



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

# **PARENT-STUDENT HANDBOOK**

## **2022-2023**

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This Handbook is intended to provide information about Bright Horizon Academy (BHA). It represents a summary of the policies governing BHA. Throughout the school year, this Handbook may be amended as necessary. For additional information or clarification, please contact your Campus Office.

## **AS-SALAAMU ‘ALAIKUM**

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 with 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 for 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 for 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

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## **ABOUT BRIGHT HORIZON ACADEMY**

BHA is a non-profit, private Islamic school located in San Diego, CA.

BHA's parent organization is MAS Local Council (MLC) which guards BHA's name, mission, assets, legal standing and stability. MAS (The Muslim America Society) is a dynamic charitable, religious, social, cultural, and educational organization. Over the past two decades, MAS has expanded to more than 50 chapters across the United States.

## **STATEMENT OF PHILOSOPHY**

BHA believes that an Islamic school is an essential part of the Muslim community. An Islamic school assists the parents in their efforts to develop and preserve the Islamic identity of their children growing up in America. An Islamic school provides the children with an opportunity to learn the basic concepts, values and ethics of Islam, which serve as a foundation for all other human knowledge.

BHA endeavors to provide an integrated religious and academic education in order to develop a dynamic and whole individual. The curriculum aims to provide balance in all aspects of development.

BHA recognizes that each child is unique with respect to the physical, mental, emotional and socioeconomic aspects of life. The school's intention is to observe, appreciate and respect these differences.

## **VISION AND MISSION**

Bright Horizon Academy's vision is to deliver superb, holistic academic and spiritual education within an Islamic environment that will nurture our students' hearts and minds, build their character, develop their identities as Muslims in America, and prepare them for their role in life as stewards of Earth and humanity.

Bright Horizon Academy's vision will be achieved through educational excellence within a healthy learning environment, intimate adherence to Islamic practices according to the teachings of the Holy Quran and the traditions of Prophet Mohammad (PBUH) and strong collaboration with positive interaction between the school, students, parents and community.

A summary of BHA mission and vision is captured in the Bright Horizon Academy's Schoolwide Learner Outcomes which are central to our WASC accreditation. All BHA stakeholders (students, parents, staff, Board of Education members) should be familiar with these SLOs which are organized under the backbone of our identity - ISLAM.

**I** - Implement Islam daily by understanding and applying the principles.

**S** - Solve problems, think critically and communicate ideas effectively.

**L** - Lead as active, respectful and engaged community members.

**A** - Achieve academic proficiency and be self-motivated learners.

**M** - Make use of knowledge and technology for beneficial purposes.

## **MANAGEMENT AND STRUCTURE**

BHA is governed by a Board of Education (BOE) consisting of seven board members. MLC appoints four BOE members while parents elect three BOE members. Each BOE member's term consists of two years and can be renewed in a staggered fashion, i.e. potentially new BOE members can serve every year. BOE is the directing and executive body of the school. BOE ensures the financial stability of the school, sets the school's mission with input from BHA administration, and supports the BHA administration in the day-to-day operations of the school on an as-needed basis.

**More details on the qualifications, roles and responsibilities of MLC and BOE can be found in the school by-laws ([here](#)).**

The BOE appoints the following positions:

- School Directors (SD)
  - Director of Elementary school (DES)
  - Directory of Middle and High school (DMHS)

SDs will be totally responsible to direct, plan, organize, control and manage the instructional and operational functions of the respective schools consistent with school-wide programs, policies and procedures. Both DES and DMHS report directly to the BOE.

- Operations Coordinator (OC)

OC will be responsible for assisting in the implementation of the organizational plans, goals, and objectives set forth by the SDs and/or BOE to develop and maintain school functional processes such as finances, maintenance, etc.

- Academic Programs Coordinator (APC)

APC will be responsible for assisting in the implementation of the organizational plans, goals, and objectives set forth by SDs and/or the BOE focusing mainly on curriculum, instruction, assessment, professional development, and guidance & career counseling.

## **RIGHTS AND RESPONSIBILITIES**

### **RIGHTS:**

#### **Students:**

- Education in a safe, clean environment.
- Full use of class time to receive instruction and to learn.
- Fair, consistent, and respectful treatment by staff members and other students.
- Be heard, due process, and appeal before a penalty is imposed.

