



# BRILLIANT INTERNATIONAL ACADEMY

Parent/Student Handbook  
SY 2023-2024

**Preschool | Elementary | Middle School**

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## **SPECIAL COVID-19 FOREWORD 2023-2024**

Currently, the protocol for the ongoing COVID-19 pandemic includes mask mandates that are optional. In this foreword, we are listing modifications to our policies and procedures due to the special circumstances. These modifications are necessary to protect the health and safety of our school and community. These modifications apply to this school year only and are subject to change at any time based on the current COVID-19 situation. If these modifications require necessary change, we will provide the changes, as soon as possible, through any means necessary whether it be written, oral, or electronic notification. If there are any contradictions or discrepancies between this foreword and any other section of the handbook, the information in this foreword takes precedence.

### **Attendance/Excessive Absences**

Due to the current circumstances with COVID-19, any student who is experiencing a fever of 100.4 Fahrenheit or higher must remain at home. In addition, any student who has one of the following symptoms, or any combination of symptoms, must remain at home as well:

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other current symptoms as discovered or described by the CDC

Parents are expected to be alert and assess their child's health daily prior to arriving at school. Please be proactive and check the current CDC guidelines if you have any questions or concerns regarding COVID-19 protocols. Families must notify the school immediately if a student, or family member who resides in the same household, tests positive for COVID-19 or has been mandated to quarantine for any reason.

Any student who tests positive for COVID-19, or any variant of, must isolate. That student will be given an attendance requirement waiver, provided they are willing and able to keep up with their schoolwork on their own time. Students who are medically unable to keep up with schoolwork may be required to apply for a medical withdrawal.

## **CURRENT MASKING REQUIREMENTS**

Currently, use of face masks is optional. However, if you choose to wear a face mask, we ask that you comply with our mask requirements. The face mask should be of a single, solid color or be approved for use as a mask by Brilliant International Academy administration. Masks must meet the requirements of the general dress code guidelines. They may not be a political statement or be contrary to the teachings of our established Christian principles and values. If masks do become mandatory once again, the mask must be a cloth face covering that covers the nose and mouth. They must not cover the ears. We continue to support the wearing of a mask when the individual user decides to do so.

In the event that distance learning is once again recommended, we will release a protocol in writing by email or other electronic method of communication. We want to keep our students and families safe and healthy in this time of pandemic crisis. Please work with us to keep everyone in our school and community safe and healthy. We appreciate your cooperation and understanding.

# INTRODUCTION

Brilliant International Academy's intent is to outline the policies and procedures that apply to parents and students while a student is enrolled at the school. However, a handbook cannot reasonably address all unforeseeable academic, disciplinary, or other school situations. As you know, we cannot include every situation that requires logic and common sense. Therefore, there may be many policies not included in this handbook. The administration reserves the right to assess and act on any individual situation(s) surrounding student academic performance, student behavior, or other school-related issues, whether included in this handbook or not. The administration reserves the right to make decisions regarding any situation deemed necessary for the safety, health, and well-being of any individual who attends or is associated with Brilliant International Academy. These decisions of the administration will be final.

In order to better serve the needs of the Brilliant International Academy community, the administration reserves the right to amend regulations and procedures in this handbook at any time with reasonable notice to the families of students enrolled at Brilliant International Academy. If changes are made, written and/or electronic notification will be promptly provided.

## THE SCHOOL

Brilliant International Academy was essentially founded since 2007, when Christyn Dolotina-Cal started babysitting in her small home with four children in Las Vegas, Nevada. Christyn desires to ensure that she nurtures the child as well as educates them. She believes that children can do great things if given the chance and that no one should underestimate what a child can do. It gives her great joy and fulfillment when children are excelling academically while also having fun. Therefore, she encourages and creates opportunities for sports and many other stimulating events for the students at BIA.

Subsequently, it became Brilliant Kidz International LLC which was initially licensed as a Preschool/Daycare located in the Summerlin area in Las Vegas, Nevada. Driven by her passion for quality education, and her love for her ministry, Christyn continued to provide a nurturing environment and an excellent learning experience with the expansion to BrilliantChild Christian Academy. In 2016, BrilliantChild Christian Academy was organizationally established. With an increase in demand for quality education, the school moved to a larger site to accommodate more children, where we have statistically seen the population double every year. In September of the same year, the school was selected to take part of the Nevada Silver State Stars QRIS (Quality Rating and Improvement System). The QRIS uses proven methods with the goals of assessing and improving the level of quality in early childhood programs through open communication and quality research and analysis. In 2017, the Nevada Department of Education granted accreditation to the school to offer education from Kindergarten through Fourth Grade.

## MISSION-VISION STATEMENT

BIA aims to develop caring, knowledgeable, articulate, principled global citizens who are guided by God's love and the Biblical scriptures.

