

PARENT/STUDENT HANDBOOK 2017-2018



Brighter Horizon School of Baton Rouge does not discriminate in enrollment or hiring practices.

A Full-Time Islamic school

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intentionally!!!

MESSAGE FROM THE PRINCIPAL

Assalamu Alaikum WarahmatuAllahi Wabarakatuh,

Dear Parents, Guardians, and Students,

By the Grace of Allah, SWT, and the help of our wonderful and dedicated staff, employees, and volunteers Brighter Horizon Islamic school initiates its 23rd year serving the Baton Rouge community with a successful past, a promising future and wonderful growth opportunities.

Welcome to the 2017-2018 school year at Brighter Horizon School, where we continue to instil Islamic Values and Academic Knowledge to develop student personality.

All of us, at Brighter Horizon School look forward to welcome students on August 10th, 2017. We are excited to see our dedicated families return and so many new faces enrolled inshaAllah.

The beginning of each school year is a time filled with hope and great anticipation of what is to come. Alhamdulillah, our staff, teachers and volunteers are prepared to make this year enjoyable and productive. We are committed to provide an excellence in education while nurturing Muslim character.

Finally, we are honored with the trust you have bestowed upon us in contributing to the Islamic education of your children and we look forward with enthusiasm and excitement to honor this trust throughout the school year. We ask Allah the almighty to help us succeed in our mission, Ameen.

The handbook contains detailed information about our school, structure, activities, procedures, expectations, and our Zero Tolerance Policy. In short, zero tolerance policy violations will result in a student's expulsion. Further, the local law enforcement may be called in for such cases. To avoid these consequences, we encourage parents to discuss with their children the importance of conducting themselves in an appropriate manner while at school or any school sponsored event. This handbook establishes your *right* as a member of the learning community and your *responsibilities* to others. It outlines the consequences for behaviors, which violate either the spirit or intent of the student handbook.

Like you, we want what is best for your child(ren) and for all the students at our school. Together, we can make this year rich in experience that lead to mental, moral, and spiritual growth.

I am honored to be able to continue to share my excitement as the team leader of Brighter Horizon School. I am looking forward to building a positive relationship with all the stakeholders of BHS: students, staff, parents and community members. May Allah (swt) help our school reach our goals by making our school successful in obtaining Advanc-ED Accreditation (SACS-CASI) and lead us on the path to continuous spiritual and academic improvement. May Allah (swt) allow us to create a positive and thriving educational environment for our students to learn and grow.

Thank you for your continuous support of our community's Islamic School.

Wa alaykum as salaam warahmatuAllahi wabarakatuh,

Sarah Malik
Principal



2017-2018 Calendar

Brighter Horizon School of Baton Rouge

1896 Wooddale Blvd, Baton Rouge, LA 70806
225-927-2521 / principal@brighterhorizon.net



10 First day of School
31 Eid-ul-Adha No school

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Students Return
15 M.L. King Jr. Day

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-4 Eid-ul-Adha
4 Labor Day
5 Students Return

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 No school (Mardi Gras)

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

1 Ashura

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Good Friday - NO SCHOOL

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11 Veterans Day
20-24 Thanksgiving Break

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-4 Spring Break
5 Students Return

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day
20-24 Thanksgiving Break

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-4 Spring Break
5 Students Return

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

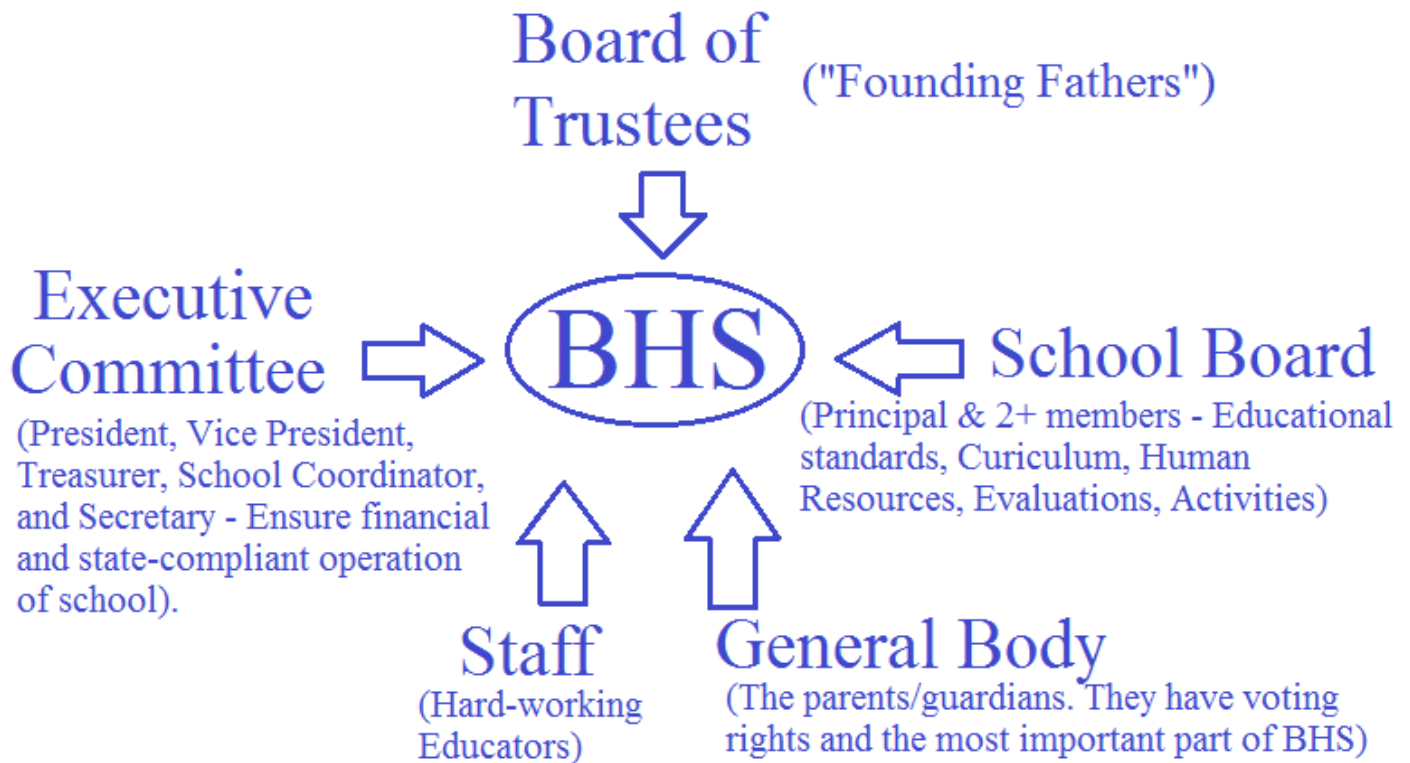
15-20 Midterms
21-31 Winter Break

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Last Day for Seniors
6 Seniors Graduation
15 1st of Ramadan
11-16 Finals
18 Last day of school
20 AWARD CEREMONY

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Structure



We need all five components of the school to function and work together in order to provide a quality education in an Islamic environment for our children!!!