### **Teachers:**

- Be safe and teach in a comfortable and friendly environment.
- Be listened to and respected.
- Adequate resources to ensure learning standards are met.
- Pastoral and professional support within the school and from appropriate outside agencies.

### **Parents:**

- Be partners in their children's education.
- Written information about school policies relevant to parents.
- Ongoing information about the educational progress of their child.
- Visit schools and classes at times that respect the educational environment.
- Be treated with courtesy by all members of the school staff.
- Be informed of school policies and administrative decisions.

### **Responsibilities:**

#### **Students:**

- Explain any illegal or questionable absences from class or school activity to parents.
- Be on time for all classes, prepared with necessary books, materials, and homework assignments, and participate in the classroom work.
- Respect the right of the teachers to teach, free from any disruptive conduct.
- Respect the rights of others to study and to learn.
- Respect the public property and carefully use and return all materials and equipment.
- Students are expected to come to school every day with the essential items they need to be successful in their classes.
- Attend school daily unless ill or legally excused.

#### **Teachers:**

- Be prepared to teach and provide quality instruction within the current curricular framework.
- Exhibit an attitude of respect for students that has a positive influence in helping them develop good citizenship traits.
- Remain knowledgeable about school policies and rules, and enforce them in a fair, impartial, and consistent manner for all students.
- Communicate information regarding student progress and achievement on a regular and timely basis to students, parents, and other involved professionals.
- Communicate policies and expectations to students and parents, including course objectives and requirements, grading procedures, assignment deadlines, and classroom discipline plans.
- Mandated reporter of suspected child abuse and/or neglect to Child Protective Services.

**Parents:**

- Send their children to school regularly and punctually.
- To consistently set good examples of behavior.
- To support the school in promoting the school's ethos as described in the policy document.
- To provide adequate care and attention so that the child gains maximum benefit from school experience.
- To ensure their child comes equipped for school and in uniform.
- Support the school's published policies and refrain from promoting negative advertising against the school verbally, in writing, and/or on any published medium, including social networking sites.
- Treat all members of the school community, including students and staff, with respect to promote a school environment that is free of harassment and accepting of diversity.

**VISITORS/VOLUNTEERS**

All visitors and volunteers, including BHA alumni and parents, must check-in with the main office and receive a pass in order to be on campus. Social visitations are prohibited during school hours. Parents wanting to visit classrooms need to give 24-hour notice. Students from other school sites are not allowed on campus without the prior approval of an administrator at BHA. The campus is closed outside of regular school hours unless there is a school-sponsored activity.

**Requirements to become a volunteer:**

Volunteers who work directly with students (helping in the classroom, being a test proctor, chaperoning field trips, assisting in after-school activities, etc.) must be fingerprinted and cleared by the Department of Justice and provide proof of TB (tuberculosis) clearance by a physician prior to volunteering.

**NONDISCRIMINATION POLICY**

BHA 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.



## **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 Director or a teacher who will report it to the Director, or if the Director 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 Director and the BOE will, in consultation with the Imam if necessary, 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 resolve the issue.

## **FINANCIAL**

### **Tuition and Fees**

The success of BHA hinges upon its financial stability. As a non-profit and privately-funded institution, BHA receives financial support for its operations through the following means: Tuition/fees, donations and fundraisers. Funds from tuition are the main source of the school's income. As such, it is vital that BHA families meet their financial obligations in a timely manner.

- Current tuition amounts can be found on the school's website.
- Families with multiple students are offered a 10% optional sibling discount.
  - Please note that donations (zakat/sadaqat) may be used to cover any deficit in the school budget resulting from the discount.
  - TK & KG students are excluded from sibling discounts.
- BHA students are only eligible to receive one type of discount at any given time. Eligibility for the particular type of discount is determined by the school administration at its sole discretion.
- Each monthly payment that is delinquent will be fined a \$25 late fee, after the 5th of every month.

### **Payment Options**

#### **Direct Payment via ACH**

BHA requires ACH direct deposit for tuition payments. Direct Payment via ACH is the transfer of funds from a consumer account for the purpose of making a payment. Kindly fill this form to authorize Bright Horizon Academy/Islamic School of San Diego to debit your account for Tuition Payments. Please also send a voided check via email at [finance@issdweb.org](mailto:finance@issdweb.org). You may also drop them at the Clairemont or Allied Gardens Campus office.