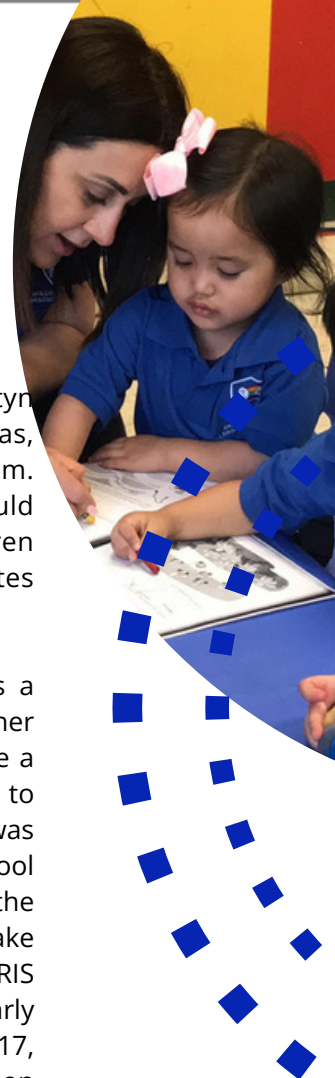
## OUR PHILOSOPHY AND GOALS

We, in our deepest faith, believe that all children are God's wonderful gift to humankind. Here at BIA, we aim to educate the children about God and His teachings. We developed activities and programs that would help the kids engage in Bible stories that teach them Christian values and Biblical truths. In addition, we also provide programs for infants, toddlers and pre-Academy students. These programs build upon the foundation of the Bible as their primary source. These programs are also geared towards quality academics, essential social skills, and most importantly, preparation for Kindergarten mastery.

## CORE VALUES

At BIA, we believe that to fulfill our mission, the Academy community must be guided by the following core values and put it into practice.

- Christ-Centered
- Personal Responsibility and Accountability
  - Biblical Worldview
  - Transparent, Honest, and Open Communication
  - Spiritual Growth
  - Building and Maintaining Healthy Relationships and
- Academic Excellence
- Effective Support Networks
- Maturity of Ethical and Moral Character
- Community Citizenship
- Lifelong Learning

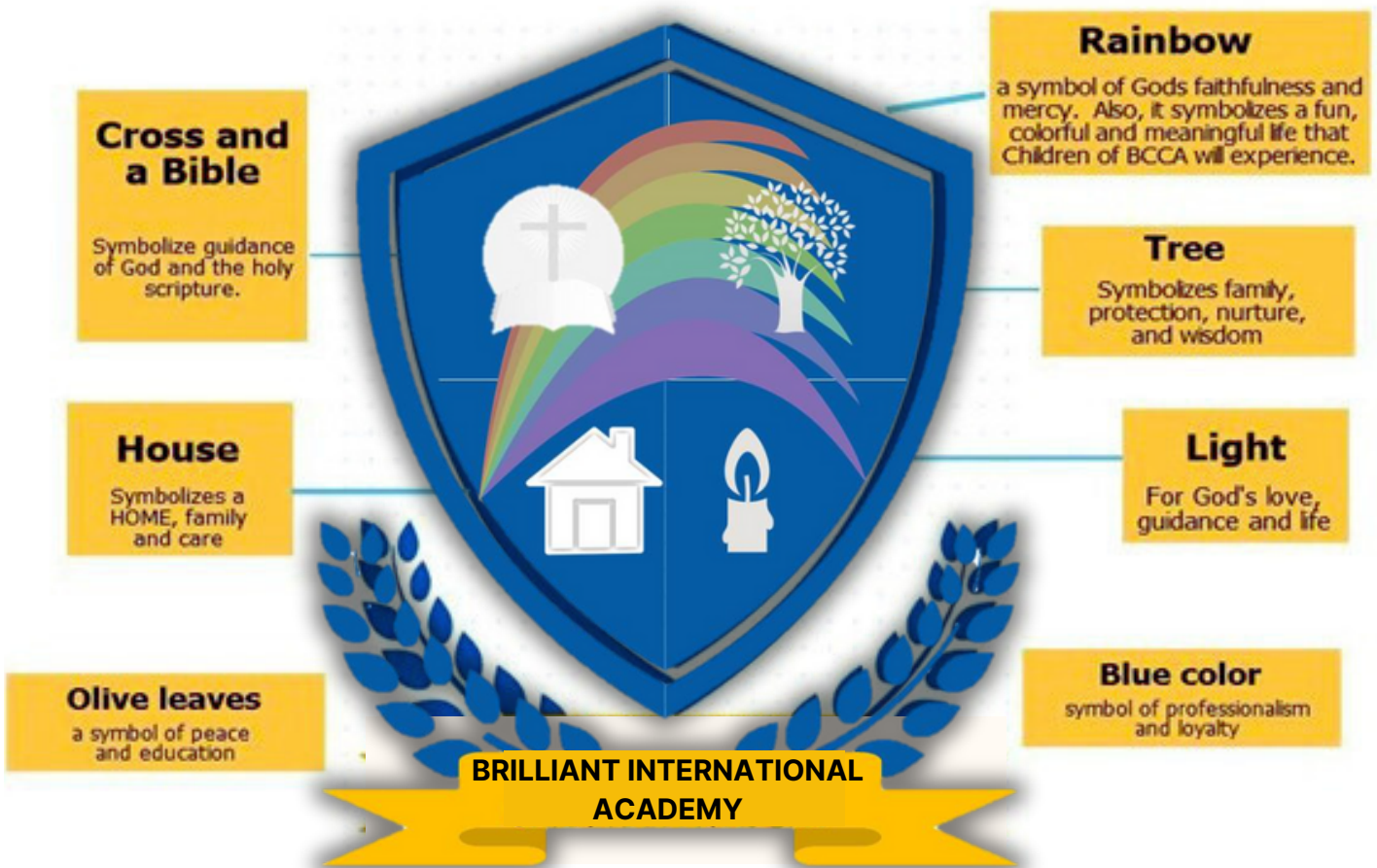


# ACADEMY SEAL

At Brilliant International Academy, we believe that every child is an amazing gift from God and has the potential to be brilliant. Thus, the name of our Academy. The guidance of the Holy Scripture will enrich and empower our children to reach their maximum potential, which will reflect positively on the future of our community. We educate children to develop not only their academic skills and educational talents, but rather their moral character and good manners as well.

Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old he will not depart from it." We firmly believe and invest in this concept.

This logo symbolizes a family that BCCA pledged for, giving your child the care, love and a second home in accordance to God's biblical teaching.





## STATEMENT OF FAITH



We believe that there is one living and true God, eternally existing in three Persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this tri-une God created all, upholds all and governs all.

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through the SON, Jesus Christ.

We believe in the HOLY SPIRIT, Who came forth from the Father and Son to convict the world of sin, righteousness and judgement, and to regenerate, sanctify and empower for ministry all who believe in Christ; We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

We believe in the universal CHURCH, the living spiritual body, of which Christ is the Head and all regenerated persons are members.

We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Lord and Savior.

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, His sinless life, His miracles and teachings, His death for our sins according to the Scriptures, His burial, His bodily resurrection, His finished work on the cross, His ascension into heaven, and His perpetual intercession for His followers.

We believe that All PEOPLE are sinners by nature and choice and, therefore, are under condemnation and therefore, in need of salvation and regeneration. We believe that eternal life and salvation is only by God's grace through faith in our Lord and Savior, Jesus Christ.

We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

### *We Believe*

The Bible is the inspired Word of God.  
God is triune: Father, Son and Holy Spirit.  
Man fell through disobedience.  
Christ died for our sins, salvation is by grace.  
In a daily relationship with Jesus.  
In water baptism by immersion.  
In the regular celebration of the Lord's Supper.

In the baptism of the Holy Spirit.  
In the gifts and fruit of the spirit, in divine healing. In Heaven and Hell; in the final judgment.  
The second coming of Christ is imminent  
The church is responsible to evangelize the world. In tithes and offerings to do the work of ministry.



## PORTRAIT OF A GRADUATE

Our portrait of a graduate is molded around our expected student outcomes. Below, you will find the goals expected for each student that graduates from Brilliant International Academy. The Portrait of a Graduate reflects BIA's desire for each student to be positively impacted by their educational experience. God is never done working in us! Graduation is not an end but simply another beginning. BIA aims to provide students with an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a safe, supportive, and nurturing learning environment that provides biblical guidance while encouraging and promoting creative and critical thinking in the students for a lifetime of service to Jesus Christ and as global citizens of our world.

### *Spiritual Development*

BIA students will have a personal belief in Jesus Christ as their Savior. They will seek to live a life of faith and obedience in relationship with Him, as evidenced by:

- possessing and being able to articulate a thorough knowledge of Scripture that results in an integrated biblical worldview. (Col. 1:9-10)

- displaying a consuming love for God and love for all people regardless of gender, race, ability, age, culture, or economic status.(Col. 1:9-10)
- developing spiritual habits that produce an intimate relationship with the Lord and with the local body of Christ. (John 15:4, Heb.10:24-25)
- demonstrating the fruit of the Spirit. (Gal. 5:22-23)
- living as responsible stewards of their minds, bodies, gifts, resources, time, and talents. (Luke 16, 1 Peter 4:10)

### *Academic Excellence*

BIA students will be prepared for college and vocational excellence as evidenced by:

- developing lifelong learning habits that produce competency. (Prov.10:14, Phil. 1:6, 2 Tim. 2:15)
- developing their intellect to the fullest ability in order to think analytically and employ problem-solving skills. (Prov. 18:13, 15, 17,Rom. 12:2, Eph. 5:8-16, Phil. 4:6, James 1:5)
- recognizing, developing, and utilizing God-given abilities to the fullest extent. (Ex. 31:2-5, Dan. 1:17)
- maturing as Christian leaders to serve in their respective disciplines.(2 Tim. 3:16-17, Titus 2:1)





### *Cultural Engagement*

BIA students will impact the community and culture with truth as evidenced by:

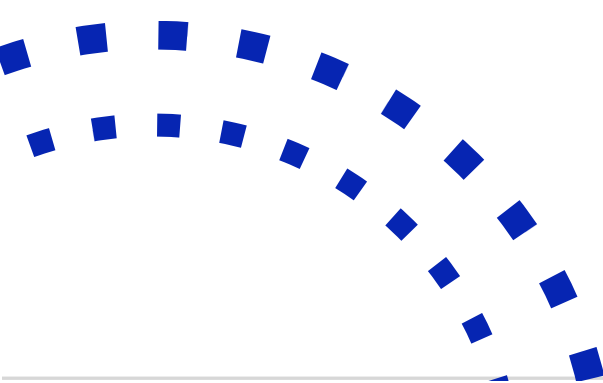
- living and sharing the gospel by making disciples. (Matt. 28:19-20)
- understanding, engaging, challenging and/or supporting the current social, economic, and cultural ideologies in a spirit of love and grace. (1 Sam. 16:7, 2 Chron. 7:14, Hosea 14:9, Rom. 12:2, Eph. 4:15)
- contributing positively to the community through civic responsibility. (Neh. 4:6, Prov. 6:6, Prov. 28:7, Ecc. 9:10, Jer. 29:7)
- fostering a spirit of community service and a missionary mindset while serving others with a heart of compassion. (Matt. 28:19, Eph.5:21, Phil. 2:3-11, James 4:10)
- appreciating and influencing the arts, literature, media, and the sciences through the lens of Scripture. (Ex. 35:30-35, Ps. 150:1-5, Eph.2:10, Phil. 4:8, Col. 3:16)

### *Leaders with a Servant Heart*

- “For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.” Mark 10:45
- Love and serve their families, friends, communities, and the world with passion, care, and empathy.
- Give generously of their time and talents within their relationships, churches, and communities.
- Collaborate with others and impact team efforts with creative ideas, actionable suggestions, and hard work.
- Show perseverance, tenacity, and resilience in the face of difficult tasks and adversity.

