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**BHA**

**BRIGHT HORIZON ACADEMY**

**2018-2019 ACADEMIC SCHOOL YEAR**

**PARENT-STUDENT HANDBOOK**

**Clairemont Campus (Grades TK-5): 7050 Eckstrom Ave., San Diego, CA 92111**

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**In The Name of Allah, Most Gracious, Most Merciful**

**AS-SALAMU ‘ALAIKUM, Peace be upon you!**

Welcome to Bright Horizon Academy! As your child embarks upon a new school year, we pray that your child finds the joy and peace of the Islamic way of life in our school.

The success of your child will, after Allah (swt), depend to a great extent upon the degree of understanding and cooperation, which exists between the home and the school. This handbook has been prepared for better understanding and familiarity of the practices and policies of the school as well as the philosophy and goals. Thereby it is a guide to assist you in preparing your child this year.

The primary objective of any school system is to provide the best possible education for its students. In order to accomplish this objective, it becomes necessary to establish certain rules and regulations that must be adhered to, equally among all, in order to maintain a high level of efficiency. Please inform your child of the school’s rules and regulations, and explain the importance of following them.

In addition, as you will look to us to be good Islamic role models to your child at school, it is equally important that your child gets reinforcement of Islam at home. This will make the transition from an Islamic school to an Islamic home a happy one, and will strengthen our teachings so that they are effective in preparing him/her to live a life as a Muslim.

As you can see, a working partnership between the family and the school is essential. The school needs your full support for its educational programs to reach their full potential. If you have questions or concerns, we ask you to contact your child's teacher regarding classroom matters and the school office regarding school policies.

Thank you in advance for your cooperation.

Sincerely,

BHA Team

**I. INTRODUCTION**

**Goals**

It is the goal of BHA to guide all students towards being:

* Strong, balanced Muslims
* Knowledgeable scholars
* Helpful members of our community

**Philosophy**

An Islamic school is an essential part of the Muslim community. Islamic schooling assists parents in their efforts to preserve and develop the Islamic identity of Muslim children growing up in America.  Islamic education provides children with the chance to learn the basic concepts, values, and ethics of Islam, which provides a foundation for all other human knowledge and science. By providing an integrated religious and academic education, the school will help each student work towards developing into a balanced Muslim individual, using the guidance of Islam to live their life.

**Parents' Role in Education**

Parents are encouraged to be involved in the educational process of their children. The Bright Horizon Academy intends to hold frequent parent-teacher conferences to exchange information and to plan appropriate strategies for the optimal education of your child. Parents are encouraged to sign up and join the PTO (Parent Teacher Organization) volunteers and aids in school functions and activities.

**II. ADMISSIONS AND REGISTRATION**

* All new students are on probation for the first 4 weeks. Those showing special problems may not be able to continue at the school.
* Students must be 4 yrs. and 9 months old to enter Kindergarten.
* The application and registration process must be completed as outlined below:

**New Students** **Application for Admission**

1. Applications will be accepted beginning in March.
2. Non-refundable application fee of $50 is required for each new applicant. A copy of applicant’s last report card is required for each applicant.
3. Placement and assessment tests will be required.
4. A personal interview for both parents as well as the student(s) may be required.
5. BHA will call you or send a letter of acceptance if your child’s application has been approved.

* Applicants will be selected for registration by the Principal according to the Acceptance Policy, and based on space available, previous school records, placement and assessment tests, and the personal interview. Families with students already registered at BHA will have priority.  Principal’s decision is final.
* If space is not available and a child is placed on the waiting list, re-application is necessary the following year; the fee is paid only with the first application.  The waiting list does not carry over each year.

**Registration**

* Registration begins in April for new students who have been selected by the Principal for admission.
* Registration for new students requires:
* Acceptance for admission by BHA Administration.
* Proof of birthday (birth certificate)
* Complete immunization records (Required before child may attend class)
* Physical Exam (CHDP) for first grade student
* Registration packet completed and returned

**Returning Students**

* Registration begins in March.
* Registration Fee of $250 per student is required at the time of registration (Non-refundable after May 31st) Physical Exam (CHDP- for first grade students) + all immunizations up-to date, required.
* Tdap Vaccination (Pertussis) required for 7th & 8th graders
* Due to classroom size limits, registration this year does not guarantee future enrollment in Middle School (Grades 6, 7, 8).