For questions, please email [saira.rao@issdweb.org](mailto:saira.rao@issdweb.org)

### [BHA ACH Authorization Form Download](#)

Need help filling out the above form? View the [BHA ACH Authorization Form Guide](#) for help.

## **Bill Payment via Online Banking Account**

BHA allows bill payment via an online bank account only on a case-by-case basis. To pay via an online account, please do the following:

- Add “Islamic School of San Diego” to your online banking account.
- Use the following address for payment : 7202 Princess View Dr., San Diego, CA 92120
- Add “Student Name” and “Grade” in the memo.
- Can be done manually every month or set it up for automatic monthly scheduled payments.

## **Financial Aid:**

BHA offers limited financial aid to families who qualify. Generally, a Financial Aid Application is made available toward the end of the academic year, for the following school year.

If you need further clarification, or have other questions, please email [financialaid@issdweb.org](mailto:financialaid@issdweb.org).

## **STUDENT EXPECTATIONS**

### **Uniforms**

Must be worn daily unless a non-uniform day is announced, such as for field trips or special events. 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.
- Uniforms should be neat, clean, and without stains, rips, or holes.
- Girls TK - 5 must have a scarf, clearly labeled with their name, available each day for salah.
- Girls in grades 6 - 12th 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 chance of attaining Honor Roll recognition for Citizenship.

### **Non-Uniform Day Requirement**

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.

### **Cell Phones, Electronic Devices, and Other Prohibited Items**

- Disruptive devices, including but not limited to cell phones, Bluetooth speakers (Students may not listen to music through Bluetooth speakers at any time), headphones/earbuds, radios, and electronic toys/games, ARE NOT allowed to be turned on, in use, or visible during instructional time whether inside the classroom or in hallways and other common areas.
- Devices will be confiscated if the policy is not followed.
- This policy also applies to all student aides in the office.
- Other prohibited items include, but are not limited to: permanent markers, laser pointers, aerosol containers, spikes, and water pistols.

### **Consequences:**

- Device confiscated; the student may pick up from the office after school.

- If it happens again, the device needs to be picked up from the office by the parent. If the parent is not picking up the student, they will be called and must give the school permission to return the phone after school to the student.
- Another occurrence will result in moving down on the Discipline Levels.
- Refusal to surrender the device will be considered defiance and receive the consequence for such.

## School Property

Books and other materials or equipment issued to students for home use remain the property of the school. All materials and equipment must be kept clean, handled carefully, and returned in good condition. Students will be required to pay for the cost of repair or replacement for damaged or lost items.

## Bus

- Arrive on time to the bus before and after school.
  - Refrain from eating or drinking on the bus.
  - Respect and listen to the bus driver; he/she is in charge.
  - Remain seated on the bus for the entire trip.
  - Sit in a student-assigned seat.
  - Keep the seats free from damage and/or graffiti.
  - Students must keep their head, hands and arms inside the bus at all times.
  - Place trash in a wastebasket or waste bag and not on the floor.
  - Keep the bus clean.
- Failure to comply with the normal rules of good behavior will cause a report to be made to the school administration.
- Continued disobedience on the bus will cancel the privilege of riding on the bus.
- In the interest of safety, bus drivers have complete authority to control student conduct.
- Students are financially responsible for any willful damage done to the buses or any school vehicles.

## ATTENDANCE

This section covers the details on missing attendance for any reason.

## 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 unforeseen 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.
- 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 between :
  - **CC Campus:** 7:45 AM - 8:00 AM
  - **AG Campus:** 7:45 AM - 8:05 AM The day begins with a short morning assembly.
- It is illegal to leave your children unsupervised; therefore, parents must not drop students off at school 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.
- Students not in their seats by the first bell time 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,

BHA reserves the right to consider unforeseen circumstances on a case-by-case basis.

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

### **Early Arrival/Late Pick-up**

Your children will be supervised by school staff between:

- **CC Campus:** 7:45 AM and 3:00 PM Monday through Thursday, and on Friday from 7:45 AM to 1:30 PM.
- **AG Campus:** 7:45 AM and 3:10 PM Monday through Thursday, and on Friday from 7:45 AM to 1:30 PM.