Mission Statement

Brighter Horizon School's mission is to provide a safe, nurturing, and stimulating Islamic environment to enable its students to achieve academic excellence and prepare them to be morally and socially responsible citizens.

Philosophy

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

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

It is part of BHS's philosophy that:

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

PARENT RESPONSIBILITIES

Every child is unique. He/she is endowed with unique skills and abilities. It is our joint task (parents/school/community) to help the child to rise to his or her fullest potential. The home and the community have a direct impact on the growth and development of each child. The home is the first socializing agent. Hence, the family and parents have certain responsibilities and BHS expects that these responsibilities will be met:

⌘ Provide a caring and safe environment at home

⌘ Reinforce the Islamic principles and practices at home

⌘ Challenge your child to give his/her best

⌘ Encourage your child to participate in physical/outdoor activities

⌘ Read to your child every night ⌘ Read/review Quran daily

⌘ Keep TV/Screen time to an absolute minimum

⌘ Teach your child to respect everyone

⌘ Encourage your child to be kind and courteous

⌘ Encourage your child to respect the school and its staff

⌘ Ensure that your child attends school regularly and punctually

⌘ Make contact with the teachers through the proper procedure

⌘ Schedule appointments with the teachers through the specified procedure

⌘ Attend school activities and support your child

⌘ Become an active member of the Parent Teacher Organization (PTO)

⌘ Meet your financial obligations to the school

⌘ Volunteer your services in your fields of interest and for the benefit of the school

⌘ Send and pick up your child on time

⌘ Support the school and encourage other parents to enroll their children in the Islamic school

STUDENT RESPONSIBILITIES

We take responsibility for learning:

- ⌘ We arrive at school on time
- ⌘ We wear the proper uniform and we are well groomed
- ⌘ We have the materials we need for class
- ⌘ We demonstrate a serious and responsible attitude in our daily work
- ⌘ Homework is carefully and thoughtfully completed, and submitted on time

We settle our differences in a peaceful manner:

- ⌘ We respect other people's property and personal space
- ⌘ We respect other people's differences and embrace them

We are considerate to the needs and feelings of others:

- ⌘ We are silent in the Masjid
- ⌘ We use appropriate language at all times
- ⌘ We treat each other with kindness
- ⌘ We are willing to help each other
- ⌘ We are friendly and courteous

We do our best to follow the role model and example of the Prophet Muhammad (PBUH) in his actions, words, and especially treatment of others.

*I pledge today to do my best
in every subject at BHS.*

*I promise to obey the rules
in my class and in my school.*

*I will strive to be the best Muslim I can be
because Allah is watching me.*

*I will respect all staff and students,
and work towards my own self-improvement.*

*I ask Allah to grant me Knowledge, - Rabbi Zidni Ilma...
'Allaahumma innee assaluka ilman nafi'a, wa rizzqan tayyeebun, wa amalan
mutaqabilan
Ameen.*

FACULTY AND STAFF

BHS seeks those teachers who have the best academic credentials and who also demonstrate a conviction to follow the Islamic way of life.

We seek an effective mix of instructors combining experience from public school, colleges, private schools and other relevant vocations. We encourage these teachers to complete higher levels of training and to utilize their Louisiana State licensed educational experience for the greatest advantage of the school.

The faculty and staff are committed to the educational growth of all our children. They are specialists in the fields of Islam, Arabic, English, Math, Science, Social Studies, and Literature.

Additionally, every one of our teachers has other expertise that will be of benefit to our children's growth. At BHS the staff works as a team, not only with each other, but with the parents and community.

Volunteers also play an integral part in the supervision and instruction of the students. The homeroom teachers teach all academic subjects in PreK and elementary classes, upper school classes are taught by specialists for Science, Math, English, and Social Studies. There are special teachers for Qur'an, Arabic, and Islamic Studies for all classes.

We are indeed fortunate to have a principal, school board support, faculty, staff, volunteers, and parents who are dedicated to the cause of quality education and moral excellence.

THE SCHOOL SCHEDULE

The Normal School Day

The normal school day begins at 7:55 am. Students may enter the building after 7:45 am, reporting to the General Assembly Room. The tardy bell rings at 8:10 am.

Unexcused Tardiness

Any student who arrives late must report to the office and obtain a late-pass/tardy slip before he/she will be admitted to class. Students who arrive after a class or period has started may have to wait until the beginning of the next period to be admitted to class. (i) First Offence: warning (ii) Second Offence: \$1.00 late fee (iii) Third Offence \$5.00 late fee for every tardy thereafter. (This will be applicable per nine week term). Consistent tardiness is disruptive to the student's learning and to the functioning of the class.

When dropping their child at school in the mornings, Early Childhood or Elementary School parents may accompany their child to the child's classroom during the first 2-weeks of school. Parents must exit the building before the tardy bell rings at 8:10.

If a student enters the building after the bell has rang, a parent must sign the tardy-log in the principal's office. The student will receive a tardy slip and report to class. The student will not be allowed in his/her class after the bell rings without a tardy slip. A total of 5-tardies equates to one un-excused absence. If a student enters school after 4th period, the student is counted as absent for that entire day.

ELEMENTARY SCHEDULE

Homeroom	7:55-8:10
1 st Period	8:10 – 9:02
2 nd Period	9:02 – 9:55
3 rd Period	9:55 – 10:46
LUNCH	10:46-11:26
4 th Period	11:26-12:18
5 th Period	12:18 – 1:10
PRAYER	1:10 – 1:30
6 th Period	1:30 – 2:22
7 th Period	2:22 – 3:14
DISMISSAL	3:15 PM

EARLY DISMISSAL	
Homeroom	7:55-8:10
1 st Period	8:10-8:40
2 nd Period	8:40-9:10
3 rd Period	9:10-9:40
LUNCH	9:40-10:10
4 th Period	10:10-10:40
5 th Period	10:40-11:10
6 th Period	11:10-11:40
7 th Period	11:40-12:10

MIDDLE/H.S. SCHEDULE

Homeroom	7:55-8:10
1 st Period	8:10 – 9:02
2 nd Period	9:02 – 9:55
3 rd Period	9:55 – 10:46
4 th Period	10:46 – 11:38
LUNCH	11:38 – 12:18
5 th Period	12:18 – 1:10
PRAYER	1:10 – 1:30
6 th Period	1:30 – 2:22
7 th Period	2:22 – 3:14
DISMISSAL	3:15 PM

EARLY DISMISSAL	
Homeroom	7:55-8:10
1 st Period	8:10-8:40
2 nd Period	8:40-9:10
3 rd Period	9:10-9:40
4 th Period	9:40-10:10
LUNCH	10:10-10:40
5 th Period	10:40-11:10
6 th Period	11:10-11:40
7 th Period	11:40-12:10

The Louisiana Department of Education mandates that a State Approve School offer at least **177 days** of school, which means a student can be absent **ten days**. At BHS, a student must attend at least 165 school days to be promoted to the next grade. A student's absence may be "excused" in the event of extended personal illness, when verified by a physician. This means that you should obtain a note from your child's doctor/dentist when he/she is absent and send it to school upon their return, or send a handwritten note from the parent. The student is responsible for all make up assignments.

