



**BRIGHT HORIZONS**

A C A D E M Y

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EDUCATION IN AN ISLAMIC ENVIRONMENT

## **STUDENT / PARENT HANDBOOK**

*Grades Preschool – 8<sup>th</sup>*

2020-2021

550 E. Florida Avenue, Melbourne, FL 32901

[www.brighthouseacademy.org](http://www.brighthouseacademy.org)

**Table of Contents**

Message from the Administration	4
Introduction	5
Need for Islamic Education	5
BHA's School of Thought	6
Mission Statement	6
Philosophy	6
Objectives	6
Non-Discrimination Policy	7
Religious & Ethnic Tolerance	7
Parent-School Agreement	7
Parent Probation Letter	7
No Smoking Policy	7
Grievance Policy	8
Dismissing Students, Parents &/or Staff	8
Board of Directors	8
Islamic Parent Teacher Association (IPTA)	8
Volunteer Hours Policy	9
School / Home Communications	9
Emergency Contact Information	10
Report Cards / Progress Reports (PRs)	10
Parent-Teacher Conferences	10
Admissions Policy and Process	10
Registration Requirements	11
Immunization Requirements	11
Allergies / Special Accommodations	12
Age Requirements	12
Tuition and Fees	12
Step Up For Student Scholarship	12
Student Records	12
Supplies & Materials	12
Drop-Off & Pick-Up	12
Attendance & Tardies	13
Medical Excuses for Absences	13
Withdrawal / Moving	14
School Health	14
Emergency Dismissal	14
Extra-Curricular Student Activities	15
Field Trips	15
Chaperon Dress Code	15
Award Assemblies	16
Curricula	16
Homework	16
Homework Policy	16
Assessment & Testing	17
Academic Dishonesty	17
Map Growth (NWEA)	17
Quran Exemption for Students with at Least One Non-Muslim Parent	17
Uniform & Dress Code	18
Snacks	18
School Visitors	19
Pet Policy	20
Safety & Security	20
Driveways, Parking Areas, Playgrounds, Play Areas	20
Games, Electronics and Other Non-Instructional Devices/Materials	20
Use of School Telephones	20
Fire, Tornado & Emergency Drills	21
Student Meetings	21
Birthdays	21
Gifts	21
Interaction with Media	21

Musical Instrumentation	21
Restricted Foods	21
Student Photographs & Videos	21
Distribution of Written Materials on Campus	22
Area Rules	22
Masjid Rules	22
Classroom Rules	22
Lunch Rules	22
Yard/Playgrounds Rules	22
Bathroom Rules	23
School Property Rules	23
Fields Rules	23
Walkway Rules	23
Dismissal Rules	23
Discipline Referrals & Consequences	24
Due Process	24
Disciplinary Records	24



# BRIGHT HORIZONS

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### Message from the Administration

*As-Salaam 'Alaykum:*

Dear Parents and Students:

We would like to welcome you to Bright Horizons Academy. We are honored that you have put your trust in us with your children's academic nurturing in an environment that embodies the teaching of Islam so they can see the beauty and relevance of their religion in a largely secular world.

This will be an endeavor that will require strong commitment from all involved - administrators, teachers, parents, volunteers and all those who see the importance of a strong foundation of an education with an Islamic upbringing. We'll strive to give all that it takes to ensure the success of the school going forward but we'd also like to emphasize the pivotal importance of the role parents will play in the process.

We invite parents to be part of the education process in that the most important part of the child's development often begins at home. The responsibility of a child's Islamic development must first come from their parents and family. **A Muslim school cannot be a substitute for parental responsibility.** The crucial values of instilling the values of Islam must come from parents and will be augmented by an Islamic school environment. Likewise, the value of learning and education continues at home, wherever possible, parents should take interest in a child's homework, nurturing their passion, being part of their learning experience.

By the Grace of Allah, this is a beautiful path we've endeavored to embark on together. May He guide us to continue on it for the future of our children, fi dunya wal akhirah, and to do so for His sake. May Allah guide and keep us on this path and see it through, the *horizon* and beyond.

*Wa Salaamu Alaikum,*

*BHA Administration*

## **Introduction**

Education is a cooperative partnership between the home and school. The BHA staff and administration are dedicated to providing opportunities for your children to draw out their abilities assuring growth in the present and preparing them for the future.

We eagerly welcome you as active participants in your child's educational development.

The purpose of this Student-Parent Handbook is to provide the families with basic information regarding BHA's instructional program and operating procedures. Parents are encouraged to discuss the information in this handbook with their children.

Family and community support is essential in the development of an effective educational program, and we are confident that both you and your children will have positive and enriching experiences at BHA.

## **The Need for Islamic Education**

According to a *hadith* mentioned by Ibn-Katheer and narrated by Abu Huraira in Musnad Ahmad, some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah will say to them, "You left behind your children who were praying for you all the time, and this kept raising your levels in paradise higher and higher."

We believe that BHA offers one of the finest Islamic studies programs. We have instructors who are well-qualified in the instruction of Islamic studies that include Qur'anic Studies, Aqeedah, Fiqh, Seerah, Hadith, Islamic Civilization and the Arabic Language. Strong emphasis is placed on building character. Moral principles are taught which will clearly establish within the student the concept of Tawheed (oneness), duty to our fellow men and the difference between right and wrong.

Discipline is fostered, and an appreciation for leadership and family structure is outlined for all students in all grades. BHA believes that education is a comprehensive concept, which encompasses all spheres: spiritual, moral, intellectual and physical. In all these areas, our orientation draws from the Islamic heritage and disciplines as well as modern educational disciplines.