### **After School**

- After-school care may be available at a rate of \$5.00 per child, per 30-minute increment, Monday through Thursday, until 5:00 PM, and until 3:00 PM on Fridays.

- It is not permitted to leave your child in the afterschool program after 5:00 PM. 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.

## **Early Dismissal**

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

- Report to the school office to sign out your child.
- The student will be brought to the office, accompanied by a staff member.

## **Regular time Dismissal**

- Students will only be released to those whose names were provided on the authorized pick up list, including siblings if they are of driving age and will be leaving the premises.
- Parents should follow the dismissal procedure for each campus. 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. Email your teacher directly to set up a time to conference. Teachers should respond within one business day to discuss your needs.
- For CC campus, please note that the Islamic Center of San Diego (ICSD) 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 15 minutes after dismissal time will be taken to the after-school program (or office at AG), and parents will be billed for the service.

## **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, the family must:

- Obtain consent from the Administration by filling out a Leave of Absence form in the BHA office at least 2 weeks in advance.

- Homework and assignments for the Leave of Absence may 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.
- Tuition for the duration of vacation should be paid in advance.
- 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.

## STUDENT WELLBEING

### Home Illness

- Students who have an illness that can spread to others must be kept home, especially if the 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.

### School Illness/Emergency

- **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

- 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 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 BHA 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 OR POCKETS.**

## Anti-Bullying Policy

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

All forms of bullying and cyberbullying by students are prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

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

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

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 online.

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



## **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, do not have any legal alternative except to make the report.

## **COVID Guidelines**

Our school remains committed to the health and safety of all students, staff members, and community. We will be following the SDCOE guidelines for K-12 schools in our decisions and policies.

## **Self-Screening**

- All staff and students should screen daily for symptoms before arriving on campus. Symptoms include fever/chills, cough, shortness of breath or difficulty breathing, fatigue or aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- If an individual exhibits any of the above COVID symptoms during the school day or during after-school activities, they will be screened with an on-campus antigen COVID test. If a student tests positive, we will notify parents immediately and begin isolation procedures.

## **Masking:**

Click [HERE](#) for more information about SDCOE masking guidelines.

## **Visitors/Volunteers**

All visitors and volunteers must check into the office before entering a classroom and/or workspace. Visitors must self-screen for symptoms and follow our on-campus protocols at all times during their visit.

## **Additional Safety Measures:**

For indoor spaces, air filters are still in place and ventilation will continue to be optimized. Hand hygiene (frequently washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes) will be encouraged among students and staff. Daily cleaning will

continue to remove any potential virus that may linger on surfaces, with specific focus remaining on high-touch surfaces such as door and sink handles and drinking fountains. Water bottle filling stations will continue to be utilized on campus.

## EMERGENCY PROCEDURES

### Drills

BHA conducts emergency drills annually. These drills focus on safety procedures for fires, earthquakes, and school lockdowns. Our staff are trained on these procedures, and students practice the drills near the beginning of each academic year.

### Lockdowns

In the event of an emergency, parents will be notified via phone, e-mail, or the Emergency Broadcast System. Please do not attempt to come to the campus to pick up your child in the event of a lockdown. No student will be released until the lockdown is lifted.

### Safety

BHA retains the right to search desks, book bags, student uniforms, and cars if suspicion arises. Reasonable searches of individuals may take place on rare occasions or during emergencies.

BHA retains the right to mandate drug and/or alcohol testing to be completed within a specified time period at a clinic approved by BHA. Any student required to undergo drug and/or alcohol testing will not be allowed to return to school until and unless the results come back negative.

## ACADEMIC POLICIES

### California State Curriculum

Bright Horizon Academy (1st-8th) curriculum adheres to the California Common Core Standards, Next Generation Science Standards (NGSS), subject specific content standards, and the school scopes and sequences for Arabic, Quran, and Islamic Studies. The curriculum taught at BHA includes:

- **Tarbiya Program:** Character Education
- **Quran:** Memorization, Reading, and Tafseer.
- **Islamic Studies:** Seerah & Islamic History, Aqidah & Ibadat, and Islamic manners.
- **Arabic:** Reading, Conversation, Writing, Vocabulary, and basic Grammar.
- **Language Arts:** Literature, Reading, Language, Spelling, Listening, Speaking, and Writing.
- **Math:** Concepts, Operational Skills, and Problem-solving.