BHS allows the option for the student to attend makeup classes in order to make up missed instructional time. These makeup classes must be requested by parents in writing and may incur additional fees.

If a student has an excessive number of non-exempted absences, parents and legal guardians may make a formal appeal in accordance with the due process procedures established by the EBRPSS.

The normal school day ends at 3:15pm. Upon dismissal, students are to accompany their 7th period teacher to the Assembly Room. They should sit, in line, in their assigned area, until they are called for their ride. No child should leave the Assembly Room without the duty-teacher's permission. No horseplay is allowed during this time.

Each K-12 teacher will provide at least 40 minutes of free tutoring or club activity for their students during the week. This may be scheduled before school, after school, during school, or on the weekend.

Please pick up your child promptly. Please do not enter the building to pick up your child. Please wait in your car. Your child will come to you. We have several new teachers this year, as well as several new students. To assist in dismissal, parents are requested to hold up a sign in their car's window containing the family number of the child/ren to be picked up. Please write clearly, use large, bold letters, and print in English. Children will be dismissed from the door located on the right side of the main building, only.

Late pick-up begins at 3:30 pm. There will be \$5.00 for every 5 minutes charge thereafter.

If your child rides in a carpool, please send a letter to the school's office identifying who the drivers are.

NOTE: If a student is to leave the building with anyone other than those listed in school's office, that student should:

1. Bring a note, signed by the parent.
2. Bring it to the school's office during homeroom.
3. The parent should contact the school's office during the morning and verify the note, giving permission for the student to leave with the specified person.
4. The school's office signs off on the permission slip.
5. The student should pick up the permission slip at dismissal.

****If a student leaves with anyone other than with whom he/she is supposed to, he/she may be suspended.**

EARLY DISMISSAL DAYS

Early dismissal days begin at the same time as the normal school day (7:55 am). This day will end at 12 PM.

LUNCH

Lunch is not served by the school. The school places pizza orders every Friday, and tries to offer tacos or another lunch choice on Wednesdays. When offered, a letter or flyer will be sent home informing you of this ahead of time. Children should bring a nutritious lunch with them to school each day.

There are no facilities to refrigerate or heat foods. Please do not send frozen lunches to school.

No gum, candy, soft drinks, or haram foods are allowed in the school. No food is allowed outside of the designated lunchtime eating area. No food is allowed in the halls, classroom, Assembly Room, or playground area. Bringing lunch from fast food places should be used **only in cases of emergency**.

HOMEWORK

The Purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework times will be approximately:

KG 15-20 mins/day,
1-2 grade 30-60 mins a day,
3-5 grade 45-75 mins a day,
6-8 grades 1-2 hours a day,
9-12th grades 2-3 hours a day.

Blank/fill-in review sheets may be given out prior to tests and/or exams. Students are expected to keep notes, worksheets, quizzes, tests, and textbooks to study from before exams. They will be told which chapters, sections, etc. will be on the test/exam.

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

Grading System

The following numerical equivalents will be used when determining letter grades:

Letter	Numerical Range	Description	Letter	Numerical Range	Description
A+	97-100	Superior	C+	77-79	Average
A	93-96	Outstanding	C	73-76	Average
A-	90-92	Excellent	C-	70-72	Fair
B+	87-89	Very Good	D+	67-69	Below Average
B	83-86	Good	D	63-66	Weak
B-	80-82	Above Average	D-	60-62	Passing
			F	Below 60	Failing

PROMOTION

Students must obtain grades A, B, or C in all the subjects in each marking period, and 90% overall attendance for promotion. Grades D and F are considered failing grades at BHS.

Students who have failing grades in any three subject areas, especially Reading, Language, and

Math in three (3) of the four (4) marking periods will be held back. Such students would have been advised from the first marking period these grades were obtained.

High School: Students must earn a “D” or higher in order to receive credit for the course at the end of each semester. If a High school student fails an End of Course exam (EOC) in the Spring and Summer, they will need to repeat the entire course.

PARENT-TEACHER CONFERENCES

There will be formal Parent Teacher Conference afternoons scheduled every 9-weeks correlating with the issuing of report cards. Parental attendance is strongly recommended and may be mandatory in the case of at-risk students. Dates and details will be sent home with the students.

All parents must have at least one *formal* Parent-Teacher Conference per semester during the school year. This conference may be initiated by the parent or the teacher. It may be conducted over the phone if both parties agree.

Other Parent Conferences may be requested by the Parent or by the faculty or staff of Brighter Horizon School at any time during the school year. Any parent seeking conference with their child’s teacher should make an appointment to do so. (Unscheduled, quick exchanges of information, does not constitute a formal conference.)

Urgent requests for Teacher-Parent conferences should be satisfied with 24 hours.

PRAYER

All Muslim children, beginning in grade 1, are required to participate in Dhuhr prayer as prescribed by Quran and Hadith.

Elementary School girls should bring correct clothing to cover the whole body, except the hands and face. This clothing should be worn over the school uniform, if needed, and should be **properly labeled with the student’s name and grade.** *Freshly washed clothing is required on Friday.*

Any girl who is exempt from praying should **bring an excuse-note from her parent.** This note should be given to her Islamic Studies teacher during homeroom period. Unexcused prayer may result in disciplinary action and affect her Islamic Studies/Religion grade.

Middle and High School boys may be assigned the duty of leading salat, or otherwise participating in group-prayer. Refusing this assignment may result in disciplinary action or may affect Islamic Studies grade.

Good conduct during Zuhr prayer is mandatory. There is zero-tolerance for misbehavior during this time. Misbehavior or repeated misbehavior may result in suspension

OTHER SCHOOL WIDE RULES

Students are not allowed in the hall during normal classroom instruction hours unless accompanied by a pass from the teacher. Any student in the hall without a pass should be sent to the principal's office for disciplinary action.

No gum, candy, soft drinks, stickers, or toys from home allowed in the school. (Pre-K children may bring cuddle toy for naptime if needed.) **These items shall be confiscated by teachers and disciplinary action will be taken.** Principal will hold toys until the Friday following confiscation, if parents should choose to pick the toy up.