**Tuition**

* Tuition for the school year is payable on or before the first day of school.
* Tuition may be paid in 10 monthly installments, from September through June, however, a 3% discount will be applied if the full year tuition payment is made in September.
* Monthly payments are due on the 1st of each month, September – June.
* Payments received after the 5th day of each month are considered overdue.
* Your child may be suspended from school for non payment of tuition, until all balances are paid in full.
* There will be a bank charge added for any returned check.
* Tuitions paid late, during the last week of the month must be cash or money order only, as checks may not clear in time.

**Non discrimination Policy**

Bright Horizon Academy admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at BHA,  BHA does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, sponsorship, or other school-administered programs.

Likewise BHA does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

**III. ATTENDANCE POLICY**

BHA EXPECTS STUDENTS TO BE PRESENT AND ON TIME EVERYDAY, UNLESS THERE IS AN EXCUSED ABSENCE.

**School Hours**

 TK-5 Grades                7:30 AM - 3:30 PM Monday – Thursday

Gates are open 7:30 AM & Assembly starts at 7:45 AM

                                      7:30 AM - 1:15 PM Friday

Middle/High School 8:15 AM – 3:15 PM Monday to Thursday

Gates are open at 7:45 AM & Assembly starts at 8:00 AM

8:15 AM – 2:25 PM Friday

**Absences**

* Parents must inform the office **each** day a student is absent and give specific reasons for the absence.  Absences are excused only for student illness, severe injury, or death in the immediate family, although BHA may consider unforseen circumstances on a case-by-case basis. Whenever possible, doctor appointments must be scheduled for after school hours.
* Absences that exceed 3 days will require a doctor’s excuse. (See also, Illness)
* Excessive absences may result in non-promotion to the next grade level or non-acceptance in BHA the following year.

**Tardiness** (Late arrival)

* Students must arrive at school before the morning assembly.
* It is illegal to leave your children unsupervised; therefore, parents must not drop students off at school before 7:30 AM before the morning monitor is on duty to supervise. The school gate will remain closed until this time. It can only be opened by the morning monitors who will begin supervising at 7:30 AM
* Students not in their seats at 8:00 AM (CC) or 8:15 (AG) will be considered tardy.
* Parents must inform the office **each** day that their child has an excused tardy and provide a reason. Tardies are excused only for student illness, severe injury, or death in the immediate family, although BHA may consider unforseen circumstances on a case-by-case basis. Whenever possible, doctor appointments must be scheduled for after school hours.

**Late Pick-up**

* After school care may be available at a rate of $2.00 /each 15 minute increment, per child, Monday through Friday, until 5:00 PM.
* **It is not permitted to leave your child in the afterschool program after 5:00 P.M.**  A penalty Fee of $5.00 per child, per 15 minute increment, will be applied for any student remaining in after school care after 5:00 PM.
* For safety reasons parents must not let students stay at the school unsupervised. PARENT COOPERATION IN THE MATTER OF SUPERVISION IS MANDATORY.

**Dismissal**

* Students will be released to those whose names were provided on the authorized pickup list, including siblings if they are of driving age and will be leaving the premises.
* Students will be dismissed from their classroom area Monday - Thursday and on Short Days unless otherwise noted. Please do not try to conference with the teacher at this time as the teacher needs to attend to the dismissal of the entire class.  In addition, the discussion will not be private. Contact the teacher via phone or email (as stated in their parent letter) to discuss your needs.
* Bright Horizon Academy does not allow children to be left unattended. BHA Students must stay with parents/authorized pick up until they leave the premises and should not be on the playground without supervision after school hours.
* Students not picked up within 10 minutes of dismissal will be taken to the after school program. Parents will be billed monthly for use of this service at a rate of $2.00 / each 15 minute increment, per child.

**Early Dismissal**

Parents who must pick up a student before the regular dismissal time must:

* Obtain an Early Release Form in the school office.
* Show the release form to the child’s teacher.
* The teacher will release your child to you.

**Vacation**

BHA requests parents not to plan any vacations or other activities that will interfere with your child's attendance at school.  In the event of an emergency or urgent personal matter, parents may make arrangements for a leave of absence.