At BHA we believe we must provide the environment and structure that allow all BHA students to engage in experiences that will help prepare them in full measure to reach their potential and become responsible, contributing individuals.

Elementary education is contingent upon the students meeting their cognitive and intellectual abilities with effective success, thus promoting increased self-esteem. Hence, to improve instruction, a multitude of strategies and techniques is used, and each teacher possesses the knowledge to articulate and apply these strategies in order to positively impact students' education. When teachers teach with a myriad of strategies relative to different learning styles, they will not only improve student achievement, but will also increase the likelihood that students will feel good about themselves and ultimately be more successful in and out of the classroom.

Secondary education builds on the foundation established in the Elementary level and strives to prepare each student for life: academically, socially and Islamically. The goal is to give the students the knowledge and tools they will need to perform successfully in institutions of higher learning, as well as in their jobs, their communities and their homes.

## School Of Thought Followed By BHA

BHA is a Sunni school and follows the teachings and tenets of Ahl-us-Sunnah wa-l-Jamaa'ah.

### Mission Statement

The mission of Bright Horizons Academy is to provide all Muslim students with knowledge, wisdom, character, and life skills, through the Islamic vision as it exists in the Quran and Sunnah of Prophet Muhammad (pbuh).

### Philosophy

Islam enjoins learning from the cradle to the grave. As an Islamic school, BHA strives to fulfill this command.

BHA's philosophy is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses all the experiences students encounter in their school. BHA's philosophy is also rooted in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that students' knowledge and pride in their religion and heritage are key to their well-being and success.

It is part of BHA's philosophy that:

1. Each student is a unique individual with different needs.
2. The school must be able to serve the needs of each and every student accepted into its programs.
3. The school strives to assist the students in the discovery of their individual potential and their own personal worth.
4. The school should encompass a balanced curriculum of academics and arts, activities and community service.
5. The teaching of religious tolerance and ethnic/cultural equality leads to an improved society.
6. The school should guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
7. Students achieve more when challenged with high expectations.
8. Problem-solving and critical-thinking skills are essential for the success of students.
9. BHA faculty and staff should all be positive role models for the students.
10. Parents and community members are an integral part of the education process.

### Objectives

1. To instill in our students a real love of learning to make them lifelong learners.
2. To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.
3. To develop in our students a desire, willingness and ability to be positive, contributing members of their school community and of the community at large.
4. To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, and cooperation.
5. To provide an Islamic environment in which each student can develop physically, socially, emotionally, and intellectually.
6. To integrate the curricula with Islamic studies, to show that Islam is a complete way of life.
7. To develop in our students strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
8. To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.
9. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
10. To prepare students to do well on standardized tests.
11. To empower students to seek and succeed in post-secondary education.
12. To hire the most qualified faculty and staff.

13. To provide faculty, staff, and students access to the best possible resources to enable them to reach their highest educational and extracurricular goals.
14. To include parents in the educational process by regularly updating them on school activities; including them in special trainings and workshop opportunities dedicated to supporting their parenting duties; and inviting them to participate in all school-related activities.

## **Non-Discrimination Policy**

BHA is committed to admit students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

## **Religious & Ethnic Tolerance**

All members of BHA's administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students.

Members of BHA's administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by BHA while on BHA property, at BHA events or to BHA students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites.

## **Parent School Agreement**

Parents are expected to support and uphold BHA's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and BHA, which is counter-productive to the student's development and our effectiveness. If at any time misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation.

All suggestions and comments from the parents will be fully examined and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of the child. This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting of student progress, proper student supervision, and communication with the home. In full cooperation with the school, parents are expected to attend Parent/Teacher Conferences and actively support other planned activities, knowing that parental participation is critical to the health and well-being of the school and the child.

## **Parent Probation Letter**

Parents who cause disruption at BHA or who spread negative comments in the community or through any social media about BHA and/or any of its employees, parents or students will be required to meet with the administrators and review all portions of the Student-Parent. They will be asked to sign a Probation Letter stating that if they continue to cause disruption to BHA and/or spread negative comments in the community or through any social media about BHA and/or any of its employees, parents or students they, with all of their children, will be asked to leave the school immediately and with no further notice.

## **No Smoking Policy**

As part of BHA's mission to provide a safe and nurturing atmosphere for its students, staff, and parents, **smoking is NOT allowed on campus at any time.**

## Grievance Policy

Parents or students who have a complaint against any student, teacher or staff-member should follow the procedures below in order to reach a satisfactory resolution:

1. Submit, in writing, a clear explanation of the issue at hand making sure to include: date, specific incidence(s), etc. to the person the complaint is against.
2. If the complaint is not dealt with in a satisfactory manner, a copy of this written complaint should be submitted to the Principal.
3. If the complaint is still not dealt with in a satisfactory manner, a copy of the written complaint should be submitted to the Board of Directors for review and resolution.

## Dismissing Students, Parents and/or Staff

BHA reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.

BHA also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission."

***BHA also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.***

## BHA's Board of Directors

The role of the Board of Directors is to:

1. Ensure the financial stability of the school.
2. Set the school's mission with input from the Administration, faculty, staff and parents.
3. Set the school's policies based on recommendations of the Principal.
4. Support the Principal and Administration in their day-to-day operation of the school.

The Board of Directors meets once per month and welcomes input from the Faculty and Staff through the Head of School. Agenda items must be submitted one week before meetings. Schedule of meetings will be sent home at the beginning of each academic year.

## Parent-Teacher Association (PTA):

Our IPTA is organized every fall with a mission to contribute significantly to the success of all BHA students.