NOTE: *Teachers have Principal's permission to eat any food that they confiscate outside of the prescribed lunch area ☺.*

No running or loud noise allowed inside the building.

Children performing ablution must clean up behind themselves. There should be no water left on the walls or floor.

PARENTAL INVOLVEMENT

Research shows significant increases in student success rates when parents are more involved in their child's academic endeavors.

The No Child Left Behind Act, signed by President Bush, includes provisions for the involvement of parents in their child's educational process.

In efforts to assist our students towards Islamic and academic growth and development, Brighter Horizon School of Baton Rouge will offer both structured and unstructured opportunities for parental involvement. Parents should attend a minimum of 70% of the Parental Involvement Activities offered as such, or supported as such, by the school. Active Parental Involvement is encouraged and is one criteria of re-enrollment consideration.

Structured opportunities will consist of:

- An Orientation Meeting at the beginning of the academic year. Parental attendance is required.
- Workshops/Activities will be offered often, on a regular basis. See the Parental Involvement handout for dates/details. Parents should attend a minimum of 70%.
- Four Teacher-Parent Conference afternoons, correlating with Report Card distribution.
- Conferences requested by faculty, staff, administration or Board of Directors.
 - Parents should personally attend within 3 days of request, submit a valid excuse and re-schedule ASAP, or send an authorized adult.
- Classroom observations.

Unstructured opportunities will consist of:

- Student demonstration events such as Quran Recitation, Science Fair, Plays, Fall Festival, Cultural Heritage Fair, Diversity Dinner, Awards Days, or other Productions

- Field trip chaperone opportunities
- Regular volunteering opportunities (ex. 1 day per week for specific purpose)
- Voluntary assignment (ex. maintaining computer lab, playground committee, etc.)
- Ad hoc volunteering opportunities (ex. assist in class or school-wide project)
- Teacher-Parent conferences as needed

Parents are welcome to observe their child’s classroom with permission of the principal. If the teacher is not expecting you, please do not disturb his/her classroom or your child. In other words “be invisible”.

No parent or any other visitors should enter any classroom during the school day without knowledge and permission of the front office, prior scheduled appointment with the teacher, and must sign-in. Parents are not permitted to talk to students that are not their children or relative unnecessarily.

Visitors must sign-in in the school’s office.

Active Parental Involvement is encouraged and is one criteria of re-enrollment consideration.

UNIFORMS

The school uniform is to be worn at all times. It is the parent’s responsibility to check their child’s appearance. A child is expected to arrive at school neat and clean and to remain that way throughout the day. Children with improper, torn or seriously soiled uniforms will be sent home or will have to be provided with a proper uniform by the parent. See uniform policy for specific guidelines correlating to specific grade.

Each student is required to purchase a minimum of three (3) school shirts with BHS logos by the end of the school year. Personal neatness and cleanliness are important parts of Islamic etiquette. Third party provider of BHS’s school uniform is Uniform Mart on Airline Hwy.

UNIFORM INFORMATION

Pre-K, Kindergarten, and Elementary grades (1st-5th)

Boy’s light blue knit shirt - BHS logo required on field trips and other events

Boy’s navy blue uniform pants

Girl’s navy blue uniform jumpers - BHS logo required on field trips and other events

Girl’s light blue knit shirt or oxford uniform blouse

Girl’s skirts must be at least 3” below the knee. Girl’s should wear shorts or navy blue knit long-pants under jumpers, for modesty reasons. Jeans are not allowed.

Girl’s hair ribbons and bows must be conservative and match uniform.

Middle School grades 6-8

Boy’s navy blue knit shirt - BHS logo required on field trips and other events

Boy’s khaki uniform pants

High School grades 9-10

Girl's: black jilbab with BHS logo and any color hijab, which is not transparent, and which covers all hair, ears, and neck. Affordable and appropriate abayas can be purchased from East Essence.

Boy's: khaki uniform pants and white uniform shirt with BHS logo

General Information:

Boys uniforms

Only solid white undershirts are allowed under uniform shirts.

No baggy pants or jeans allowed.

Socks – solid white or navy socks are required at all times.

Shoes – white, navy, black, brown, beige, gray, or saddle oxford shoes (neutral colors) with leather sole. Shoelaces should match the colors in the uniform. Tennis shoes in black or white will be allowed. No light-up tennis shoes. No expensive, name brand tennis shoes allowed.

Jewelry – no gold allowed. No jewelry other than a watch.

Hats – Students are not allowed to wear hats inside the school.

Belts – should be navy or black

Girls uniforms

Shirts- no lace or trim

“Sqirts”, the shorts with a skirt front, are not allowed

Socks – solid white or navy socks, or solid navy, white or neutral tights may be worn. Socks, tights, or stockings must be worn at all times.

Shoes – White, navy, black, brown, beige, gray, or saddle oxford (neutral colors) shoes are allowed. Shoelace should be black, white or navy.

Abaya – Needs to be purchased by the school or a school-administration-approved abaya.

Jewelry – earrings and watches are allowed. No dangling earrings or expensive jewelry allowed.

No makeup or artificial nails allowed.

Hair

A student's hair shall be of moderate uniform length in the front, back and sides, being cut in a conservative hair style. Shaving (or carving) into the natural hairline, tinted, bleached, or dyed hair is not allowed. Male student's hair may not touch his collar. Parent should be aware of some types of hairstyles that are forbidden by our religion. al-Qaza' (lit. tufts), which is where part of the head is shaved and part is left. It was narrated from Ibn 'Umar that the Messenger of Allah (peace and blessings of Allah be upon him) forbade al-qaza'. Hair shall be neat and clean at all times. All Middle and High School girls are expected to attend all BHS events, ceremonies, field trips, and activities with full covering clothing and a headscarf regardless of full-time commitment.

Jackets

Only navy blue or white sweaters, jackets, windbreakers, and sweatshirts can be worn at school and in the classroom. Girls may not wear sweatshirts. No blue jean jackets are allowed. Coats or jackets worn to and from school and out in the playground may be of any color. These overcoats are not to be worn in the classroom.

All items of clothing should be labeled with the student's name.

Health and Security

GENERAL

Our child's health and safety are of major importance to us all. At the time of enrollment, parent/guardian must bring in the required health forms (Immunization records, good health form if applicable). All immunizations are to be kept up to date or your child may miss several days of school. Parents should ensure that their children come to school equipped to deal with the weather.

SICK CHILD AT SCHOOL

A child who becomes ill during the day will be isolated with a staff member. Parents will be notified and asked to pick up the child immediately. If a seriously ill child is not picked up promptly, emergency procedures will be put into effect. You will be called if your child: ☐ Has a fever ☐ Has diarrhea ☐ Begins vomiting ☐ Has head lice or nits ☐ Displays symptoms of communicable disease (heavy green discharge, reddened eyes, sore throat, and headache), abdominal pain, and suspicious rash or unusually lethargic behavior. ☐ Complains of an earache

It is the parent's responsibility to notify the school if the child is sick or if the child has any allergy. The parents must also state in writing what action the doctor has recommended.