- **Sciences:** Life Science and Physical Science.
- **Social Studies:** History, Geography, Cultures, Civilizations, and Government.
- **Physical Education:** Motor Skill Development and Nutrition.
- **Art:** Visual Arts, Performing Arts, and Media.

## Academic Concerns

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

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

When a struggling student demonstrates that they may have special needs, we can refer them to their neighborhood district for assessments. Should an IEP for services outside of our scope be suggested, we reserve the right to refuse re-admission based on our inability to provide the wrap-around services and support that are needed for their success.

When a struggling student who already has an IEP demonstrates that we are not able to meet their needs, we also reserve the right to refuse re-admission which is in their best academic interests.

## Academic Probation

Any student who does not maintain a C- grade in a subject during the school year will be placed on probation. While on probation, the administration 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 jeopardy.

## 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.

## **Early Promotion, K - 7th**

Families looking to promote their child to a grade above the grade they would normally enter, either within BHA or when coming in as a new student, the steps below must be followed:

1. The child's most recent report card will have to show that they are academically, emotionally, and socially advanced--this includes academic and citizenship grades.
2. The child's MAP scores will also be reviewed to reflect the child's readiness for a promotion. This means the MAP scores should show academic excellence in core subjects. For students registering with BHA, their standardized tests such as the SBAC will be reviewed.
3. The steps above will include conversations with the teachers who taught the student in the prior year if they are asking to be promoted from within BHA.
4. If these standards are met and the team decides that the child may be ready for the next step, the child will have to take the diagnostic test from the district. If the district documents in writing that the student can be promoted ahead, they can be accepted in the accelerated grade.
5. Upon acceptance, there will be a probationary period of 2 months. During this time, the teacher & administration will be assessing the child's maturity and academic success.

This is not applicable to students who are advancing to high school because grade determination in high school is all about meeting high school graduation requirements. Students are able to take concurrent community college courses to graduate from high school early, following guidelines that are outlined in our high school policies. Students and their families who are interested in this track would weigh the pros and cons with the high school guidance counselor.

## **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.

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.
- Working with the child to set a regular homework time.
- Encouraging the child to do his/her best in spelling, handwriting, neatness,

and accuracy.

- Remember that homework is assigned to the child, not the parent. The parent should be available as a guide and support.

As a general rule, no homework is to be assigned over breaks or vacations.

## **HIGH SCHOOL POLICY**

[Click Here](#)

## **STUDENT CONDUCT VISION & POLICIES**

Student conduct expectations are derived from the Holy Qur'an and sunnah of the Prophet (SAWS):

*You have indeed in the Messenger of Allah a beautiful pattern of conduct for anyone whose hope is in Allah and the Last Day, and who engages much in the praise of Allah. Qur'an 33:21*

*"The best among you is the best among you in conduct." Al-Bukhari and Muslim*

Bright Horizon Academy's goal is to foster a desire in the students to model the example of the Prophet (SAWS) in order to attain the character traits of a Muslim who seeks the pleasure of Allah (SWT).

This goal is the basis of all stages of the student conduct plan, Islamically guiding and advising on the best ways to behave, considering the following Islamic principles: Reverence for Allah, repentance (Taubah), respect, justice, and patience. References should be made to the Qur'an and lessons from the sunnah of the Prophet Muhammad (SAWS) whenever student conduct is addressed.

## **8 C's of Character**

Elementary students will concentrate on the following 8 C's of prophetic characteristics that will help them reflect on good manners and self-confidence. These characteristics are aligned with our overall schoolwide goals and will help build character for life while promoting positive behavior in the classroom environment.

- 1) **Consciousness:** Be aware of Allah (God), self, and community.
- 2) **Concern:** Have sympathetic concern for the situations of others.
- 3) **Consideration:** Be deliberately mindful of how one's actions affect others.
- 4) **Courage:** Even in adversity, stand for principles in which you believe.
- 5) **Control:** Have command over your desires and impulses; to abstain.
- 6) **Confidence:** Have self-assurance that comes from one's abilities and qualities.
- 7) **Consistency:** Have steadfast adherence to high principles.

8) **Contribution/Service:** Share and give of one's time and/or support.