Any parent or staff residing within BHA shall be deemed a member whose standing is based on complying with the purpose and basic policies of BHA. The role of the IPTA is advisory in nature. There are no dues levied. IPTA has the following duties:

1. To promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. To foster an awareness among parents of the need for their participation in the total education of their children.
3. To develop united efforts between educators and the general public that will secure for every child the highest achievements in religious, mental, social, and physical education.
4. To provide a forum for constructive communication and decision-making between parents, teachers and administration for cooperative resolution of school problems.
5. To sponsor community, social, and fund-raising activities to promote the general welfare of BHA and its students.

Membership is open to any parent/guardian who has a child enrolled at BHA.



### **Classroom opportunities/classroom parent**

Each class has two classroom parents that support classroom activities and teachers. This is a full year commitment. Classroom parents will serve as liaisons between the teachers, the IPTA, and other classroom parents. Their functions include such duties as:

- To coordinate helpers for special activities
- To create a phone tree for communication among families
- To support parents group activities
- To coordinate celebration events for families
- To welcome new families to the classroom

Classroom parents for each classroom will be selected at the beginning of each school year.

### **School-wide opportunities:**

BHA also offers many school-wide volunteer opportunities.

- **Events:** Volunteers help organize, decorate and clean up school events such as Qur'an Competitions, the annual Hajj simulation, and other school activities.
- **Beautification:** Volunteers improve and maintain the grounds around the school building. Volunteers help with weeding, pruning, raking, and spreading fertilizer and mulch.
- **Hospitality:** Volunteers help provide refreshments for school events or help clean up afterwards.
- **IPTA Meetings:** All parents are invited to attend monthly meetings and to learn about and work on school initiatives.
- **Library:** Volunteers are trained to assist the librarian by shelving, repairing, and cataloguing books. Volunteers also assist during the book fair. ***(To be implemented at a later date)***
- **Family Fun Day:** Volunteers help coordinate and publicize the Family Fun Day, or volunteer on the day of the fair. Fun booths offer a range of activities.
- **School Pictures:** Volunteers assist during Picture Day.

## **Voluntarism**

Volunteering is the means by which parents and community members contribute services to the school. Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise as library assistants, homeroom mothers, lunch duty observers, parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the school.

## **Volunteer Hours Policy**

All BHA families are required to volunteer a minimum of **two hours per month, or a total of 20 hours per year** in any capacity that they like, and during times that are convenient for them. Volunteer hours should be arranged through administration staff. **Families may opt to donate \$10 per hour or \$200 for the entire year if they are unable to volunteer.**

## **School/Home Communications**

BHA believes in the importance of keeping a continuous line of communication with its parents and community. School memos will be sent to parents each week. Other means of communication will include:

- Phone calls from teachers to update parents of their children's progress
- Parent-Teacher conferences
- Surveys
- PTA meetings
- Scheduled appointments with staff and administration.
- Updates on the BHA web site: [www.brighthorizonsacademy.org](http://www.brighthorizonsacademy.org)
- Emails
- Text Messages

Parents are encouraged to contact the school and request conferences with their children's teachers if they feel there is a need for such meetings.

**Emergency Contact Information** on each child must be available and up to date. It is imperative that the office have the parents' work numbers and also a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)' work or home telephone numbers as soon as they occur.

### Report Cards

Report Cards are issued to students four times per year to give parents an indication of their child's progress and to serve as an official document of student progress and achievement.

- Students who join the school after the middle of any quarter will not receive a Report Card for that quarter. They will receive an Incomplete.
- Report Cards will be held in the case that a family has an outstanding financial obligation in the Business Office.

**Parent-Teacher conferences** are conducted at least once each school year. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of BHA to maintain close communication between the home and the school.

Two **Parent Meetings** are held each year: One at the end of the school year and the other just before the beginning of the next school year. These are the times to get acquainted with the teachers, school policies, educational programs and the school in general. The general public, family, and friends are invited to these meetings.

## Admissions Policy

### Admissions Policies

1. Students applying for admission must meet all age requirements.
2. Students admitted must submit all required documentation, including academic records and discipline records, as well as birth certificate, health records and shot records.
3. Custody papers or similar legal documentation must be submitted in any cases where there not two parents enrolling the child(ren).
4. No student can be admitted into a grade level if he/she is > 2 years older than the average age of students in that grade level (*grade level + 5*).
5. Students who are admitted for the new school year, but who do not begin on-time, and who do NOT have approval from the Administration to start the school year late, may lose their spots at BHA.

### Admissions Process

1. The admissions process will include:
  - Review of actual application process
  - Review of documentation required
  - Review of tuition & fees required (Pre-Admission Tuition/Fees Worksheet)
  - Tour of the facility
  - Question & Answer
  - Receipt of Admissions Checklist with the following four headings. Under each heading, will be a list of items that we have determined are essential for the completion of the admissions process.
    - ✓ Did you receive...?
    - ✓ Did you submit...?
    - ✓ Did you know...?
    - ✓ Did you tell us...?
2. Preliminary review of the application and documents to ensure completeness.
3. Notification of the parents via phone AND email if:
  - Application is complete and will be forwarded to the Admissions Committee for review.

- Application is missing certain items that must be completed before the application can be forwarded to the Admissions Committee for review.
- 4. Administrators will check off and comment on each student application.
- 5. Completed application packet will be forwarded to the Admissions Committee for review and decision.
- 6. Applications which do not meet the minimum requirements of BHA will be reviewed by the Admissions Committee in one group.
- 7. Applications which are not clear-cut “yes” or “no” will go before the Board Executive Committee for review before a final decision by the Admissions Committee is made.
- 8. The parents of the admitted student(s) will need to attend an Orientation Meeting with a member of the Administration and sign an Acknowledgement Form stating that they have received, understand and agree to abide by BHA policies and procedures, including BHA’s Promotion & Retention Policy.
- 9. Decisions made by the Admissions Committee will be final.
- 10. Decisions made by the Admissions Committee will be documented and kept in a file for a period of three years.