### *Critical Thinkers and Effective Communicators*

- “The wise of heart is called discerning, and sweetness of speech increases persuasiveness. The heart of the wise makes his speech judicious and adds persuasiveness to his lips.” Proverbs 16:21,23
- Think critically and analytically through a faithful and Biblical perspective.
- Understand and respect all cultures as created in God’s image and value differing perspectives.
- Listen first to understand, resulting in the ability to connect with empathy, thoughtfulness, and confidence.
- Articulate and stand firm in their faith and a biblical worldview.





### *Accomplished Learners*

- “But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere.” James 3:17
- Recognize, pursue, and maximize the potential of their God-given gifts and callings.
- Solve problems with confidence, humility, and courage.
- Set goals, meet expectations, and diligently work to prepare for college, career, and beyond.
- Embrace and commit to lifelong learning.

### *Passionate Apprentices of Christ*

- “I have been crucified with Christ. It is no longer I who live, but Christ who lives in me. And the life I now live in the flesh I live by faith in the Son of God, who loved me and gave himself for me.” Galatians 2:20
- Demonstrate confidence and security in their identity as a child of God.
- Seek, discern, and obey the promptings of the Holy Spirit.
- Embrace that they are saved by grace, demonstrate ability to learn from mistakes, and give grace to others.
- Live and act in faith with boldness, joy, and authenticity.

***BIA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and all other school-administered programs.***

## **PARENTAL RESPONSIBILITIES**

In order for the school to function most effectively and efficiently, parents are charged with certain moral responsibilities. Brilliant International Academy expects the full cooperation of parents in all of the following areas, as well as any other area that may maximize the academic potential and promote the spiritual growth of each student:

Parents of Brilliant International students will:

- Cooperate with, and publicly support, the school's mission, vision, policies, and regulations as well as the carrying out of such.
  - Support the moral, ethical, and spiritual formation of their child, which includes monitoring of behavior both in and out of school to ensure alignment with moral and legal principles.
  - Communicate with faculty and staff members in a respectful and professional manner, yet with honesty, openness, and transparency.
  - Assist in teaching their children professional behavior by supporting the policies of the school on attendance, punctuality, dress code, behavior, and work ethic.
  - Actively participate in the educational process of their child by monitoring academic progress with teachers as necessary and making positive changes as needed.
  - Use the chain of responsibility and accountability when they have a concern or issue that they would like to address.

Keep all demographic and contact information current and updated with the registrar.

Submit all required forms and paperwork in a timely fashion.

Pay tuition and any other financial obligations in a timely fashion.

- Participate in the school community by attending mandatory parent meetings, by reading school publications, and by attending school functions wherever possible.

### **Parental Interference**

Traditionally, a student is not to be deprived of a Christian education or otherwise penalized for actions of their parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to remove their student(s) from the school for any of the following reasons (or any other logical reason not listed but that is decided by the administration):

Refusal to cooperate with school personnel.

Repeated instances of disrespect or insubordination to school administration.

Refusal to adhere to school policies, procedures, and regulations.

Interference in matters of school administration, discipline, or finance.

Refusal to accept administrative decisions surrounding academic or disciplinary matters.

- Advocating positions that conflict with Christian moral and/or doctrinal definitions as related to the operations of the school.

## COMMUNICATION AND COLLABORATION WITH PARENTS

According to several studies, constant communication creates a more positive and beneficial relationship between families (especially parents or guardians) and schools. This translates to the improvement of students' academic and social achievement. It is in this light that the Brilliant International Academy has established practices and avenues for parents to connect to what the students are learning and to adopt a proven process for resolving problems.

In addition, a unique and individualized aspect of the Academy is the personal touch we give, the time we invest, and the effort we put towards communication with the parents. BIA believes that this kind of parent-school communication is a vital part of the success of the curriculum and the student. The Academy invites the parents to participate as much as possible in all activities that would benefit by their presence. The Academy acknowledges that parents need to know how their children are progressing at Brilliant International Academy, as parents are the #1 influencer in the life of a child.



## DIFFERENT WAYS THAT THE ACADEMY COMMUNICATES WITH THE PARENTS:



E-mails  
Preschool: [director@biausa.com](mailto:director@biausa.com)  
Elementary/Middle school:  
[principal@biausa.com](mailto:principal@biausa.com)  
Customer service: [admin@BIAusa.com](mailto:admin@BIAusa.com)



Journal/communications notebook



Phone calls  
Tel. No.: (702) 772-6449  
Mobile No.: (702) 498-1378  
Fax No.: (702) 889-0495



Bulletin board



Website  
[www.biausa.com](http://www.biausa.com)



Facebook  
<https://www.facebook.com/bialv>



Newsletters



## **Parent Involvement**

The Academy believes that parent involvement is crucial to a student's success at the Academy. This may take on different forms depending on the parents' availability, expertise and interest. In helping build a progressive learning community, parents should take the time to learn about the Academy's program or Academy development initiatives. Parents can be involved in different committees or roles: action, resource, sports, communication, social events. Involvement can also be as simple as reading a book, preparing classroom materials, or accompanying a class during field trips.