To arrange for a leave of absence you must:

* Obtain consent from the Principal by filling out a Vacation Contract request form in the BHA office at least 2 weeks in advance.
* Homework and assignments for the Independent Study/Vacation Contract will be given to the student/parent on the student's last day of school prior to taking leave, and not anytime before that. This work should be done while the student is away, and returned to the teacher when the student returns.
* Full month of tuition must be paid **before** the student leaves for any personal vacation, including, and especially, for vacations taken in June.

**Students who leave school before the end of the term may receive "incomplete" grades in one or more subjects.  Students with "incomplete" grades will not be promoted until work is completed and a final grade given.**

**IV. HEALTH**

**Illness**

* Students who have an illness that can spread to others must be kept home, especially if student has flu-like symptoms, rash, etc.
* Students with a communicable disease such as chickenpox, staph infection, strep throat, measles, mumps, etc. must stay home from school and the parent or guardian must notify the school immediately.
* Students who show signs of Conjunctivitis (pink eye) at school will be sent home until symptoms disappear, or a doctor notifies the school that it is fine for the child to return.
* Students may not attend school with a fever of, or above, 100° without the use of fever reducing medication.
* Students must be fever free for 24 hours before returning to school.
* Absences that exceed 3 days will require a doctor’s excuse.

**Emergencies**

* **Minor first aid will be given in the classroom or in the school office.**
* You will be contacted if your child is ill or seriously injured while at school.
* If we can not contact you, we will contact the Emergency Contact Person listed on your child’s registration form.
* In case of a severe emergency, a student may be transported to a local hospital via ambulance. BHA is not responsible for charges incurred in this event.
* If there is a change in your child's emergency information, notify the school immediately so that records may be updated.

**Administration of Medications**

BHA staff will not administer over the counter medication (Tylenol, Benadryl, cough syrup, etc.) to students without written permission from the student’s doctor, specifying the student's name, medication, and directions/dosage.

Parents must fill out an Authorization to Administer Medication form in the school office in order for staff to administer a **prescribed medication** (Amoxicillin, other antibiotics, etc.) Prescribed medications will be administered as long as the student’s name, medication, and directions/dosage is clearly labeled on the bottle.

All medication should be checked in at the school office before school begins in the morning. **UNDER NO CIRCUMSTANCE SHOULD ANY MEDICATION BE CARRIED IN THE STUDENT’S BACKPACK, POCKET, LUNCH BOX, ETC.**

It is the parent’s responsibility to make sure that the school office has medication with a valid prescription. Expired medications will not be administered to students.

**BHA Child Abuse Reporting Obligations**

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation.  In this very serious and legally narrow area, BHA will **not** contact parents in advance of making a report to legal authorities.   School staff will make such reports in the best interest of the affected child and once reasonable suspicion is established; there is no legal alternative except to make the report to the proper authorities.

**V. Discipline**

**Philosophy**

At BHA we wish to instill the desire of our students to model their behavior and conduct after the example of our blessed Prophet (saws).  The purpose of the student code is to encourage students to gain a sense of moral responsibility, to aid their growth in self-discipline, and to teach them to take responsibility for their actions.  Students and their parents are expected to follow the school rules.

The school staff provides guidance and reinforcement for students and their parents.  The classroom teacher will take primary responsibility for student discipline.  The classroom teacher models and teaches appropriate school behavior.  When students behave in the desired manner the teacher provides positive feedback. When students behave inappropriately, the teacher consistently enforces the consequences.

**Infractions and Hasanat (Good Deeds)**

Infractions are issued for failure to comply with school wide rules and expectations.  The system serves to remind students to stay on the right track, as well as to work on the behaviors that hinder progress.  Once a student receives four or more infractions (school-wide or in classroom) in a quarter, they reach the first discipline level and certain actions must be taken.  Please review the breakdown of the levels in the section titled Discipline Policy.

Hasanat, or ‘Caught Being Good’ certificates, are put in place to reward and reinforce positive student behaviors, which can take place in class or throughout the school.  The Vice principal will keep track of the Hasanat that may be reported from teachers or other staff members.  Such behaviors include following school wide expectations, keeping classroom clean and organized, waiting in turn patiently, and being kind to others.  Hasanat can be used to reduce a student's infraction points or increase points towards a citizenship award at the end of each quarter.

