

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 by following Islamic principles and characteristics of a good Muslim. References are 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. Differences need to be solved by talking and acting in a way that will not hurt anyone.
3. **Follow directions of all BHA staff.** Listen when staff members speak and do as told to do.
4. **Keep hands, feet, and objects to self.** Keep hands, feet, and objects to self even when playing. Do not hurt or bother other students.
5. **Use clean language and speak in an appropriate tone of voice.** Use clean and respectful language. Do not disrupt or interrupt classes through voice or actions.

6. **Safeguard and protect all masjid, school, and private property.** Treat all property with care. Do not break, take, or write on things of others.
7. **Be honest and truthful.** while standing up for what is right in an appropriate way
8. **Be prepared.** Report to class on time with all necessary books and supplies.
9. **Keep the school clean.** Put litter in the trash can. Keep classrooms and school clean. Put trash in the garbage can. At lunch and snack, throw away all garbage and make sure the table and floor where sitting is clean. Clean after yourself in the bathrooms and on the playground.
10. **Leave personal items at home.** Items such as toys, videos, cosmetics, knives, glass jars, etc. do not belong at school. Objects that are dangerous, toxic, illegal, or forbidden by Allah are strictly not allowed.

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
- Inappropriate mixed gender interactions

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

- Theft/Attempted Theft what type of theft goes to BOE–phone, laptop
- Possession of Illegal Substances/Weapons
- Severe Bullying specify what makes it severe

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 Jupiter Ed 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 & School Wide Infractions	OR Serious Referral Behavior	OR Severe Referral Behavior
1	<p>Teachers should consult with an assigned admin immediately when they feel a student is reaching this level.</p> <ul style="list-style-type: none"> Parent /Teacher / Admin conference. Behavior support plan implemented (BSP). Student reflection that demonstrates sincere repentance and desire to improve + a small action towards restitution. 	Received 4 total infractions (either classroom or schoolwide)	1st	
2	<ul style="list-style-type: none"> Student Support Team conference (SST: Admin, parent, student, all involved teachers) Follow up of BSP. 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. Detention/suspension of at least 1 day, depending on the severity. 	Received 4 additional infractions	2nd	
3	<ul style="list-style-type: none"> Follow-up SST. Detention/suspension of 2-5 days 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. Consultation with BOE; possible expulsion; conditional admission to next grade and BHA. 	As above.	3rd	1st
4	<ul style="list-style-type: none"> Automatic expulsion. Re-enrollment evaluated. 	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

Suspensions will normally be held at home to avoid supervision difficulties. 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 of the conditions for admission, and have BOE approval for rejoining the school.

Process towards expulsion:

If the administration feels that a student deserves expulsion, he/she will:

1. Place the student on suspension for 10 days, pending Board decision.
2. Notify parents of these actions and pending decisions.
3. Submit a recommendation for expulsion to the Board for final decision
4. After notifying the administrator, the BOE will notify parents of their decision, once the decision has been reached.

Appeals Process

If a parent is not convinced that their child exhibited behavior that lowered their student on the discipline chart, they may ask for a Request for Appeal form to appeal the school's decision within 48 hours based on:

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

The appeal only pertains to the discipline level and not any immediate consequences. The appeal process is as follows::

- Once the BOE receives the appeal, a committee of 2 randomly selected teachers (not including the one in dispute if applicable) and one member from the BOE will investigate the matter.
- The committee shall meet with the parents, the involved teacher (if applicable) and administrator, then send back an assessment to the BOE within 72 hours from the reception of the appeal.
- The BOE shall notify the specific school administrator of the decision and send out a final decision to the parents and teacher involved (if applicable) within 72 hours from the reception of the assessment.
- The decision at this point is final.

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.

In conclusion, . . .

Note: Bright Horizons Academy reserves the right to modify and/or amend the school Discipline Policy as necessary throughout the school year. Students/ Parents are expected to comply with the most updated version of the Discipline Policy.