## Communication and Concerns

Brilliant International Academy encourages open, honest, transparent, and positive communication between the home and the school. From time to time, parents may have a concern regarding their student’s progress in an academic course or co-curricular activity. When this happens, parents are asked to address their concern to the appropriate person, respecting the chain of responsibility in a respectful and professional manner.

### The Chain of Responsibility

The chain of responsibility is the expected protocol to address concerns. Student self- advocacy is an important skill that must be learned and practiced. Therefore, it is always the first level in addressing a concern (\*).

Level	Academic Concerns	Disciplinary Concern	Co-Curricular Concern	Athletic Concern
First Level	Student addresses concern with teacher	Student addresses concern with teacher	Student addresses concern with moderator	Student addresses concern with coach
Second Level	Parent addresses concern with teacher	Parent addresses concern with teacher	Parent addresses concern with moderator	Parent addresses concern with coach
Third Level	Parent addresses concern with Department Chairperson	Parent addresses concern with Dean of Students	Parent addresses concern with Director of Student Activities	Parent addresses concern with Head Coach (where applicable)
Fourth Level	Parent addresses concern with Guidance Counselor	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with Athletic Director
Fifth Level	Parent addresses concern with Assistant Principal for Academics	Parent addresses concern with Principal	Parent addresses concern with Principal	Parent addresses concern with President
Sixth Level	Principal			

*\*Exception to the Chain of Responsibility: it is always appropriate to call any administrator when there is a concern regarding student safety, abuse, neglect, or any imminent threat to student or school safety.*

Please email us if you have any concern, question, or feedback that does not require an immediate response. We maintain a 48-hour response window. We would like to keep the phone lines free and available for emergency situations or immediate issues we need to address. Thank you for your cooperation.

The audio or video recording of conversations either in person or by telephone, as well as on iPads or by other electronic means by or among students, parents, teachers, or school administrators on school property or involving the use of school communication devices is strictly prohibited without the express written permission of the school administration and the party being recorded.

# GENERAL RULES

It is the desire of our Academy to be a ministry. Although disciplinary action can be an uncomfortable topic of discussion, reality dictates that situations occur where such matters must be addressed. We welcome your input and feedback and welcome the opportunity to meet with you if you have any questions or concerns about our disciplinary policies and procedures.

## Student Code of Conduct

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” 1 Timothy 4:12*

THE FOLLOWING IS TO BE REVIEWED AND SIGNED BY THE STUDENT AND THE PARENT:

One of the goals of BIA is to promote Christian character through our Core Values. In keeping with the goal, students are responsible to follow Biblical standards of conduct as part of their growth to maturity. The Bible gives us many principles for living, but the following have been identified as specific guidelines for student behavior.

1. I will submit to the school authority over me. (I Timothy 2:1-2, I Peter 2:13-14)
2. I will demonstrate strong Christian Character and practice the “Fruits of the Sprit” (Galatians 5:22)
3. I will respect and honor other individuals. (1 Peter 2:17; Philippians 2:3; and Galatians 5:14)
4. I will respect the property of the school and of others. (Exodus 10:15, Leviticus 19:11, I Thessalonians 4:6)
5. I will conduct myself with honor and integrity following all rules which govern the school. I have read and understand the applicable sections of the Parent/Student Handbook related to school rules and student conduct. (Colossians 3:9-10, 4:6, Titus 2:6-8)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Exodus 20:7; Ephesians 4:29; and Hebrews 10:29)
7. I will follow the school’s dress code. I have read and understand the applicable sections of the Parent/Student Handbook related to dress and appearance. (I Thessalonians 4:3-7, I Timothy 2:9-10, I Peter 3:3-5)
8. I will uphold the Biblical view of gender and will adhere to BIA’s position on gender issues in its policies, teachings, curriculum, and treatment of students. (Genesis 1:27 and I Corinthians 6:19-20)
9. I will use school technology in a responsible manner. I have read and understand the applicable sections of the Parent/Student Handbook related to the use of technology. (Psalm 105:21, Luke 16:1-2, James 3:13-3)
10. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. (Ecclesiastes 8:11, John 13:34, I Thessalonians 4:9)

Brilliant International Academy supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other. The following Scripture guides us in this policy: “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy; think about such things.” (Philippians 4:8).

Students are responsible to abide by the Code of Conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action. Parent signature below acknowledges that you will support your child’s responsibility to follow the above standards.