**Discipline Policy**

BHA has developed a school wide discipline policy to better address the behavioral concerns of students and ensure that these concerns are dealt with in a manner that best suits students, parents, teachers, and the administration.  There are 5 consecutive discipline levels that guide certain interventions, depending on severity and number of infractions accumulated over the course of each quarter.

Teachers should consult immediately with Vice Principal if they feel they have a student that may end up at the first discipline level, or has received a total of four infractions for the quarter.  A behavior contract will be implemented with the student, and the teacher will set up a conference the parent to inform them of the situation.

At the second level of discipline, or if the student has not responded to intervention techniques, the Vice Principal will facilitate and be involved in a meeting with the parents and teacher to follow up progress.  A  behavior support plan (BSP) is implemented, as well as a consultation with the Principal for possible referral.

At the third level of discipline, a student study team is established, along with a follow up of the BSP. Detention or suspension may be necessary at this point, depending on severity of behavior or number of infractions received.

Fourth and fifth discipline levels recommend suspensions or possible expulsion from school, along with consultation to the board of education.  A fourth referral during the year is an automatic expulsion from school.

**Teacher Responsibilities**

 Teachers are responsible for:

* Instructing classes assigned in the location and at the time designated
* Preparing adequately to teach assigned classes and developing written lesson plans in advance.
* Being an example of good Islamic character in both behavior and appearance.
* Forming appropriate expectations for students.
* Providing continuous student evaluation consistent with school policies.
* Providing adequate supervision of all students in their class.
* Providing functional and relevant instruction.
* Implementing Islamic teachings and integrating Islamic values into daily instruction.
* Setting the limits and consistently enforcing the standard of conduct school wide.
* Carrying out adjunct duties necessary for the successful operation of the school.

**Student Responsibilities - Rules**

Students are expected to follow all Classroom and School-wide rules:

**Classroom Rules**

Each teacher will have a classroom discipline plan that will allow students to understand the rules and expectations of the classroom, consequences for breaking the rules, and reinforcements for following the rules.

* Teachers will employ a system of discipline that is age appropriate.
* Teachers will develop and implement classroom rules in accordance with the school's goals, philosophy, and school-wide rules.
* The classroom rules will be positive rules; their number kept to a minimum.
* A description of the classroom rules will be sent home by the teacher along with a list of rewards, incentives, and consequences that will encourage students toward appropriate conduct, good attendance, and high scholarship.
* A form will be returned by the parent of each student, stating that they have read and understand the rules, and agree to reinforce them at home.  Teachers will keep this form on file for the entire school year.

When a student needs to be counseled regarding their behavior, they will be encouraged and guided to:

REFLECT:  understand how his/her behavior affects himself/herself and others.

Feel REGRET for his/her inappropriate behavior.

RESTORE or repair any situation caused by the behavior when possible and apologize to those who have been affected.  Follow up the bad deed with a good deed.

REPENT:  seek Allah’s forgiveness.

**School wide Rules:**

1. **Remember Allah and follow His commands.**  Remember that Allah (swt) is watching at all times; He hears and knows everything. Behave in a way that will please Allah (swt).
2. **Show respect for others and self.** Showing respect includes using first names when speaking to fellow students (no nicknames or teasing), addressing school staff by their title (Brother, Sister, Mr., Mrs., or Ms.), and being kind, courteous, and considerate of others. Differences need to be solved by talking and acting in a way that will not hurt anyone.
3. **Follow directions of all BHA staff.** Listen when staff members speak and do as told to do.
4. **Keep hands, feet, and objects to self** even when playing.  Do not hurt or bother other students.
5. **Use clean language and speak in an appropriate tone of voice.** Use clean and respectful language.  Do not disrupt or interrupt classes through voice or actions.
6. **Safeguard and protect all masjid, school, and private property.** Treat all property with care. Do not break, take, or write on things of others.
7. **Be honest and truthful.**
8. **Be prepared.** Report to class on time with all necessary books and supplies.
9. **Keep the school clean; put litter in the trash can.** Keep classrooms and school clean.  Put trash in the garbage can. At lunch and snack, throw away all garbage and make sure the table and floor where sitting are clean.  Clean after self in the bathrooms and on the playground.
10. **Walk at all times inside the school and masjid.**
11. **Leave personal items at home.**  Items such as toys, videos, cosmetics, knives, glass jars, etc. do not belong at school.  Objects that are dangerous, toxic, illegal, or forbidden by Allah are strictly not allowed.