DOCTOR'S AUTHORIZATION TO RETURN TO SCHOOL

A doctor's note is required for a child to return to school especially for Pre-K and after 3 days of illness.

☐ A doctor's note will also be required, as follows:

☐ If your child had a fever of 101 degrees or more during the previous 24 hours.

☐ Before any medication will be given including over the counter drugs.

☐ For a child returning to school after an illness requiring a prescription medication. The note must indicate that the child is not contagious and may return to school.

☐ For a child who has been sent home with diarrhea/vomiting and wishes to return to school the next day.

- ⌘ For a child returning to school after a communicable disease such as chicken pox, strep throat or bronchitis.
- ⌘ If your child has a heavy nasal discharge or persistent cough.
- ⌘ No student is allowed to take any medications without the prior permission of the office.

Also, students needing to take medication should report to the school office during lunch or other break time to be observed by the school administrator. Students are not allowed to carry their medication around with them; it should be kept in the office.

Note: Although a child has a doctor's note, the child must be physically able to participate in a group setting in order to return to school. The final decision rests with the school administration.

ADMINISTRATION OF MEDICATION AT SCHOOL

No internal medication, orally or otherwise will be administered by any school personnel without the written permission of the parents. All medications must be turned into and dispensed through the office. Parents must sign the medication authorization form.

ILLNESS OR INJURY

Any type of illness or injury that occurs at school is to be reported immediately to the office. If it is a minor injury it will be treated and the child will be returned to his/her class. The parent will also be immediately contacted. The teacher will prepare and file the report in the incident/accident folder. If the illness/injury is serious and parent does not respond, then the person listed as an emergency contact we will be called. If no one can be reached the child's physician will be called. If necessary, 911 will be called. It is critical for any change in address, telephone number, doctor or emergency contact person should be reported immediately to the school's office.

EMERGENCY CONTACT

The parents are requested to complete an emergency contact form each year for each child. This information must be updated immediately with any change so as to ensure that contact can be made in the event of illness, accident, injury, incident, or emergency dismissal of school.

MEDICAL APPOINTMENTS

The parents should make every effort to schedule medical and dental appointments on non-school days. Parents are requested to advise the office the day before the appointment and the time the students will have to be released.

CO-CURRICULAR ACTIVITIES

BHS promotes and encourages a variety of activities to support the schools mission and vision. Teachers assist in and motivate students to participate in special events and activities, both cocurricular and extracurricular. The current facilities of Brighter Horizon school provide the opportunity for the physical growth of the student body and will also provide opportunities and outlets for creative, developmental and physical growth.

FIELD TRIPS

Throughout the school year, students will participate in experiential learning through regular field trips. Trips will correlate to their curriculum and provide students with an opportunity to experience and internalize learning. There will be a minimum of 2 field trips for each grade level, however we aim to schedule more.

COMPETITIONS

There will be an annual qualifying competitions as well as all-school competitions. Students will have the opportunity to qualify for the National Geography Bee (1 student will win and represent the school), the Chemistry challenge (3 students are chosen from Middle school), Math Counts competition (up to 4 students are chosen from Middle School), ExploraVision science project (All of Middle and High School), University Islamic Financial Essay competition (All grades 1 – 12), Math Kangaroo competition (All grades 1- 12), Accelerated Reader points competition, School Quran Competition (grades Pre-K to 12th), and class poetry and speech competitions. Other competitions and opportunities may be added to enhance and enrich our students' experiences. Awards may be distributed immediately or given at the end of the school year.

SPORTS

Brighter Horizon School is pleased to offer an all-boys soccer team for boys in 1st & 2nd grade, 3rd & 4th grade, 5th & 6th grade. We are also pleased to offer a girls soccer team for girls in 4th-6th grades. Our school has won trophies and awards in 2015 and 2016 for kids amazing sportsmanship. Registration takes places directly with the Baton Rouge Soccer Club on Lobdell.

Brighter Horizon school is pleased to offer boys basketball for grades 7-12 and girls basketball for grades 7-12 through either the YMCA, Team Sportsplex, or the LAYBOA. Registration information is available in the beginning of August and must be completed by August 20th of each school year.

ASSESSMENTS

Assessments are designed to provide timely information on each student's proficiency and to provide struggling students with additional time and support for learning.

SPECIAL ASSIGNMENTS/PROJECTS

Teachers will identify and assign particular projects/special assignments related to the class work. Guidelines will be given on what and how to do them, as well as dates for submission. These activities will encourage research, creativity, and scholarship. The final presentation will be graded.

TESTS AND QUIZZES

Regular testing is essential for evaluation of students' work. Teachers will observe a regular schedule of tests and quizzes. Children on excused absence will have a chance to take the makeup test or quiz they missed.

EXAMINATIONS/FINAL TESTS

Students will receive mid-term and final exams. Examination results will serve as the major factor in determining student's final grades for each marking period. Every effort will be made to avoid more than two tests on any given day in any group of subjects. A test re-take will be decided by the teacher and the principal.

DISCIPLINE

Brighter Horizon School uses an Assertive Discipline Plan school-wide to deal with general conduct and discipline, according to the guidelines provided by Louisiana Department of Education's Bulletin 741. Assertive discipline is a positive, systematic approach to discipline during the school day. This approach enables teachers to set firm consistent limits for students, while at the same time remaining cognizant of the student's need for warmth and positive support. Each classroom has several general rules of conduct posted. School-wide rules for the halls, rest rooms, playground, library, etc., are also posted in the school. Students who choose to misbehave will have clearly stated consequences for their behavior according to the Discipline Policy.

The Discipline Policy and rules of conduct will be discussed thoroughly with the students during the first and second week of school. Parents are kept informed of their child's behavior. All of the rules and the specific consequences are discussed with the students. Parents are asked to reinforce the program by following through with specific consequences at home.

Regarding students having multiple disciplinary actions: Parents should support the recommended course of disciplinary action, including the assistance of outside resources.

Any student defacing or otherwise abusing school property will be responsible for restoring or replacing school property. Any child responsible for restoring (cleaning, painting, etc.) school property will do so during normal after-school detention time or at another scheduled opportunity.

After school detentions will be held from 3:25-3:45pm. Please pick up your child promptly.

If students, teachers, and parents work together as a team, the learning environment in the classroom will be very positive and rewarding. The purpose of consequences is to change undesirable behaviors (both by reward and punishment) and guide the student to positive behaviors, insha Allah.