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Student Name (Print) Student Signature Date

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Parent Name (Print) Parent Signature Date



# NON-INCLUSIVE GENERAL RULES AND EXPECTATIONS

- Walk in a quiet and orderly manner in the hallways.
- Behave appropriately in the restroom or surrounding area.
- Demonstrate responsible behavior in the lunch area and use good table manners.
- Clean the table and floor area when finished eating or after activities.
- Talk quietly and be courteous.
- No bullying, harassment, or teasing other students.
- Do not throw food or other items.
- Food and drinks are NOT allowed in play areas or classrooms outside of designated snack or lunch times. The only exception to this is water bottles.
- Students must play in designated areas only. P.E. activities, when outside, will take precedence over any other play. Other students must stay clear.
- Climbing or jumping on fences is not allowed.
- Permission from a playground supervisor must be obtained before retrieving balls from the parking lot or other general areas.
- Balls may not be bounced against the building, inside the building or in the lunch area
- Tackle football or other bodily contact sports are not permitted.
- Good sportsmanship and honesty are expected when playing games.
- Games are to be played as instructed in P.E. and by teachers.
- Students are not, to bring toys, animals, knives, matches, mobile phones, iPods, iPads, tablets, MP3 players, large sums of money or other extraneous items to the Academy unless they have the permission of a teacher or administrative staff.
- Students are NOT allowed to have electronics or cell phones while in class or on campus unless permission is obtained from a teacher or from the administrative staff.
- Chewing gum is not allowed on campus or any school property, including transportation. Gum removal is damaging to desks, floors and sidewalks and removal costs include wasted time and labor. If you are caught chewing gum, a first offence will receive a warning. Repeated offenses may include disciplinary action, such as detention.
- In addition to the rules and expectations on the above list, administration has the right to make any decision necessary, or set any rule necessary, regarding logical and ethical behavior modification. The parents will be notified promptly if there is an issue that needs to be addressed outside of the above list.



## MAINTAINING DISCIPLINE

BIA believes that everyone who is a part of the academic community has important rights which need to be respected and protected. The Academy is actively promoting respect of others through recognizing similarities, respecting differences, and advocating for a zero-tolerance policy on bullying, harassment, teasing, and abusive behavior.

***Disclaimer: Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally by act, through social media, or by text are taken seriously, regardless of intent.***

***Threats to the school may include, but are not limited to, bomb threats. Threats to the school are deemed zero tolerance.***

### Detention as a Consequence

We are adding an after-school detention component to our discipline policy. Detention as a consequence will be given at the discretion of the teacher and administration.

### Detention basics are as follows:

- Detentions for behavior are automatically 1 hour in length.
- Detentions for anything other than behavior will be 30 minutes in length in general Detention time will be an additional charge at the same rate as after-school care Detentions are not purposed to be an embarrassment in front of peers. Therefore, in-school detention is discouraged and will be considered only as a last resort on an individual basis.
- 3 tardies or unexcused absences will be issued a 30-minute detention; 6 tardies or unexcused absences will be issued a 1-hour detention.
- Anything over 6 tardies or unexcused absences in one quarter may be subject to a 1-day suspension as decided by administration.
- Missing a detention will result in an additional detention (so two detentions will need to be served)
- If any student owes the Academy unserved detention hours, no extra credit points or free time will be awarded until the time is served.
- Detention time is for reflection, not to be seen as a “punishment.” Reflection worksheets will be available. Reflection essays are permitted and encouraged.
- The following is designed as a guideline for most disciplinary situations. The administration reserves the right to modify and choose the consequences based on individual circumstances and behavior. Consequences may differ from this guide depending upon the severity and re-occurrence of an offense.



# Demerit and Merit System Matrix

Christian character, citizenship and integrity are an integral part of life at Brilliant International Academy. We believe in giving every chance possible for improvement in character and behavior, just as Christ gives us grace and mercy. However, students are expected to be responsible citizens who exhibit these qualities and respect the rules that govern our school. When students fail to follow the rules, they are held accountable for their actions. Students who violate school rules are subject to the penalties outlined in the BIA Parent/Student Handbook.

The demerit system is an objective method of monitoring the behavior and citizenship of students while providing valuable lessons in developing Christian Character, responsibility, accountability, and social development. Demerits are assessed at the discretion of the BIA staff for violations of school rules and the BIA Student Code of Conduct.

Demerits are recorded on the student's disciplinary record and do not become a part of the student's permanent record or transcript. Continued offenses will result in the accumulation of demerits that may lead to suspension and recommendation for expulsion. **The accumulation of 20 demerits in a school year will result in a recommendation for expulsion.** Suspension and expulsion will automatically disqualify a student from all extracurricular activities and may become a part of the student's permanent record.

Although it is not feasible to list every offense possible, we have listed examples of offenses for each Level of this matrix. Behavior offenses not listed will be evaluated and assessed within the appropriate level of offense.

Teachers and administrators are expected to manage minor discipline incidents in the classroom as well as in common areas of the school such as the hallways, and playground. While verbal reminders are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as losing privileges, staying after class, or receiving demerits.

Students will be placed on behavior contract as the result of a suspension, any serious offense, or an excessive number of demerits. Students on a behavior contract may not participate in extracurricular activities. The behavior contract will be in place for the remainder of the current school year.

Students who demonstrate Positive Christian Character may earn Merits. At the discretion of the BIA staff, students may earn Merits for demonstrating behavior related "The Fruits of the Spirit" (Galatians 5:22) Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control. Students may also earn Merits for demonstrating Trustworthiness, Respect, Responsibility, Fairness, and Good Citizenship. Random Merits may also be given to students for displaying good school spirit, and for various acts of Christian Character as determined by the BIA staff. (Merits assessed are meant to serve as positive reinforcement of a desired behavior and do not remove or take away assessed Demerits).