## Registration Requirements

Upon admission to BHA, the following forms must be completed and filed in the office by the first day of classes:

- Student Information Form [One per student]  
It is very important, on this form, to list any allergies the child may have.
- Records Release Form [One per student for students previously enrolled in another school]
- Tuition Agreement [One per family]
- Emergency Contact

Also, the following documents are required for any student enrolling in the school:

- Legible, English copy of the birth certificate
- Copy of the student’s report card from the most recent grading period
- Immunization Records [for details of required immunizations, see below]
- Physical Exam
- Copy of Social Security Card
- Where applicable, a copy of court-ordered custody ruling or legal name change

### Immunization Requirements:

Florida law requires that every new student enrolling in Florida schools be properly immunized or have a signed waiver on file at the school. Also, this record must be on a Florida form. The Immunization Record must show that the following vaccines have been administered:

- 5 doses DTP (Diphtheria, Tetanus, and Pertussis)
- Tetanus
- 4 doses Polio
- 2 doses Measles
- 1 dose Rubella and
- 1 dose of Mumps, or 2 doses of MMR.

Any student receiving the minimum doses must complete the series within the scheduled time span. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend school.

### Allergies/Special Accommodations

It is extremely important that the office staff and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to aware of and educated about this matter.

In the case of any allergy or special accommodations, it is required that the parent obtains and submits a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and

procedures to follow in case of exposure. BHA will cooperate with the family to the best of its ability to ensure the safety of the child.

Any child with a food allergy must also provide the school with a list of proper nutritional substitutes for the food item.

**Age Requirements:**

Kindergarten	Students entering KG	must be five years old by September 1 <sup>st</sup> .
1 <sup>st</sup> Grade	Students entering 1 <sup>st</sup> grade	must be six years old by September 1 <sup>st</sup> .

In any grade level, a student should not be more than two years older than the average age of students in that grade level.

**Tuition & Fees**

- KG-6th Grade \$6900.00
- 7<sup>th</sup>-8th Grade \$7000.00

Tuition balance for students receiving full scholarship from Step Up for Students will be waived. Students not receiving full scholarship tuition will be responsible for the balance of the tuition.

Note: Self Pay Student Tuition is due on or before the 10th day of each month

Note: Self-pay Students have the option of paying for tuition using cash, check, credit card or money order.

**One-Time Yearly Fees**

Registration  
Non-refundable \$25 per student (New & Returning)

**Book Usage Fees**

\$200 KG-8th Grade (New & Returning Students)  
Activity Fees: (TBA)

Please refer to the website ([www.brighthorizonsacademy.org](http://www.brighthorizonsacademy.org)) for a detailed explanation of tuition and fees or request a print-out of the Tuition Fees from the Registrar’s office.

Self-pay parents have the option of paying for tuition using cash, check, credit card or money order.

**Step up for Students Scholarship**

BHA participates in the Step up for Students. Parents interested in determining if their children qualify for this scholarship should contact the school for information or visit [www.stepupforstudents.org](http://www.stepupforstudents.org)

It is the parents’ responsibility to ensure that they renew their applications on a timely basis and for ensuring that they provide the necessary documentation needed to determine eligibility.

**Student Records**

The office maintains all student records. Records can be accessed by request. The school has the right to hold academic records until all financial commitments are paid in full.

**Supplies and Materials**

Although many supplies and materials may be provided by the school, parents should expect to provide consumable items such as pens, pencils, paper, etc. on an as-needed basis throughout the school year. Supply lists will be given

out each summer. Students are expected to bring the required supplies with them to school and are expected to replenish them several times during the year.

## Drop-Off & Pick-Up

Parents are expected to drop off and pick up their children in a timely manner and in the proper area.

### Drop-Off Times 7:30 am – 7:50 am (Late after 8:00)

Students coming in late must go to the office with their parents to get a late pass before going to class.

### Pick-Up Times

Mondays - Thursdays 3:30 pm (late after 3:45) **Preschool-Gr. 8**

Fridays 12:00 pm (late after 12:15) **Preschool- Gr. 8**

Occasionally, parents need to pick up their children before dismissal time. If you need to check your child out early please do so before 3:00pm, otherwise it will be difficult if the student has not had time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the office can ensure that the student is waiting in the office when the parent arrives.

Late Pick Up fees will be assessed to parents if their children in Preschool-Gr. 8 are picked up more than 15 minutes after the published Dismissal Time. Fees will be \$5.00 every 5 minutes until student is picked up...

**Important: Please note that parents will not be allowed to pick up their children from the classrooms before first coming to the office and signing them out.**

### Seat Belts & Child Restraints

For the safety of your children, we ask that they be in car seats or seat belts at all times when the vehicle is in motion.

## Attendance & Tardies

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy.

Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, the parents should call the school by 9:00 am to explain the reason for the child's absence. Also, upon returning to school, the parent must complete an Absence Excuse Form, which must then be signed by an administrator. Students not having a signed Absence Excuse Form will NOT be allowed to make up assignments and/or quizzes/tests. Absence Excuse forms must be completed and submitted when missing any portion of the day equivalent to one period or more.

Make-up assignments should be obtained from each teacher by the student and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments.

If students need to take an extended leave of absence, two weeks' notice should be given to the school to allow the teachers to prepare work for the students to complete in their absence. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student's promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

### **State Law Regarding Mandatory Attendance Required for Promotion**

According to state law, in order for a student to be promoted to the next grade level, he/she must attend at least 80% of the school days each year. Any student missing 20% or more days will be retained. Exceptions will be made for home-bound students for medical reasons. In these cases, students will keep up with their work at home and will be responsible for all work being done in the classroom and for all information being tested for on exams.