DISCIPLINE POLICY:

The four basic premise of our Discipline Policy System are:

1. Every student should act as a Responsible Muslim.
2. Every student has the right to learn.
3. Every teacher has the right to teach.
4. No student will prevent a teacher from teaching or a student from learning.

Our basic rules are for the safety of the children and the enrichment of their learning process. The policy below states what is expected of all the students with respect to behavior, but do not limit the disciplinary actions that can be taken.

LEVEL I BEHAVIORS & CONSEQUENCES

CONDUCT THAT HENDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Negative behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in negative behavior to the school administrator until the student has earned three (3) Negative Behavior Points, or has violated a Level III Behavior. Thereafter the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

The list of violations below is not all-inclusive, but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to the school's discretion.

BEHAVIOR	DEFINITION	LEVEL I CONSEQUENCES =
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.	Each instance earns 1 Negative Behavior Point
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	
3. Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	<p>Early Childhood & Elementary School:</p> <ul style="list-style-type: none"> ○ Parent should send a valid excuse note.
4. Violating Classroom or School Wide Rules	<ul style="list-style-type: none"> ○ Not following the posted classroom rules; includes eating or drinking in any non-lunch-room; no gum, candy or soft drinks allowed ○ No excuse note for missing salat. ○ No hall/office/toilet pass, or being other than where permitted ○ Gum, overly-sweet or carbonated drink, or possession, or candy possession. ○ Running or loud noise in the hallway ○ Not cleaning behind him/herself, including after abalution 	<p>Middle School & High School:</p> <ul style="list-style-type: none"> ○ Student's primary responsibility. ○ Parent may bring replacement, student may be excluded from attending classes, parent may send a valid excuse note
5. Violating Uniform Code	Being out of uniform by way of not wearing all the required uniforms, not being clean, or being torn or otherwise sloppy in appearance. Student must be appropriate uniform in order to attend class.	<ul style="list-style-type: none"> ○ If note sent from home: ○ Bring to school's office before attending homeroom
6. In hall without a pass	Being out of class without proper authorization; includes being in computer lab, science lab, library, on playground, etc. without specific permission from a teacher.	<ul style="list-style-type: none"> ○ Obtain school's permission to enter class. Parent may be contacted. ○ Student must carry excuse note with him/her throughout the day <p>NOTE: Repeated violation of Uniform Code may result in additional points and/or suspension.</p>

LEVEL II BEHAVIORS & CONSEQUENCES

SERIOUS MISCONDUCT

A student charged with a **Level II** violation shall be subject to the disciplinary actions listed below. This means that lesser penalties may be assessed depending upon the facts and circumstances but not a greater penalty than listed shall normally be applied. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seems to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for the imposing a lesser or harsher penalty must be documented. In any case, parent/guardian contact will be made through written communication.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

BEHAVIOR	DEFINITION	LEVEL II CONSEQUENCES
7. Academic Misconduct	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. Chronically, not having homework.	<u>2 Negative Behavior Points</u>
8. Defiance	Refusing to comply with a reasonable request by a staff member/ disrespect to an employee or a student/ refusing to complete work, labs, projects, or other assignments given by the teacher/ lying	
9. Fighting or Assault	Hitting, pushing, kicking, or otherwise making harsh contact with a student. <i>Automatic Suspension for all parties involved. If student is in High School, the Police may be contacted. Student will not be allowed to make up for the missed classwork.</i>	

10. Inappropriate Language	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodies gestures/ derogatory remarks/ teasing/joking/ passing notes/ non-academic conversation between boys and girls, et all. This includes back talking to teachers or any staff member. Responses to adults should include “yes/no ma’am/sir” and should not include or be limited to “uh-huh or nope/yeah” or head nodding.	
11. Tardiness to class or salah (prayer)	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher. Not reporting to the prayer on time (written exemption mandatory for girls, signed by parent). Inappropriate behavior during prayer, including (but not limited to) playing, pushing, unnecessary talking, laughing, etc..	
12. Make-up Possession	Possessing, wearing, or applying cosmetic products; including nail polish or artificial nails; including wigs or hair extensions.	
13. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	

Any student defacing or otherwise abusing school property will be responsible for restoring or replacing school property. Any child responsible for restoring (cleaning, painting, etc.) school property will do so during normal after-school detention time.

*EBRPD = East Baton Rouge Police Department will be notified only when necessary for illegal acts.

LEVEL III BEHAVIOR & CONCEQUENCES

CONDUCT THAT IS SERIOUS OR ILLIGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY

Brighter Horizon School has a extremely-low tolerance policy for all **Level III** misconduct. A student charged with a **Level III** violation will be subject to an open suspension of up to 10 days and a recommendation for expulsion to the school board and/or legal action. The proper authorities will be notified in the event that a student commits any illegal act.

Parent(s) or guardian(s) will be required to meet with BHS personnel and the proper authorities. This list of violations is not inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

BEHAVIOR	DEFINITION	LEVEL III CONSEQUENCES
14. Extortion/ Intimidation/ Bullying	Threatening another verbally or non-verbally by inflicting fear, damage to property, or instigating or encouraging misconduct	<p style="text-align: center;"><u>3 Negative Behavior Points</u></p> <p>Violation requires Principal assignment of points and may have more than 3 points assigned.</p> <p>Any student defacing or otherwise abusing school property will be responsible for restoring or replacing school property. Any child responsible for restoring (cleaning, painting, etc.) school property will do so during normal after-school detention time.</p>
15. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	
16. Graffiti	Writing on or defacing of any property such as walls, desks, books, ect.	
17. Immodest Behavior or Physical Contact	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both inside and/or outside of the school. This includes gestures or innuendos that might attract negative attention.	
18. Leaving Building	Exiting the school building without proper authorization	
19. Smoking	Possession or consumption of tobacco or any such products on or off school property	
20. Driving without a license	Operating a vehicle without a license	
21. Inappropriate Language with an adult	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodies gestures/ derogatory remarks/ teasing/joking/ passing notes/, et all when talking to teachers or any staff member or volunteer. Responses to adults should include “yes/no mam/sir” and should not include or be limited to “uh-huh or nope/yeah” or head nodding.	
22. Leaving the school’s premises without permission.	Leaving the school’s premises without written permission from parent and school’s office.	

23. Disruptive Behavior during Salat time.	Engaging in any conduct that causes or results in the breakdown of the orderly process of salat and/or salat activity such as wudu, walking to prayer, et all. This begins at the adhan and ends when you enter your next classroom.	
24. Electronic and other communication devices	Using, displaying, or possessing any electronic deices on school property without approval. This includes pagers and cell phones.	Electronic or communication devices may be confiscated until the end of the school year

* BRPD = Baton Rouge Police Department will be notified only when necessary for illegal acts.