**Parent Responsibilities**

Parents are expected to:

* See that their children are well rested before coming to school, and arrive on time.
* Show support for BHA.
* Show respect for school administrators, teachers, students, and parents.
* Provide a quiet, well-lighted place for their child to do homework and to schedule homework time in a way that other activities or family plans will not interfere.
* Provide a nutritious lunch and snack along with offering their child a healthy breakfast before school.
* Obtain a pass from the office when visiting or volunteering in the classroom or school.
* Refrain from interrupting classes.

**Behavior Concerns**

Please contact the teacher, Vice Principal, or the Principal if you know your child has any behavioral concerns that may hinder his or her academic progress at school.

If there is a behavior concern for a student in the classroom, the teacher will review the following list of interventions.

|  |  |
| --- | --- |
| Verbal reminders | Redirection |
| Time out | Parent contact |
| Seating change | Detention |
| Cumulative folder review | Community service |
| Positive comments | Peer mentoring |
| Consult with other teachers | Daily/weekly progress report |
| Behavior contract | Extra credit work |

**Principal Referral**

In the case of a major infraction, immediate referral to the Principal is necessary.  The Principal will respond in one or more of the following ways.:

* Contact parents by phone or personal contact.
* Request parent’s assistance in helping their child improve his/her behavior.
* Principal may refer parent to community resources that may be of help.
* Administer one of the following consequences, according to the age of the student, type, severity, and frequency of the problem:

1. **Detention**:  After school, at recess, or during lunch.
2. **Restitution**:  Student will be charged for damages or replacement costs for destruction or defacing of school, masjid, or other property.
3. **Community Service Hours**: School clean up or other appropriate assignment. Preferably, the assignment will have some direct relationship to the offense.
4. **Homework Assignment**: Extra homework or written assignment: preferably with some direct relationship to the offense.
5. **Parent Supervision/Suspension**: The student will be supervised at home or in the classroom by parent or guardian for up to three days. Suspension may include a homework assignment that will be graded.  It must be completed well to be accepted; otherwise it will have to be done again.
6. **Expulsion:** Enrollment will be discontinued.  Students may reapply to the school and will be considered on an individual basis.

A Parent, Teacher, Vice Principal, or Principal may request a conference. If a conference has been requested, a consensus of those in attendance is highly desirable but not mandatory.

NOTE: **Any student receiving parent supervision at school and/or suspension from school will automatically receive an "N" grade (Not Satisfactory) in citizenship.**

**Probation and Expulsion**

Any student who receives three referrals in one academic year will be brought to the attention of the Board of Education.   The Board of Education and Principal will jointly review the student's record and recommend conditions of probation or withdrawal from the school.

Students who are on probation and do not meet the conditions of their probation will be expelled.

**Harassment Policy**

Bright Horizon Academy is committed to providing a school environment that is free from harassment in any form. Harassment of any individual by any other individual is prohibited.  BHA will treat allegations of harassment seriously and will review such allegations in a prompt, confidential, and thorough manner.

A charge of harassment will not, in and of itself, create a presumption of wrongdoing.

Substantiated acts of harassment will result in disciplinary action, up to and including dismissal.   Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.

It includes but is not limited to the following forms of harassment: verbal, physical, visual, cyber and sexual.

It is BHA's responsibility to implement this policy by making all faculty, staff, students, and parents aware of the policy and the commitment of the school towards its enforcement.  BHA will remain watchful for conditions that may create a hostile atmosphere and establish practices designed to create an atmosphere free of harassment.

It is the student's responsibility to conduct him or herself in a manner that will contribute to a positive school atmosphere and to avoid any activity that may be considered harassing or discriminatory.

The student must consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome and report all incidents of harassment to the proper school authority (i.e. Principal, Vice Principal, Teacher, BOE member).

If a student is informed that his or her behavior is offensive, he or she must discontinue that conduct immediately.