### **Medical Excuses for Absences**

Students must update their files at the beginning of each quarter with an updated doctor's note. If absences are excessive, the school may require authorization to contact the physician to get more detailed information.

### **Attendance Absence/Tardies Policy for Arrival**

- a. The penalty for Three Unexcused Tardies will equal the penalty for one day of Unexcused Absence
- b. Four or more Unexcused Absences, per quarter will lead to:
  1. In certain cases, the parents will be requested to meet with the Administration to discuss the situation; the students may be dismissed from the school.
- c. Students will be disqualified from receiving "Student of the Month or Quarter" if they have more than three (3) unexcused tardies per month or more than 6 unexcused tardies per quarter, or the equivalent in unexcused absences respectively. *Note:* Part (b) applies ONLY to Arrival Tardies.

### **Scholarship Student Attendance**

Students must abide by the attendance policy of the Bright Horizons Academy. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive amount of days, during which no education is being provided to the student by the school, the school will submit an Exit Confirmation Form (ECF) for this student to Step Up for Students. Once the student has returned to school, a School Commitment Form (SCF) will be submitted to reactivate scholarship funding through Step Up for Students.

### **Withdrawal/Moving**

Those parents of students withdrawing from the school should notify the office a few days before moving/withdrawing to give the school the new address, the date of the move and the name of the new school, if possible. Students should return all textbooks and collect all personal items. The form must be signed by an Administrator. Parents should take care of any outstanding balances. Academic records will not be released unless all accounts are cleared through the business office.

### **School Health**

In order to maintain the good health of BHA students and staff, we request that children not be sent to school if they are sick. By keeping them at home when sick, you are helping us prevent the spread of viruses and/or infections to other children.

In case of accidents or illness at school, only minimum first aid can be provided by school personnel. The home will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, BHA staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child. It is also very important for the school to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.

In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, BHA staff and teachers will use standard procedures for dealing with them, and every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to do deal with the affected students in the kindest way and in a way which does not attract undue attention to him/her.

Medication at school requires written permission. School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from the physician, in the case of prescription medication. An "Authorization for Medication" form must be completed and is available in the school office. All medication must be kept in the office and administered by the office staff. Each new school year requires a new doctor's permission slip.

Please make sure that the school is aware of any allergies your child may have.

## Emergency Dismissal

It is the school policy not to dismiss children home once school has started unless there is an extreme emergency such as a mechanical failure in the building, when inclement weather develops after school is in session, or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.

In the case of Emergency Dismissal, parents will be informed by telephone. **It is imperative that the school has updated phone numbers on file.** Please follow the announcements, since some students may have to use the buses for transportation. However, it should be noted that a telephone system can break down, because persons on the list may not be home, circuits may be busy, etc. Therefore, although an attempt is made, it is impossible for the school authorities to assure all parents that they will be notified by phone and/or text message of the early dismissal.

In the event of Fire, Tornado, or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. Fire and tornado procedures are posted in each classroom, general area rooms, and the Masjid.

It should be noted that BHA will make its decision to close or evacuate the school due to inclement weather based on the school board decisions in Brevard County, as long as the decision is based on a safety concern and not based on the fact that their schools will be used as shelters.

## Field Trips

**Field trips** are part of the educational experience provided to BHA students. Various field trips will be provided for students by teachers at the school. Any child going on a field trip must have a signed parent authorization on file for the trip. If a teacher does not have such authorization on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class. School uniforms are required for all field trips, with exceptions to be considered on a case-by-case basis. **Please note: Siblings will not be allowed to accompany BHA students on the field trips, even if their parents are chaperones.**

### Chaperon Dress Code on Field Trips

All chaperones on BHA Field Trips must abide by BHA Staff dress code.

#### Male Staff Dress Code:

- Loose-fitting modest pants. No jeans, except on Staff Work Days.
- No gold jewelry.
- Socks should be worn.
- Shoes should be close-toed and close-heeled.

#### Muslim Female Staff Dress Code: taught

- Scarf must be worn, which covers all hair, ears and neck.
- Long sleeves must be worn at least to the wrist.

- Loose-fitting outfit must be at least ankle-length. Options:
- Jilbab or Abaya
- Loose-fitting blouse over loose skirt
- Knee-length blouse over loose pants
- Sharwaal-Qamees
- Tops worn over pants or skirts must be at least mid-thigh in length.
- Clothing must be non-transparent.
- No make-up (including kohl, eye-liner, etc.), perfume, nail polish (color or clear) or fake nails are allowed.
- Some type of socks should be worn.
- Fingernails must be kept short and clean.
- Shoes should be close-toed and close-heeled.

**Non-Muslim Female Staff Dress Code:**

- Clothes must be loose-fitting and non-transparent.
- Sleeves must be at least to the elbow.
- Pants must be at least ankle length.
- Tops worn over pants or skirts must be at least mid-thigh in length.
- Tops cannot be low cut.
- Dresses and/or skirts must be at least mid-calf. If either has slits, these cannot be higher than mid-calf.
- Shoes should be close-toed and close-heeled.
- No religious symbols may be worn.
- No excessive make-up may be worn. This includes multi-colored nail polish and fake nails.

**Awards’ Assemblies**

**Students of the Month & Quarter**

Two-three (*depending on class size*) students will be chosen by their teachers each month to receive the Student of the Month awards. These students cannot have below a B- average in any of their classes, must not have been referred to the office for any disciplinary infractions during that month/quarter and cannot have more than five tardies for that month or 10 or more for the quarter, or their equivalent in unexcused absences. Students will receive a certificate recognizing their achievement.