LEVEL IV BEHAVIOR & CONCEQUENCES

CONDUCT THAT IS SERIOUS OR ILLIGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY

Brighter Horizons School has a zero tolerance policy for all **Level IV** misconduct. A student charged with a **Level IV** violation will be subject to immediate expulsion to be finalized by the BHS Board. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with BHS personnel and the proper authorities. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

BEHAVIOR	DEFINITION	LEVEL IV CONSEQUENCES
25. Alcohol, Drugs, or Intoxicants Possession	Possession or consumption of alcohol, drugs, or intoxicating substances on or off school property	<ul style="list-style-type: none"> ➤ <u>Immediate Expulsion</u> ➤ Mandatory review by Board of Directors ➤ No possibility of future enrollment ➤ EBRPD notified if law is broken
26. Arson or Attempted Arson	Intentionally burning or attempting to burn any school property	
27. Assault on Teacher/Staff	Striking with the intent to inflict or inflicting bodily harm	
28. Assault Weapons or Gun Possession	Having, displaying, or pretending to have an assault weapon or gun	
29. Pornographic Materials Possession or Accessing	Bringing, possession of, accessing, or displaying of pornographic materials including but not limited to pictures, magazines, books, web sites, discs or videos	
30. Theft	Stealing, attempting, to steal, possessing or transferring school or private property/ participating in the theft or attempted theft of school or private property	

Penalties for Earning Behavior Points

****NOTE** *Negative Behavior Points Accumulate***

1 Point	Written notification to parents AND 1) Denial of class privileges 2) Confiscation of property (when applicable) 3) Community service compensation	
2 Points 3 Points	Written notification to parents AND Parent conference 1) Denial of class privileges 2) Confiscation of property (when applicable) 3) Community service compensation	
4 Points	Administration Notification AND After-school OR Before-school detention AND Parent conference	
5 Points	Minimum 3-day suspension from BHS	
	2 nd Suspension	Re-admittance ONLY by permission of Board of Directors, following formal review, including both parents and student; POSSIBLE EXPULSION; POSSIBLE NO RE-ENROLLMENT
	3 rd Suspension	Expulsion for remainder of academic year and barred from enrollment in following academic year

PARENT INVOLVEMENT/VOLUNTEERING

There are several occasions during the school year when parents are particularly encouraged to attend. Parents are required to serve 20 volunteer hours during the school year. It is 20 hours per family and there are many opportunities to fulfill the requirement.

⊖ Open House

⊖ Orientation Day

⊖ Academic Awards Programs

⊖ In school competitions

⊖ Parent Seminars

⊖ Chaperoning Field Trips

⊖ Assisting in classrooms

⊖ Reading books to students

⊖ Participating in PTO meetings and fundraisers

FUNDRAISING

The operation of a school requires a great deal of financial resources. Parents are encouraged to participate in all fundraising activities and are requested to actively involve relatives, friends and other community members in these pursuits. May Allah (SWT) accept our efforts and include us among those parents who have fulfilled their obligations towards their children's education. Ameen!

VOLUNTEERS

Each family is required to perform 20 hours of service in the school or for school activities. A hadith of the Prophet (SAW) said: "Every Muslim is obliged to do an act of charity every day."

PTA

Following extensive research and experience over many years, the National PTA maintains that "*Parent and family involvement increases student achievement and success.*" National Standards for Parent/Family Involvement Programs were developed by the National PTA in collaboration the National Coalition for Parent Involvement in Education (NCPIE). These standards were created to be used in conjunction with other national standards to support the overall learning and success of children.

Parental involvement is actually one of the eight National Education Goals:

Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

There are many different ways that you, as a parent, can get involved in your children's education and the school they attend. You can:

- Attend and participate in school activities such as Open House, sports events, class trips, fundraising events, and book fairs (there are many more).
- Get to know your child's teacher(s) personally. Encourage frequent communication and make yourself available to your child's teacher(s).

The best way to have a sustainable PTA is by identifying a group of parents who share your interest. Organize a parent's meeting to begin discussions about formation of a PTA. In most cases, once this first meeting is past the effort will take a life of its own.

GRADUATION & AWARDS

BHS celebrates the achievement of its students at three separate occasions during the school year. The first ceremony is after the students participate and compete in the Quran competition, which usually takes place in October. The second ceremony is in December at the end of the 1st half of the school

year, where we award our Honor roll and Principal list students for their academic excellence for the first 18 weeks of school. The last ceremony is the Moving Up & Graduation ceremony at the end of the school year in May (12th grade Seniors have a separate ceremony). At our ceremonies we always recognize and distribute achievement awards to our hardworking students.

Dismissing Students, Parents, and/or Staff

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

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

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

ENROLLMENT OR RE-ENROLLMENT

Age requirements

Pre-K3	Students must be three years old by September 30 th
Pre-K4	Students must be four years old by September 30 th
KG	Students must be five years old before September 30 th
1 st grade	Students must be six years old by September 30 th

In any grade level, a student should not be more than two years older than the average age of the students in that grade level. Also, in grades 2-10, a student should not be more than two years younger than the average age of students in that grade level.

Probation Period – INCLUDE HOW STUDENTS CAN BE DISMISSED FROM THE SCHOOL FOR POOR ACADEMIC PERFORMANCE AFTER MEETINGS, TUTORING, ETC....

All new students accepted into BHS are accepted on a 9-week probationary period. If, at any time during that period, the school feels that they are not a good fit for BHS, they may be asked to leave.

Brighter Horizon School abides by the State of Louisiana’s Public School System’s age requirements for admission and re-admission for grades Pre-K, Kindergarten, and 1st grade, unless standardized test scores support appropriate placement otherwise.

Factors to be considered for re-enrollment will include, though not limited to:

1. Grades (prior 2 years)
2. Discipline history (prior 2 years)
3. ESL screening

Including screening scores for prior 2 years

If a student does not score a minimum of “D” score, on scoring table in which “F = Fluent”, then the student must participate in a structured ESL program until receiving a minimum passing grade of “D”

If a student scores “D”, on ESL test in which “F = Fluent” then the student may be admitted, but on probation for one year, having classroom grades evaluated each grading period. Failing classroom grades or Disciplinary actions may warrant expulsion.

4. Parental Involvement; according to school’s policy written in school’s Handbook
5. Family support of guidelines required by the school’s Handbook.
6. Student and/or family interviews may be required.

Promotion from one grade to another (or one level to another) during the academic year:

If a student in grades Pre-K through 8th grade should meet all criteria required, and if the Admissions Committee deem it appropriate and in the best-interest of the student, then the student must be promoted to the (a) next grade or (b) most appropriate academic level in each specified subject (i.e. leveling).