**Procedures for Complaints and Investigation of Harassment**

* Tell the individual causing the harassment that his/her conduct is offensive and must stop.
* If it does not stop, report the harassment to the Principal, Vice principal or teacher is the subject of the allegation, to a member of the BOE.
* Complete a formal complaint in writing.  This complaint will be investigated thoroughly and as confidentially as the situation allows.
* Once the facts have been gathered, the Principal, Vice principal and the BOE will decide what disciplinary action is warranted according to the nature, context, and seriousness of the harassment, up to and including immediate dismissal.
* If the complaint is against a non-student, non-employee, such as a parent, volunteer, community member, or vendor, the school will take any steps within its power to investigate and correct the problem.

**VI. CURRICULUM INFORMATION**

**California State Curriculum**

At BHA we value knowledge and consider a strong education to be a key to a successful future. BHA has adopted the State of California, Department of Education, Core Curriculum frameworks and/or content standards for the following subject areas: Math, English, Social Studies, Science, and Physical Education.  Our program is designed to prepare students for higher education.  Textbooks are carefully selected that will meet the content standards and challenge students to excel.  Art is integrated across the curriculum. The entire curriculum is presented to the students from an Islamic perspective.  An Islamic viewpoint is provided in each subject, while at the same time, providing excellent academic preparation.

Student in grades 6 – 9 receive additional instruction in Computer Education.  BHA has a fully equipped computer lab for this specialized instruction.  In addition, computers are available for student use in most classrooms.

Students have the opportunity to participate in extracurricular activities, hands-on science, and various field trip experiences.

**QIAS (Qur’an-Islam-Arabic Studies)**

Islamic education and the worship of Allah are essential to a child’s growth and development.  It is the focus and identity of our school.  QIAS is presented to our students beginning in Transitional Kindergarten (TK). Students have the opportunity to study the Qur’an and Sunnah; this includes memorization, understanding the meaning, and learning how to apply it to their everyday lives.  Students receive instruction in classical Arabic geared for preparing students to understand the language of the Qur’an and Islam from its original sources; it also follows the foreign language standards.  In addition, students take Islamic Studies, which teaches students Islamic manners, values, and worship that are essential for every Muslim.  Also, Islamic History is offered to students in the 6th, 7th, and 8th grades. Students in Grades 3-8 pray Dhuhr Prayer daily with the Jama’ah. In addition, the students (5th -8th) are required to attend the Jumuah Khutbah and Salah on Fridays.

**Academic Standards**

Students at the Bright Horizon Academy will be expected to achieve academically to the best of their individual ability.

**Report Cards**

Report cards will be sent home via Jupiter Ed four times each year. Physical copies are available from the office upon request. The students’ work will be evaluated on the basis of the following:

* grade level
* neatness and correctness of class work
* participation in class
* neatness and correctness of homework
* completion of assignments on time
* regular tests and quizzes
* final tests
* teacher assessment

Kindergarten students are evaluated on progress being made:  Consistent, Developing, or Not Evident at This Time.

**HOMEWORK**

Homework is an integral part of the BHA program. It is assigned daily Monday thru Friday. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given as practice in skills previously learned, memorization, and reports.­

TK will have OCCASIONAL HOMEWORK

|  |  |  |
| --- | --- | --- |
| Grade 1: 10 minutes a day | Grade 3: 30 minutes a day | Grade 5: 50 minutes a day |
| Grade 2: 20 minutes a day | Grade 4: 40 minutes a day | Grade 6-9: 60-90 minutes a day |

\*NOTE: The more cooperative the student is in getting things done in the classroom, the less homework he/she should have after school.

A student has the same number of days for make‑up work, assignments and/or homework, as the number of days he/she has been absent. Homework is the student’s responsibility. Students may ask their parents for assistance on their homework when needed. However, the parent must allow the student to do the work. If a student cannot do the assigned work, he/she should check with the teacher the following day.

Students should have a definite time and place for doing schoolwork at home. Turn off the TV at this time and the work will go more quickly. If the homework appears to need more than 40 minutes to complete, work in two periods with a break in between. All assignments should be carefully and neatly prepared and turned in on schedule.

**Academic Referral**

When a student is below average and struggling with any area of the academic curriculum, the teacher shall first review the following list of interventions:

* Extra homework
* Re-teaching sheets
* Tutoring
* Peer tutoring
* Modified assignments
* Consultation with other teachers, Principal
* Parent consultation and assistance
* Reinforcement interventions

If the concern remains, a summarization of the problem including area of weaknesses, work samples, and interventions tried will be submitted to the Principal.   The Principal will consult with the teacher/s, parents, and any other persons who could help determine what additional steps may be useful in helping the student improve academically.