**Honor Roll**

Students meeting the necessary grade requirements will be chosen to receive Honor Roll recognition at the end of each quarter.

Principal’s Honor Roll	All A’s
High Honor Roll	All A’s and up to two B’s
Honor Roll	No grade below a B- on Report Card

**Curricula**

BHA is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Florida Sunshine State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Arabic, Qur’an, Islamic Studies, Physical Education and Computer courses at various skill levels.

Parents should expect to receive a Quarterly Syllabus for each subject by the end of the second week of each quarter. These syllabi will include, but are not limited to including, the topics to be covered per week, scheduled tests and/or projects, teacher expectations and the grade distribution for the class.

Textbooks/programs used in Language Arts/English, Math, Science and Social Studies are approved by the Florida Department of Education.



BHA encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if these books are lost or damaged beyond usual wear and tear.

## Homework

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class. Homework shall not be assigned on a mass basis just to give the children something to do. On average, the total time for all subjects assigned should be as follows:

- |   |                         |
|---|-------------------------|
| ➤ KG                                      | 15 – 20 Minutes per Day |
| ➤ 1 <sup>st</sup> & 8 <sup>th</sup> Grade | 30 – 60 Minutes per Day |

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that class work has been completed in class. If class work has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her textbooks or doing outside reading.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Providing a spacious, quiet, well-lit place to study.
- Making available references that will help in doing homework: dictionary, maps, etc.
- Keeping supplies on hand: scissors, pencils, pens, etc.
- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down. Parents of Elementary children should check and initial homework planners on a daily basis.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to do outside reading during these breaks and/or vacations.

### Homework Policy – Grades 1 – 8

- No homework is to be assigned on the weekends. Students may, however, have make-up or remedial work for the weekend.
- Teachers will be allowed to drop the lowest homework grade per every 10 assignments per subject per quarter.
- In the case of unusual circumstances at home, parents should send in a note to request that homework be turned in late.
- As a general rule, there will be a 10% deduction in grade for each day an assignment is turned in late, unless it is because of an excused absence and is turned in within the allowed number of days.

## Assessment & Testing

Students at BHA are assessed in various areas, which include but are not limited to: Class work, homework, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score less than 70% must be signed and returned.

In order to assess the strengths and/or weaknesses of the school, Satisfaction Surveys will be completed by parents, students and staff. Results of these surveys will be publicized through the Parents' Memo and/or school newsletter. In order for these surveys to be effective, it is very important that everyone respond to these surveys as honestly and as completely as possible.

**Academic Dishonesty/Cheating** is defined as any communication which takes place during a test/exam and will result in a grade of 0% in addition to a Discipline Referral.

### **Map Growth (NWEA) Testing**

Map Growth is online testing that is administered to all students. (KG-8<sup>th</sup>). The test is administered for the purpose of identifying and strengthening any areas of weakness and to measure students' progress.

## **Qur'an Exemption for Students with at Least One Non-Muslim Parent**

Parents may request that their children be exempted from Qur'an if at least one parent is not Muslim. Students who are exempt are required to attend Qur'an classes, but will not be graded on their efforts. Or, if they choose to be graded, the grades will not appear on their Report Cards.

In order for exemption to be granted, both parents must sign the Request for Qur'an Exemption form.

## **Uniform & Dress Code**

### **General Expectations**

Every student is expected to be neat and clean [*includes fingernails being short and clean*] and is expected to wear the BHA uniform at all times, as long as they are on school campus. Please contact the school if you have any questions about the uniforms.

### **BHA Dress Code at all BHA and BHA-Sponsored Events at or away from BHA Campus**

BHA students must abide by all BHA policies, including BHA dress code, at all BHA and BHA-sponsored events whether on or off campus. This includes while attending Dual-Enrollment courses. Students not willing to follow said policies, including dress code, will be asked to no longer participate.

### **All Students:**

- Shoes:** Black or White, solid or mixed. NO Designs/Patterns (Flowers, Butterflies, Stars, etc.)
- Socks:** Black or White only. NO Designs/Patterns (Flowers, Butterflies, Stars, etc.)
- Fingernails:** Must be cut and clean at all times.
- Boys' Haircuts:** Must be neat. Hair must be cut above the brows, above the ears and above the collars.

### **The following are NOT allowed at any time for any of the grade levels, even on Picture Days:**

Open-Toed &/or Open-Back Shoes; Flashy/Shiny/Sequined shoes; High Heel Shoes; Jeans; Shorts; Stretch Pants; Leggings; Tights & Make-Up (*including kohl, clear nail polish, lip gloss, etc.*)

Jewelry must be kept at a minimum.

**Preschool - Gr. 8 Boys:** Light Blue & Navy Blue Shirts  
Navy Blue or khaki Pants (**no shorts**)

**Preschool - Gr. 8 Girls:** Light Blue & Navy Blue Shirts  
Navy Blue or khaki Pants (**no leggings**)  
Navy Blue Jumper  
White or Navy Blue Khemar/Scarves (**only**)

## **Uniform Violations**

### **1<sup>st</sup> Violation**

Homeroom teacher will notify administration. Administration will call and send an email to parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day. Student will remain in the classroom.

### **2<sup>nd</sup> Violation**

Homeroom teacher will notify administration and a **BHA Dress Code Notice** will be given to the student. Student's parent will sign the form and return to the teacher. Front office will call parents for a change of clothes.

### **3<sup>rd</sup> Violation**

Student will be sent to the front office. Student will not be allowed in class and parents will be contacted by administration to bring appropriate uniform to school. Students will have lunch detention.