## Violations Value and Consequences

### Level I Example Offenses:

1. Failure to follow classroom/school rules
2. Dress code violation
3. Late to class
4. Missed homework
5. Inappropriate restroom behavior
6. Unprepared for class, or passing notes
7. Malicious remarks/Gossiping
8. Inappropriate conduct/horseplay
9. Arguing/Rudeness/Disrespect
10. Minor class disruption
11. Gum Chewing

**Level I Consequences:** At the discretion of the BIA staff, students may receive 1-5 Demerits depending on the frequency of the offenses. In addition, students will be subject to re-teaching of expected behavior, classroom, and playground consequences, after school detention, and conferences with the teacher. At 10 Demerits, the student will be placed on a behavior contract, which will be in effect for the remainder of the school year. A violation of the behavior contract will result in further Demerits being assessed and possible suspension from school.

### Level II Example Offenses:

1. Insubordination
2. Rough play on campus/Rock throwing
3. Biting
4. Lying or misrepresentation of the facts
5. Forgery
6. Leaving class without permission
7. Misuse of school equipment and supplies
8. Talking during quizzes/tests
9. Cheating/plagiarism
10. Vandalism of personal or school property

**Level II Consequences:** Students will receive 5 Demerits for committing Level II Offenses. In addition, students will be subject to re-teaching of expected behavior, classroom and playground consequences, after school detention, and conferences with the principal, parent, student, and teacher. The student will be placed on a behavior contract, which will be in effect for the remainder of the school year. A violation of the behavior contract will result in further Demerits being assessed and possible suspension from school.

## Violations Value and Consequences

### Level III Example Offenses:

1. Leaving school building or property without permission
2. Truancy
3. Extortion
4. Misuse of school technology (inappropriate searches, password sharing, pornography)
5. Open defiance and contempt for authority
6. Use of Profanity or vulgar behavior
7. Fighting
8. Bullying or harassment
9. Spitting

**Level III Consequences:** Students will receive 10 Demerits for committing Level III Offenses and will receive a multi-day suspension from school. In addition, students will be subject to re-teaching of expected behavior, classroom and playground consequences, after school detention, and conferences with the principal, parent, student, and teacher. The student will be placed on a behavior contract, which will be in effect for the remainder of the school year. A violation of the behavior contract will result in further Demerits being assessed.

### Level IV and Level V Example Offenses:

1. Deliberate physical attack on students or school personnel - the application of force to another resulting in harmful or offensive contact
2. Weapons/Explosives/Arson
3. Use of drugs or alcohol
4. Sexual misconduct or sexual harassment
5. Criminal offenses – Offenses that would require the involvement of Law Enforcement

**Level IV and Level V Consequences:** These are the most serious acts of misconduct. Students will receive an automatic 20 Demerits for committing Level IV and Level V offenses, multi-day suspension from school and recommendation for expulsion.

## BULLYING PREVENTION

The Academy will use our core values to actively and consistently teach positive Christian behavior and to dissuade all types of bullying. Students who bully will be subject to the disciplinary process layout in the student handbook.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

### TYPICAL ROLES INVOLVED IN BULLYING

Target: receiver of hurtful behavior

- Bully: one who harms another (emotionally, physically, or electronically), or takes part in bullying

- Passive bystander: one who sees the bullying occur and does not try to stop it

- Protector: active witnessing, positive responder, helper.



## TYPES OF BULLYING

A. Physical Bullying: the repeated use of force toward a person's body or personal belongings; touching in unwanted or inappropriate ways.

Examples: hitting, punching, shoving, kicking, tripping, spitting, throwing objects, hair pulling, restraining, inappropriate touching, or damaging physical property.

In addition, any physical contact that renders the other person powerless or helpless (such as tickling someone).

Sexual harassment: any unwanted or inappropriate touching or physical simulation that is sexual in nature or has sexual undertones, including gestures, is considered physical bullying.

B. Verbal or Written Bullying: bullying with spoken or written words or drawn pictures; involves ongoing name-calling, threatening, and making disrespectful comments about someone's attributes (appearance, religion, ethnicity, disability, sexual orientation, etc.).

Examples: teasing, name-calling, taunting, mocking, or threatening to cause harm; drawing pictures or graffiti or writing notes that make fun of someone or something; gossiping or whispering about someone behind their back.

Sexual harassment: any unwanted or inappropriate verbal or written remark, request or invitation that is sexual in nature or has sexual undertones is considered verbal bullying.

C. Cyberbullying: involves spreading mean words, lies, and false rumors through the use of the internet, electronics, or technology.

Examples: e-mails, text messages, instant messages, and social media posts, photos, or videos. In addition, creating and/or maintaining any website that bullies is a form of cyberbullying as well.

D. Relational or Social Bullying: involves deliberately preventing someone from joining or being part of a group, whether it's at a lunch table, game, sport, or social activity. It can also involve pressuring others to prevent someone from being a part of a peer group as well.

Examples: hate petitions, public humiliation or embarrassment, negative or discouraging body language, spreading gossip or rumors, and social rejection or isolation.