**Academic Probation**

Any student who does not maintain a C- or higher grade in a subject during the school year will be placed on probation.  While on probation, the Principal and Vice Principal will closely monitor their work.  If the low grade is due to poor effort on the part of the student and continues to the next quarter, continued placement in the school will be in question.

**Awards**

Students meeting the requirements will be rewarded yearly for outstanding behavior, academic excellence, and perfect attendance. Students will have many opportunities to receive other awards schoolwide, including Annual Spelling Bee, and Islamic Study and Quran Contests, to name a few.

**Promotion**

Promotion from one grade to another normally occurs at the end of the school year. It is based on the student's achievement and performance in the current grade level. In order to pass, students must:

* Maintain regular school attendance (90% of enrolled days).
* Maintain satisfactory grades, C- or better, in all subjects.
* **Complete all final exams.**

**Retention**

A student with a grade of D or F in any subject must work during the summer to improve his/her grade and will be re-tested in the fall to determine appropriate grade level.  Students may be required to repeat one or more subjects or the entire grade depending on individual circumstances.

Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

**VII.  ADDITIONAL SCHOOL POLICIES**

**Uniforms**

Uniforms must be worn daily unless a non-uniform day is announced. A copy of the current uniform policy may be obtained from the school office; However, the following general guidelines always apply:

* Good personal grooming habits are an essential part of Islam.
* Uniform should be neat, clean, and without stains, rips, or holes.
* Girls K - 5 must have a scarf, clearly labeled with their name, available each day for salah.
* Girls in grades 6 - 9 are required to wear a scarf during school hours.
* Non-uniform clothing such as undershirts, t-shirts, etc. must not show underneath the uniform.
* Sandals and dressy shoes are not appropriate for school. Closed shoes that are comfortable and do not expose the feet or toes should be worn.
* The hair of both boys and girls should be trimmed or styled to stay off the face.
* Each student must represent the school uniform with pride - they represent BHA.

Students who are not in compliance with the current uniform policies will be issued a uniform notice, and the incident will be recorded Quarterly. Each instance of 3 notices will lower the student’s citizenship by one whole letter grade on the report card; This will directly affect the student’s change of attaining Honor Roll recognition for Citizenship.

**Non-Uniform Day Requirements**

Occasionally, students may have a non-uniform day. In addition to the requirements listed above, the following requirements must also be met:

* No shorts of any kind are ever allowed.
* All clothing should be loose and long. Girls in grade 5 and up must wear shirts that fall below their hips.
* Clothing should not be a distraction or point of competition.
* Clothing with inappropriate images, decals, messages, or insignia will not be permitted.

Parents of any student not conforming to the dress code may be called and asked to bring suitable clothing to the school. Continual failure to observe the school dress code may result in your child being excluded from class until he/she is in proper uniform attire.

**Lost and Found**

Any clothing that is found will be kept for two weeks by the school office.  If it is not claimed within that time, it will be offered for resale or given away.

**Nutritional Snack/Lunch/Food Items**

* Children will need to bring a lunch and snack from home each morning, so that he/she will have it in time for their break times.
* Parents must avoid having to "bring lunch later" so that the student does not have to call home, take unnecessary I.O.U.s, or miss valuable instruction time in the event that the parent is late to drop it off.
* Microwaves are NOT available at school for student use; therefore, do not send food that needs to be cooked before eating, such as ramen soups, frozen meals, etc.
* The snack and lunch should be nutritious and adequate. Be sure to pack an extra snack to be eaten in the Afterschool Program, if necessary!
* Lunch boxes/ lunch bags must be clearly labeled with the student’s name.
* Soda, candy, and breakable bottles are not allowed.
* Sharp objects and knives are not allowed, and bringing them to school will have serious consequences.
* Gum is not allowed during class time or break time.

**Visitors**

* Parents are welcome to visit the school and classroom for 30 minutes with a visitor's pass from the office.
* An appointment to visit can be made but is not required.  (However, longer visits must be arranged in advance with the Principal and teacher.)
* Teachers have been requested not to let visitors into their class without an office pass.
* Visitors are asked to observe the following guidelines when visiting classes:

1. Do not interrupt the class or lesson.  Parents who wish to discuss any matter with the teacher  must request an appointment in the office.
2. Lunches, eye glasses, or other items should be left in the office, clearly labeled with the student's name.
3. Do not bring small children with you during a classroom visit.