### **4<sup>th</sup> Violation**

Out of school suspension.

**Breakfast Times:** Monday- Friday 7:30 am – 7:50 am

**School Assembly:** Monday – Friday 8:00 am – 8:10 am

## **Snacks**

There will be a time designated at the discretion of the teacher. Students wishing to have a snack during this time must bring their own snacks from home. NO SNACKS will be provided by the school. Snacks should be nutritious and should not include: Candy, Chocolate, Soda or Gum.

## **School Visitors**

BHA encourages parents and other community-members to visit the school 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 protecting BHA facilities from misuse and/or vandalism. Therefore, limitations may be placed on visitors to avoid these disruptions. Administrators 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 before approving such a visit.

### **General Definitions of and Requirements for School Visitors**

- A. A visitor is defined as any person seeking to enter the school premises who is not an employee of the school or a student NOT currently enrolled at the school.
- B. All visitors must report to the front office when arriving and/or leaving the school premises.
- C. All visitors are required to wear an appropriate form of identification while on the school premises.
- D. All visitors must obtain authorization from an administrator in advance of his/her visit, whenever possible.
- E. All visitors must comply with BHA policies, administrative rules and regulations at all times.

### **Visitors to Classrooms and/or Other Instructional Areas**

- A. Access to particular classrooms and/or other instructional areas of the school may be restricted upon the recommendation of a teacher in charge or, as otherwise deemed necessary, by an administrator.
- B. Because classrooms and/or other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a) Remaining in a designated place or seat.
  - b) Refraining from speaking to students and/or the teacher while an activity is underway.
  - c) Refraining from entering or leaving the area while an activity is underway.
  - d) Maintaining dress and grooming standards that are consistent with the dress code for students/employees in the building.

- e) Being chaperoned to and from the classrooms and/or instructional area by an BHA Staff-Member.
  - f) Limiting the duration of the visit to a particular time/length.
  - g) Limiting the activities of the visit to a particular purpose.
  - h) Following designated routes of travel in the building and/or on school grounds.
  - i) Refraining from the use of cellular phones or other electronic devices during the course of the visit.
- C. Non-school-age children are prohibited from visiting classrooms and/or other instructional areas.
  - D. Visitors wishing to conference with teachers and/or administrators during the course of the school day are encouraged to make arrangements at least three (3) days in advance.

### **Exceptions to Visitor Requirements**

- A. Persons invited to visit the school as part of a scheduled Open House or special event.
- B. Persons invited to participate in organized and school-approved activities (i.e. volunteers)

### **Special Circumstances**

BHA administrators have the authority to exclude from the school premises any person who disrupts or appears likely to disrupt BHA's educational processes. Any such individuals will be directed to leave the school premises immediately, and law enforcement officers may be called if deemed necessary.

### **Prospective Students**

Students thinking of enrolling at BHA may request to visit the school and attend classes with their peers. Such visits must be scheduled by the parent in advance and must be approved by the principal at least one day prior to the scheduled visit. Student visitors are expected to abide by the same rules and regulations that all BHA students are expected to abide to. They may also accompany their peers to lunch and salaam. Each student visitor will receive, in advance of his/her visit, a list of basic rules/policies to follow while on campus. This will include dress code requirements.

No student who is on probation, suspension/expulsion from another school will be allowed to visit BHA.

### **School Visitor Dress Code**

Out of respect for the school's dress code/uniform policy and the fact that the school is in such close proximity to the Masjid, school visitors are asked to dress modestly, even Islamically, if possible. For female visitors, this means that clothing should be loose and should not be revealing. A head covering is recommended for Muslim visitors.

**Any visitor refusing to adhere to the BHA Visitor Policy may be subject to criminal trespassing charges in accordance with Florida laws.**

### **Pet Policy**

No student is allowed to bring any animals and/or pets to school at any time without first receiving written permission from an administrator.

### **Safety & Security**

#### **School Driveways and Parking Areas**

Parents and visitors are asked to use extreme care in the school driveway and parking areas. Parents who drive students to and from school should permit walkers the right-of-way. Students should never cross between parked buses or cars. Parents are asked to observe the "NO PARKING" areas in the school ground: There is to be no parking in the drop-off and pick-up areas.

#### **Outdoor Areas**

All outdoor activities on BHA playgrounds are supervised. With that in mind, we also expect that:

- Children should watch where they are running and should play away from school buildings.
- They should not climb trees, poles or fences.

- Students may not leave the school campus during lunch and/or recess without express permission from an administrator.

### **Playground / Designated Play Areas**

Students will be encouraged to play outdoors when weather permits. If a child needs to remain indoors for serious health reasons, the parents must send a detailed note to the teacher or Administration explaining why the child needs to remain indoors. If the request extends three (3) days in length, a letter from the child's doctor will be required.

Parents and teachers are encouraged to remind their children that play areas are designed for recreation and play. The following are rules/guidelines specific to designated playground areas:

- Students should always be in the play areas to which they are assigned.
- No equipment other than school issue will be permitted at school during play area use. All other equipment will be confiscated.
- The safety of the entire play area is to be considered at all times.
- Balls may not be kicked or thrown against buildings, fences, play equipment or other individuals.
- Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
- If anyone should get injured during recess or any other play time, a student should inform the teacher/adult on duty immediately.

Any behavior deemed to be a deviation from proper playground/play area etiquette will result in the student being removed from the area and disciplined in accordance with the BHA Discipline Policy.

