



**BRIGHT HORIZON ACADEMY**  
LEARNING TODAY FOR A BRIGHTER FUTURE

## BRIGHT HORIZON ACADEMY

7050 Eckstrom Ave., 7202 Princess View Dr.,  
San Diego, CA 92111 San Diego, CA 92120  
Tel: (858) 278-7970 Tel: (858) 250-0972



### BHA Discipline Policy

Students whose behavior comes to the attention of the principal will be tracked according to 5 levels so that all parties concerned can stay on top of the status of the students.

The principal (or administrative designee) will keep track of all behavior concerns from the following 3 areas:

- In class infractions - Breaking of classroom rules according to each teacher's classroom discipline plan.
  - Classroom rules shall be provided by each teacher at the beginning of school year.
- School wide infractions –
  - Running repeatedly in halls/musalla
  - Disruptions during line-up or prayer
  - Name-calling, teasing, or put-downs Rough play during recess or lunch
  - Playing in restrooms or hallways
  - Disregarding directions of staff and volunteers
- Principal Referral – “Serious behaviors” such as those below. Parents are notified by the principal.
  - Obscene Language and Gestures
  - Defiance/Extreme Disrespect
  - Harassment/Intimidation/Threats/**non-severe Bullying\***
  - Physical Fighting/Harmful Physical Action
  - Destruction/Vandalism
  - **Inappropriate mixed gender interactions**
- Automatic BOE referral (Discipline level 3) for the following “severe behaviors”:
  - Theft/ Attempted Theft
  - Possession of Illegal Substances/Weapons
  - **Severe Bullying\***

Bullying among youths may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation). Bullying can occur face-to-face or in the online world.

\* Factors to consider in all cases of Bullying may include, but are not limited to, the following:

- Nature and seriousness of the incident
- Frequency of the offensive conduct
- Age of the perpetrator
- Physically threatening or humiliating conduct
- Context in which the incident occurred
- Relationship between the parties
- Impact on victim



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### **Discipline Levels**

Although most students follow the school rules and conduct themselves according to the example of our prophet (SAWS), some may need help in achieving this goal. A system of “discipline levels” was developed that would keep parents informed of any time that the behavior of their child has come to the attention of administrative staff. In class, teachers will let parents know if their child descended towards the bottom of their discipline plan. For school wide infractions an email will be sent home to parents whenever their child might receive one. For principal referrals of very serious situations, parents will be contacted by the principal.

The chart below outlines the discipline levels, shows how during one academic year a student can arrive at a level, and the action that will be taken at each level. By tracking students according to the levels, all parties concerned will know what lies ahead if the student continues behaviors that come to the attention of the office. Insha’ Allah, by conferencing at each level, parents, student, teachers, and administration can discuss and develop ways to help the student.



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Discipline Level	Action	Classroom AND school wide infractions	OR Serious Behavior	OR Severe behavior	Results in Principal Referrals
	At all levels, the discipline policy should be reviewed.				
1	Teachers should consult with principal immediately if they feel they have a student who may end up here. <ul style="list-style-type: none"> <li>▪ Parent/teacher/principal meeting</li> <li>▪ Behavior Support Plan (BSP) implemented</li> <li>▪ Parent/Principal meeting for referral (detention/suspension if necessary)</li> </ul>	Reached total 4 infractions (either classroom or school wide)	1 <sup>st</sup>		1 <sup>st</sup>
2	<ul style="list-style-type: none"> <li>▪ Student Support Team (SST: Principal, parent, student, all involved teachers)</li> <li>▪ Follow up of BSP</li> <li>▪ Detention/suspension of at least 1 day</li> </ul>	Reached additional 4 infractions	Additional 1		2 <sup>nd</sup>
3	<ul style="list-style-type: none"> <li>▪ Follow-up SST</li> <li>▪ Detention/suspension of 2 - 5 days</li> <li>▪ Placed on probation</li> <li>▪ Consultation with BOE; possible expulsion; Conditional admission to next grade</li> </ul>	As above.	Additional 1	1 <sup>st</sup>	3 <sup>rd</sup>
4	<ul style="list-style-type: none"> <li>▪ 4<sup>th</sup> referral is automatic expulsion</li> </ul>	As above.	Additional 1	Additional 1	4 <sup>th</sup>

## Appeals

If a parent is not convinced that their child exhibited behavior that lowered their student on the discipline chart, they may request an Appeal Form from the principal and appeal the school's decision within 48 hours based on:

- Disputing facts
- Questioning consistency
- Questioning severity and consequences
- Pleading mitigating circumstances

The appeal only pertains to the discipline level and not any immediate consequences. This process is outlined below:

- Once the BOE receives the appeal, a committee of 2 randomly selected teachers (not including the one in dispute if applicable) and one member from the BOE will investigate the matter



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- The committee shall meet with the parents, the involved teacher (if applicable), and the principal and send back an assessment to the BOE within 72 hours from the reception of the appeal
- The BOE shall send out a final decision to the parents, teacher involved (if applicable), and the principal within 72 hours from the reception of the assessment
- The decision at this point is final

### **Reinforcements**

Reinforcements will continue to be provided. Citizenship activities are planned quarterly for 3<sup>rd</sup> – 8<sup>th</sup> students who maintain satisfactory behavior on their report cards (S and above). Younger students will receive more frequent reinforcements. At the end of the year, all students who have displayed good citizenship and did not end up on this chart will receive pins/certificates. This will replace the previous years' policy of choosing a few top students for recognition with trophies.