**Volunteers**

Volunteer helpers are greatly valued and needed in Bright Horizon Academy. Community members and parents who would like to share their expertise with the school are encouraged to do so.  In order for the school to fully benefit from your help, we must ask you to follow these guidelines when volunteering:

* Fill out a volunteer  form in the office and file fingerprints with the appropriate agency.
* Arrive promptly on your assigned days.
* Notify staff member in advance if you cannot be there at the appointed time.
* Sign in upon arrival and sign out upon leaving in the school office.
* Do not bring other children or adults with you.
* Refrain from interrupting classes.
* Do not direct students unless assigned to do so.

Volunteers are also needed to assist the school in making educational materials, phone calls, helping out with bake sales, etc.  Much of this work can be done from your home at your convenience.  If you would like to volunteer, please leave your name and phone number in the office.  Be sure to specify what you would like to contribute to the school.

**VIII.  CONFLICT RESOLUTION PROCESS**

BHA aims to resolve all conflicts in a manner than is in accordance to the precepts of Islam.

**Principles**

* Parents and teachers must have a clear way to get their concerns known and addressed.
* Teachers’ and Parents’ authority and credibility must be preserved in front of the students:
  + The parent and the teacher must keep the child removed from the conflict resolution activities (other than asking questions to clarify the situation) and not say or do anything to undermine the teacher’s authority in front of the students or the parent’s respect in the eyes of the child.
  + The parent and the teacher must keep conflict resolution information limited to only those that have an absolute need to know – this activity must not become a discussion point in the community.
* No one should let a problem continue for a long period of time; things should be caught early.
* In order to avoid confusion and further problems, the process must be strictly adhered to. For example, do not go directly to the Principal or a BOE member.

**The Process**

1. Issue arises.
2. Parent or teacher discusses with child to ascertain that the issue is indeed a problem, and collects relevant information. (Remember teacher’s and parent’s authority must not be undermined and the issue should not become a community affair.)
3. If it turns out that there was some misunderstanding and no problem/issue actually exists, then Alhamdulillah we are done.
4. If it turns out that there is indeed a problem/issue that needs to be followed up, then the process continues.
5. Parent (or teacher) sets an appointment with the teacher (or parent) to discuss the issue/problem.
6. The problem/issue gets discussed in calm and cordial manner between the two parties.
7. If the problem/issue is resolved, then Alhamdulillah we are done.
8. If not, the problem/issue will be brought to the attention of the Principal.
9. Parent (or teacher) sets an appointment with the Principal to discuss the problem/ issue.
10. The problem/issue gets discussed in a calm and cordial manner between the two parties.
11. Principal investigates (may set up investigative meetings, etc.) and resolves the problem/issue.
12. If the two parties are satisfied, then Alhamdulillah we are done.
13. If not, the parent (or teacher) submits a formal written escalation request to BOE. The written request should be accompanied by a written description of the problem/issue.
14. Parent (or teacher) sets an appointment with the BOE through the school office to discuss the issue.
15. The issue gets discussed in a calm and cordial manner between the two parties.
16. BOE investigates (may set up investigative meetings, etc.) and provides the final decision.

**NEW STUDENT ACKNOWLEDGEMENT**

For a smooth and educationally rewarding environment, all new students and their parents shall sign the acknowledgement form that they have read and will abide by all policies of Bright Horizon Academy.

**THANK YOU**

Thank you for reading through this handbook. Please feel free to contact our office for any further comments, concerns or questions.

**2018-2019 ACADEMIC SCHOOL YEAR**

**PARENT-STUDENT HANDBOOK**

**PARENT ACCEPTANCE OF HANDBOOK AND SCHOOL RULES**

We have read this handbook and reviewed the School Rules with our child (children). We will abide by the provisions of the Parent-Student Handbook and the school rules and impress upon our child (children) the necessity for them to follow the rules also.

**Name of Student/s (Please Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mother’s Signature or Guardian Date

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Father’s Signature or Guardian Date

**PLEASE COPY THIS PAGE AND GIVE TO YOUR CHILD’S CLASS TEACHER.**