy laws.

### Effective Date and Enrollment Agreement

This policy is effective as of August 22, 2025. Continued enrollment at BHA constitutes agreement to this and all school policies. In accordance with the Enrollment Policy, BHA reserves the right to update policies as needed, and no additional signature or consent is required.

## 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.

## **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.

## **Area Rules**

### ***Yard/Playground Rules***

- Be prompt in leaving the yard/playground to get to assembly or class
- Always stay within the school property
- Speak to others politely and without raising your voices
- Stay off trees and fences
- Stay out of 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

### **Classroom Rules**

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

### **Lunchroom Rules**

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

### **Musalla Rules**

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

### ***Bathroom Rules***

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

### ***School Property Rules***

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

### ***Field Rules***

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

### ***Bus Rules During Field Trips***

- Arrive on time to the bus for the field trip
- Refrain from eating or drinking on the bus
- Respect and listen to the bus driver; he/she is in charge.
- Remain seated on the bus for the entire trip
- Sit in assigned seat
- Keep the seats free from damage and/or graffiti
- Keep head, hands, and arms inside the bus at all times
- Place trash in wastebasket or waste bag and not on the floor
- Keep the bus clean

### ***Locker Area Rules / Hallway Rules***

- Lockers are to be used to store school supplies and personal items necessary for use at school.

- Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations.
- Students will be expected to keep their lockers in a clean and orderly manner
- The Academy reserves the right to inspect lockers and lockers contents at any time, without notice, and without parental/guardianship or student consent to insure they are being maintained in accordance with the conditions of Locker Rules.
- The Academy shall not be obligated but may request the assistance of law enforcement officials in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.
- 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 6-10<sup>th</sup>

- 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 the Elementary building 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 the 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

### **Disclaimer:**

By signing the following 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 families whenever policy updates have been made. We pray for a successful school year for all.

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

# IMPORTANT POLICY INFORMATION ACKNOWLEDGEMENT

2025-2026

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.

## Implementation and Agreement

This policy is effective **immediately upon publication**. Parents who continue enrollment after notification automatically agree to these policies as part of the enrollment contract. No additional signature is required, as continued enrollment constitutes acceptance.

## Policy Updates

This policy applies to any harmful content, whether newly created or pre-existing, regardless of when or where it was shared. BHA reserves the right to update this policy as necessary. Families will be notified of any revisions, and continued enrollment will constitute acceptance of all policy modifications.

**Approved By:** Board of Directors on August 20, 2025

*This policy is intended to safeguard the reputation and integrity of our school community while ensuring that legitimate concerns are addressed through the proper channels, in a manner consistent with our Islamic values.*

It is your responsibility to thoroughly read through this handbook and discuss the policies with your children. We pray for a successful school year for all.

## ACKNOWLEDGEMENT

I have received and acknowledge the BHA policies and procedures that are included in the BHA Student/Parent Handbook.

The most recent version of the 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 and comply with any changes.

Parent's Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Sycamore Family Code (Sycamore Username) \_\_\_\_\_

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

**Note:** Failure to sign this page by parents before the 1st day of school may jeopardize student enrollment at school.