These characteristics will help students develop skills in:

- Conflict resolution
- Self-reflection
- Relationship building

## **Muslim Graduate Profile**

In middle and high school, students will strive for six characteristics which will distinguish them as a good human being who accepts their role as a servant of Allah (abdullah) and His vicegerent (khalifah) on earth. Thus, students will be nurtured for growth spiritually as well as intellectually.

The characteristics focused on include:

### ***Characteristic 1— A Person of “Adab” (goodness)***

Adab involves the discipline of body, mind and soul. A person of Adab is one who is sincerely conscious of his/her responsibilities towards God; who understands and fulfills his/her obligations to himself/herself and others in society with justice, and who constantly strives to improve every aspect of himself/herself.

### ***Characteristic 2— A Person of “Sabr” (patience and perseverance)***

Students will develop the ability to remain spiritually and intellectually steadfast when encountering problems, facing opposition, experiencing setbacks, and dealing with unexpected or unwanted outcomes.

### ***Characteristic 3— A person of “Ihsan” (spiritual excellence)***

Ihsan encompasses love, cooperation, generosity, empathy, and sacrifice. A person of ihsan is someone who performs any work with excellence and sincerity.

### ***Characteristic 4— A Person of “Shukr” (gratitude)***

A person of shukr will develop the ability to know Allah as the Giver of bounties and learn to be pleased and satisfied with what is given. Gratitude may be expressed and developed through prayer, serving others, assisting those in need, and contentment.

### ***Characteristic 5— A person of “Ikhlas” (sincerity)***

A person with ikhlas is sincere in all his actions as being for the sake of Allah.

### ***Characteristic 6— A Person of “Mutawada” (humility)***

A person of mutawadi is humble in their speech and actions. They strive to keep pride or arrogance away from their heart.

## Classroom & Schoolwide Rules

In order to create an atmosphere that values education and respects the right of every student to learn and every teacher to teach, age appropriate rules and policies are established. Students will be taught these guidelines for every aspect of their day, inside and outside of the classroom, including events off campus. Students in upper elementary and above will also receive copies of these guidelines to sign and return.

The basic rules of a Muslim student at BHA fall into these categories which are the springboard for more specific classroom and schoolwide rules and policies.

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, including by not disrupting or interrupting classes through voice or actions.
3. **Follow directions of all BHA staff.** Listen when staff members speak and politely follow their instructions. .
4. **Keep hands, feet, and objects to self.** 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. This includes while standing up for what is right in an appropriate way. Differences also should be solved by talking and acting in a way that will not hurt anyone.
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.** Always be honest with others and yourself; also avoid making excuses for wrong behaviors.
8. **Be prepared.** Report to class on time with all necessary books and supplies.
9. **Keep the school clean.** Students should be proactive when keeping their school clean. Put trash in the garbage can and recycle when possible. At lunch and snack, throw away all garbage and make sure the table and floor is clean. Clean after yourself in the bathrooms and on the playground.
10. **Leave personal items at home.** Items such as gum, 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.

When rules are broken or policies not followed, interventions by teachers or administrative staff are implemented which start at the level of making students aware of their mistakes and providing the opportunity to correct them. For continued offenses, stronger consequences will be brought in, with student reflection at each stage.

All classrooms will have the same basic rules that maintain respect for all students and adults as well as facilitate a safe and supportive learning environment. Each classroom teacher will also teach students the particular routines and expectations of their classes. Teachers will share their particular rules and routines through their beginning of the year Welcome Letter and/or syllabus.

## Referral Behaviors

Certain behaviors are considered “**serious**” and will be addressed at the administrative level with parent notification and strong consequences:

- Obscene Language and Gestures
- Defiance/Extreme Disrespect
- Harassment/Intimidation/Threats/Bullying
- Physical Fighting/Harmful Physical Action
- Destruction/Vandalism
- Very Inappropriate Mixed Gender Interactions

Certain referral behaviors are “**severe**” and will include the BOE.

- Serious Theft/Attempted Theft
- Possession of Illegal Substances/Weapons
- Severe Bullying

## 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.

Not following schoolwide rules and routines will be recorded in JupiterEd by teachers for classroom behaviors and by an administrator for schoolwide, serious and severe offenses. Frequent offenses and serious/severe offenses will be tracked through a 4-step level system with the intent to help students develop the self-control and responsibility towards correcting their behaviors before reaching additional levels.