SCHOOL VISITORS

BHS encourages parents and other community-members to visit the school and believes there are many potential benefits which can result from increased interaction with the community. At the same time, BHS has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting BHS facilities from misuse and/or vandalism. Therefore, limitations may be placed on visitors to avoid these disruptions. Administrators shall have the authority to consider the purpose of the visit and the impact of the visitor's presence will have on the staff and students before approving such a visit.

General Definitions of and Requirements for School Visitors

- A. A visitor is defined as any person seeking to enter the school premises who is not a paid employee of the school or a student NOT currently enrolled at the school.
- B. All visitors must report to the front office when arriving and/or leaving the school premises.
- C. All visitors are required to wear an appropriate form of identification while on the school premises.
- D. All visitors must obtain authorization from an administrator in advance of his/her visit, whenever possible.
- E. Visits are limited to 10 minutes and visitors will be paged when their time is up to minimize class disruption and losing instructional time.
- F. Parents may only visit a teacher's classroom in the beginning of the day during homeroom or at dismissal. Parents can also schedule a meeting with the teacher during their planning time.
- G. All visitors must comply with BHS policies, administrative rules and regulations at all times.

PROSPECTIVE STUDENTS

Prospective Students are permitted to spend ONE day at school to attend classes with their peers. This visit must be scheduled in advance and approved at least one day prior so all teachers and staff are aware. Student visitors that are prospective students will have to follow all rules and attend lunch and prayer like normal students.

Playground/Playing outside

Students will always have recess and P.E. when weather permits. BHS requires a detailed note sent to teacher and principal for request to stay indoors for health/concerns. BHS will provide professional development opportunities for parents and staff to receive 1st aid and CPR/safety training.

CELLPHONE/ELECTRONICS POLICY

Students are encouraged to leave their electronics and cellphones at home. Only seniors are permitted to have their phones with them all day on school premises. All other grades are required to turn it in during the morning assembly and will receive it at the end of the day. If found using them in classroom or in halls, the cellphone will be confiscated until the end of the day and repeated offenders will be written up.

Birthdays

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

PARTIES

There will be no classroom parties unless approved one week in advance by principal or director. Only Halal food or drinks are to be served. **ABSOLUTELY NO BIRTHDAY PARTIES**

Gifts

BHS administrators, teachers and staff cannot accept gifts from parents or students. Parents or students wishing to give gifts must give them to the school and not to individuals. For example, if a parent wishes to bring flowers or chocolates in recognition of Eid, the parent must leave the flowers/chocolates in the Staff Lounge for access by all. Likewise, if a parent wishes to make a financial donation, it can be made to a certain department for equipment, books, activities, etc. Administrators will then designate the funds as needed most. Donations are to the school and not to a specific teacher or classroom.

Restricted Foods

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

- Soda & Caffeinated Drinks (Tea, Coffee, Energy drinks etc)
- Gum
- Candy
- Pork Products
- Alcohol or products containing alcohol

Student Photographs &/or Videos

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

Distribution of Written Materials on Campus

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

ACCIDENTS/INCIDENTS

1. First aid kit is located in each building and can be easily located in the office.
2. Gloves must be worn before dealing with any bodily fluids.
3. Appropriate first aid kit will be administered:
 - a. Bumps and bruised iced.
 - b. Cuts/scrapes washed with soap and water, cleaned with alcohol pad and Band-Aid.
 - c. Insect bites rinsed with cool water, ointment available for anti-itch (Benadryl).
4. All accidents/incidents must be reported by the teacher to the front desk.
5. An incident report is filled out and a copy is kept in the students file. The original is sent home to the parent to acknowledge, sign and return.

Bullying Policy

- BHS strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of AYA to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.
- All forms of bullying and cyber bullying by students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.

- Complains of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- BHS shall annually inform students that bullying and cyber bullying of students will not be toleratred.

LOCKER AREA RULES

- Lockers are to be used to store books, school supplies and personal items deemed necessary for use at school.
- Lockers are not to be used to store items that can cause interference with school purposes or educational function, or which are forbidden by state or local laws, or school rules.
- Students are expected to keep their lockers in a clean and orderly manner.
- Students may go to their lockers before and after each period.
- BHS reserves the right to inspect lockers and locker contents at any time, without notice and without parent/guardian permission or student consent to ensure that they are being maintained in accordance with the rules set by the school.
- BHS shall not be obligated, but may request the assistance of Law Enforcement officials in inspecting lockers or their contents for purposed of enforcing school policies only if such assistance is required.

GRIEVANCE PROCESS

En sha Allah, may Allah (SWT) bless us all that we should never have a grievance that would not be settled honorably.

If parents should ever have any concern regarding matters occurring in their child's classroom, they should:

- 1) Talk to their child's teacher. Concerned teachers, always appreciate honest concern coming from any parent, when done in a respectful manner. If after meeting with your child's teacher, you still have concerns, then make an appointment to meet with your principal.
- 2) If after meeting with your child's principal and attempting problem resolution, you still have concerns, you may formally submit your complaint to the BHS School Board. Please submit your initial complaint, the process to date, the attempts at problem resolution, and the current complaint, accompanied by any supporting documentation. Please allow time for proper investigation before actually meeting.
- 3) If after meeting with the BHS School Board, you still have valid complaint, you may formally request a meeting of the BH Executive Committee. Please submit your initial complaint, the process to date, the attempts at problem resolution, and the current complaint, accompanied by any supporting documentation. This meeting should be scheduled within one week of the formal request.
- 4) If after meeting with the BH Executive Committee, you still have valid complaint, you may formally request a meeting of the BH General Body. This request should be made to the BH Executive Committee, in writing. Please submit your initial complaint, the process to date, the attempts at problem resolution, and the current complaint, accompanied by any supporting documentation, along with a proposition. A meeting of the BH General Body should be called for within 7 days and should be scheduled within 2 weeks of receipt of the formal request.
- 5) The meeting of the General Body should allow ample time for all parties involved to thoroughly explain their position in the GRIEVANCE PROCESS and time to answer questions formally submitted by the General Body, which contain the name of the questionnaire. The last party to be represented should be initiator of the GRIEVANCE PROCESS. After all parties have been represented a vote from the General Body should elect to implement the proposal or not.

These guidelines serve as a general overview of the policies and procedures regarding students and families at Brighter Horizon School.

Parents will be notified of any modifications in writing.

Brighter Horizon School of Baton Rouge

1896 Wooddale Blvd.
Baton Rouge, LA 70806
(225) 927-2521

**** A Full Time Islamic School ****

Dear parent,

Please fill in this page and return to the school, so we may have a record you have received the current student handbook.

Thank you,

Sarah Malik, Principal

Handbook Agreement Statement

I have read and fully understand the consequences that are incorporated in the Handbook for the 2015-2016 academic year at Brighter Horizon School of Baton Rouge.

Name of children attending Brighter Horizon School of Baton Rouge and grades of each:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent's Name

Parent's Signature

Date