### **Games, Electronics and Other Non-Instructional Devices/Materials**

CD players, iPods, iPads and/or other tablets, eReaders, laptops, cameras, headphones, toys, wheelie shoes, etc. should not be brought to school, otherwise they will be confiscated. Clothing - All students' outerwear, such as coats, hats, boots and gloves should be labeled. Parents are encouraged not to allow students to carry too much money, which can be lost or misplaced.

### **Use of School Telephones**

The school telephones are basically business telephones. Therefore, children are not allowed to use them except in an emergency. Parents, also, should not help themselves to the use of the phones without seeking permission from office staff.

**Fire Drills** will be conducted twice during the first two weeks of the school year and regularly thereafter: Once per month in all classrooms/buildings. Fire Escape routes will be posted in all classrooms and/or buildings.

**Tornado & Emergency Evacuation Drills (Hurricane, Bomb Threat and Lock-down)** will be conducted at least once per year.

### **Student Meetings**

All student meetings (for projects, events, etc.) must be supervised by a BHA teacher or staff-member at all times.

### **Birthdays**

Birthday cakes, cookies, treats, etc. cannot be brought to school to commemorate student birthdays.

### **Gifts**

BHA administrators, teachers and staff cannot accept gifts from parents or students. Parents or students wishing to give gifts must give them to the school and not to individuals. For example, if a parent wishes to bring in flowers or chocolates in recognition of Eid, the parent must leave the flowers/chocolates in a Staff Lounge for access by all. Likewise, if a parent wishes to make a financial donation, it can be made to a certain department for equipment,

books, etc. Administrators will then designate the funds as needed most. Donations are to the school and not to a specific teacher or classroom.

## **Interaction with the Media**

- Any requests made by the media for interviews should be forwarded to administration.
- BHA personnel, parents and/or students will only answer questions with prior approval from the administration.
- If students are to be interviewed, written consent from the parents must be on file.

## **Musical Instrumentation**

Musical instrumentation on tapes, videos, etc. will not be allowed unless necessary for the educational process.

## **Restricted Foods**

Restricted foods are foods which cannot be sold to or in the possession of students at any time. These are:

- Soda
- Caffeinated Drinks
- Gum
- Pork Products
- Alcohol or products containing alcohol

## **Student Photographs &/or Videos**

Students are photographed/video-taped throughout the year for promotional materials and for use on the web-site. Any parent NOT wanting their children's pictures used for such purposes needs to submit a letter to the administration so stating.

## **Distribution of Written Materials on Campus**

Any materials (business cards, flyers, etc.) must be approved by the administration before distribution.

## **Area Rules**

1. Masjid Rules
  - Sit properly in the Masjid.
  - Keep quiet and respect the Masjid and salah.
  - Be prompt for prayers.
  
2. Classroom Rules
  - Arrive to class on time.
  - Bring Tardy Slip if arriving after 8:00 am.
  - Be seated and prepared to learn at 8:00 am , this includes having sharpened pencils, having homework, books and notebooks ready, etc.
  - Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
  - Listen to the teacher and/or other students without interruption. Wait your turn before speaking.
  - When in doubt, always ask questions.
  - No food or drink in the classroom, including gum, candy, Gatorade and water without permission.
  - All electronic devices, unless medical devices or approved calculators, are forbidden. All electronic watches which emit loud alarms must be turned off.
  - Students will also obey all school rules while in the classroom.
  - Have a positive attitude.

- Hats and hoodies shall not be worn during class. Please remove hats/hoods upon entering the classroom.
- Follow directions the first time they are given.
- Stay on task.
- Participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Sit upright and do not slouch.
- Leave class, during class time, only with permission from the teacher and with a pass.
- The class is dismissed by the teacher and NOT by the bell.

### 3. Lunch Time Rules

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

### 4. Yard/Playground Rules

- Be prompt in leaving the yard/playground to get to assembly or class.
- Always stay within the school property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of classrooms 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 teacher on duty.
- Refrain from bringing gum to school and/or chewing gum on campus before, during & after school hours.
- Treat all students and adults with respect.
- Walk only on the sidewalks.

### 5. Bathroom Rules

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

### 6. School Property Rules

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti.
- Show responsibility and respect for school equipment: TV's, VCR's, Computers, etc.
- Follow allowed access rules for computers.

### 7. Soccer 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 an BHA student).
- Proper athletic clothing has 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.

#### 8. Walkway Rules

- Follow directions at all times.
- Show respect for others.
- Walk quietly in the walkways and keep your body to yourself.
- No running, shoving or pushing.
- Keep to the right of the walkway 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 walkways clean; no littering.
- If during class time, keep your pass visible at all times.

#### 9. Dismissal Rules

- Upon finishing last period, exit the building to the designated area.
- Proceed directly to your car upon arrival.
- Follow the directions given by teachers/administrators on duty at all times.
- Keep personal items with you at all times.
- Students are not permitted to go to the playground areas alone.
- Bad weather dismissal will be from inside.
- No food or drinks during dismissal time.
- Students must remain in full uniform (including hijab for girls) until they leave the campus.

### **Discipline Referrals & Consequences**

There will be a zero tolerance for the following and may be suspended or recommended for expulsion without warning: ***bullying, fighting, theft vandalism, weapons, drugs or other major offenses***. Students exhibiting discipline problems will be referred to the Principal for consequences. Each student will be dealt with on an individual basis, with communication taking place between the Vice Principal, the referring teachers and the parents, when necessary. If required, depending on the severity of the offense, the student may then be referred to the Principal.

### **Due Process**

Any student whose conduct may warrant suspension or expulsion will be provided due process.

#### STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

#### PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the school day.

**Disciplinary Records** are part of the student's confidential records and are not available for access by other than the student, his/her parents, the administration and the Board of BHA. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.



Note: Policies are subject to change.