The chart helps everyone (students, parents, and school) know the standing of a student whose frequent or serious offenses have placed them on the chart and the consequences of continued offenses. Parents and students will always be notified when a student has reached the first level and



of any movement forward. Insha' Allah, by conferencing at each level, parents, students, teachers, and administration can discuss and develop ways to assist the student.

Level	Action	Classroom & Schoolwide Infractions	OR Serious Referral Behavior	OR Severe Referral Behavior
1	Teachers should consult with an assigned admin immediately when they feel a student is reaching this level. <ul style="list-style-type: none"> <li>Parent /Teacher /Admin conference.</li> <li>Behavior support plan implemented (BSP).</li> <li>Student reflection that demonstrates sincere repentance and desire to improve + a small action towards restitution.</li> </ul>	Received 4 total infractions (either classroom or schoolwide)	1st	
2	<ul style="list-style-type: none"> <li>Student Support Team conference (SST: Admin, parent, student, all involved teachers)</li> <li>Follow up of BSP.</li> <li>Student 1 page research on a companion who demonstrated a value to be strived for in improving the conduct displayed + reflection + an action of restitution.</li> <li>Detention/suspension of at least 1 day, depending on the severity.</li> </ul>	Received 4 additional infractions	2nd	
3	<ul style="list-style-type: none"> <li>Follow-up SST.</li> <li>Detention/suspension of 2-5 days</li> <li>Student 2 page report on advice gleaned from the Qur'an and how it can help them redirect themselves onto a better path of conduct + an action of restitution.</li> <li>Consultation with BOE; possible expulsion; conditional admission to next grade and BHA.</li> </ul>	As above.	3rd	1st
4	<ul style="list-style-type: none"> <li>Automatic expulsion. Re-enrollment evaluated.</li> </ul>	As above.	4th	2nd

**NOTES:** Advancing a level always follows the current level. (For example, if a student is already at level 1 and then receives a first referral, they will move to the 2nd level of the chart.)

The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the chart based on the severity of the case.

## Suspension

Students will be expected to complete schoolwork at home along with an appropriate reflection assignment. Whenever possible, when a student is to be suspended, their teachers will be contacted for any school books and materials that can be taken home to work on while suspended. All work is

due the day they return. Missed quizzes or tests will be taken upon return. No extra time will be allowed.

Before returning to class after a suspension, the student is required to meet with the assigned administrator before returning to class with their reflection assignment, plan for action of restitution, and any classwork that was completed. An appointment should be set at least 15 minutes before school starts in order to have time to let the student discuss their planned strategy for avoiding additional problems.

## **Expulsion**

After severe infractions or multiple suspensions and advancing to Level 3 or 4 on the Consequence Chart, expulsion is a possibility. Expulsion is for the remainder of the academic year, and if the expelled student wishes to return the following academic year, he/she must re-apply, meet all the conditions for admission, and have BOE approval for rejoining the school.

## **Appeals**

If a parent is not convinced that their child exhibited behavior that lowered their student on the discipline chart, they may submit an Appeal Form to the BOE within 48 hours. The appeal will only pertain to the discipline level and not any immediate consequences.

The BOE will choose a committee of 2 teachers (not including the one in dispute if applicable) and one member from the BOE to investigate the matter. The committee shall meet with the parents, the involved teacher (if applicable), and the administrator handling the behavior, then send back an assessment to the BOE within 72 hours. The BOE will then send out a final decision to those involved in the case within another 72 hours.

## **Representing BHA On & Off Campus**

Besides in the classrooms and on school grounds, students enrolled in BHA are expected to follow all guidelines anytime they are participating in a BHA activity or representing BHA in another fashion:

- While the student is attending any school-related activity regardless of when or where it takes place, whether it is during school time with a teacher accompanying or if it is after school hours.
- Whether it is on social media or in social settings and talking about other students, the school, or anyone associated with the school itself. Hurtful posts or comments about any student will be treated in the same manner as if at school. Negative comments about any aspect of BHA will indicate dissatisfaction with BHA and the appropriateness of continued

enrollment will be discussed with parents.

- When a school employee, parent or student is a victim of retaliation regardless of when or where it takes place.
- When criminal mischief committed on or off of school property or at a school-related event is deemed conduct detrimental to the safety, image, and/or well-being of BHA, its staff, students, and/or parents.