## BULLYING PREVENTION

- Awareness
- Intervention
  - Council, discipline, teach the bully
  - Support targets
  - Activate and empower the bystander

*The best way to prevent bullying is talk about it starting from early childhood through high school, build safe school environments, and create community-wide prevention strategies. Help students understand bullying, keep the lines of communication open, encourage students to do what they love, and model how to treat others.*

### WARNING SIGNS A CHILD HAS BECOME A TARGET

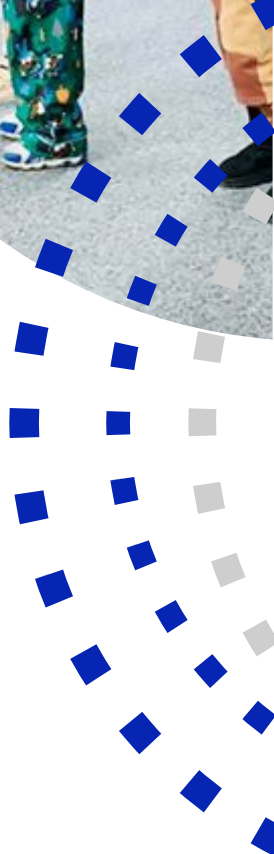
Possible warning signs that a child is being bullied include:

- Comes home with torn, damaged, or missing pieces of clothing, books, or other belongings.
- Has unexplained cuts, bruises, and scratches.
- Has few, if any friends, with whom he or she spends time.
- Seems afraid of going to school, or taking part in organized activities with peers.
- Has lost interest in schoolwork or suddenly begins to do poorly in school.
- Appears sad, moody, teary, or depressed when they come home.
- Complains frequently of headaches, stomachaches, or other physical ailments.
- Has trouble sleeping or has frequent bad dreams.
- Experiences a loss of appetite.
- Appears anxious and suffers from low self-esteem.

Please note: There may be other warning signs not listed. We need to be proactive and aware in noticing what is going on with the students, both as parents and school staff. Please reach out if you notice changes in your student.



We must work together to reduce bullying in our community and eliminate bullying in the school setting.



## **DRESS CODE POLICY**

The BIA uniform represents the academy and the ideal it upholds. Therefore, it should be treated with utmost respect. The academy needs the cooperation of those at home in developing habits of personal hygiene and good grooming of the students. All students are required to come to BIA in the prescribed uniform. The appearance of our students rests on the philosophy that, as members of a Christian School, students show respect for themselves and their school by being appropriately dressed. Brilliant International requires that all students dress appropriately while on campus or distance learning and during all school sponsored activities and events. Attire should demonstrate that the student has a sense of personal dignity, modesty, and decorum. The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming. The decision of the administration is final.

Special note: Hooded sweatshirts (hoodies) are not permitted during the school day, whether under dress code or “free dress” days, without explicit administrative approval.

### **Picture of School Uniform**





## Overall Appearance Expectations

The overall appearance of students at Brilliant International should be neat, clean, modest, and appropriate for learning. The following are guidelines that must be observed:

1. For boys or men, hair must be tapered on the back and side of the head, from the top of the head to the neck and along the neck.
2. Boys' or men's hair may be no longer than the top of the shirt collar and may not cover the eyebrows. If this dress code is not met, the student will be given a deadline to cut the hair. Disciplinary procedures will apply with noncompliance.
3. No headphones or ear buds are allowed, unless approved by admin.
4. Clothing that distracts from the learning/teaching environment, as decided by the administration, must be changed prior to the student resuming classes.

## Specific Dress Code Expectations

The dress code at BIA is designed to reflect a business casual appearance. All clothing line items are to be purchased in the Campus Store Daily attire consists of:

• School approved slacks or knee-length shorts, which may not be form fitting.

• School shorts and pants may not be rolled up.

• School shorts may not be hemmed without permission of the admin.

- Polo shirts and zippered shirts are acceptable but must be tucked in. Note: polo shirts must be worn under jackets with zippers only.

- All undershirts must be Brilliant International white, royal blue, or gray and must be tucked in.

- All boys and young men must wear a belt. The belt must be visible at all times. Violations will follow our disciplinary policy.

- Closed toe shoes with heel-boots are acceptable with slacks but not with shorts; slippers or flip flops are prohibited. Shoes with fur on the interior are prohibited.

- Jackets purchased in Campus Store may be worn during the day as well as Brilliant

- International approved full zip team jackets and Letterman Jackets in school colors only. Other jackets may be worn to and from school but must be removed during the

- school day. Brilliant International approved gear is sold in the Campus Store.

- Students are required to wear skirts exclusively, with a specific provision that the length of said skirts must extend below or reach knee level. The wearing of pants is not permitted.

***For final exams and standardized testing days, the regular uniform dress code applies unless announced otherwise.***

## Injuries and Uniform Expectations

Students are required to wear their uniforms even when injured. A doctor's note DOES NOT automatically guarantee the right of a student to circumvent the dress code. Even if it is medically requested to be out of uniform, the student must follow dress code with allowances only as granted by the school administration (no flip flops, no slippers etc.) Each instance of a request to be out of uniform will be determined on a case by case basis. The overwhelming deciding factor will be that of medical necessity as opposed to student convenience. A note from a parent is not an excuse to be out of uniform. Only the administration staff may give permission for any student to be out of uniform. The administration reserve the right to verify any medical excuse if deemed necessary.

## Spirit Friday Dress Code Expectations

Some special Fridays during the academic year are designated as Fridays that permit a relaxed dress code. You will be notified when these days occur. The attire will consist of:

- Modest t- shirts in white, royal blue, orange and gray preferred. Acceptable text only.
- Tasteful jackets maybe worn in the school colors of white, royal blue, orange or gray.

Dress code slacks/shorts should be worn.

Brilliant International approved gear sold in the Campus Store maybe worn.

- Students participating in a Friday game or extracurricular activity may wear their team jerseys provided they are modest)or shirts on that Friday.

**Remember:** Even on free dress days, we need to set a Christ-like example to others in the community.

## Co-curricular Activities Dress-up Expectations

All students must have permission from the coach/ moderator and administration to participate in the co-curricular dress up days. This means that students should look better than the normal dress code. At no time are any sweatshirts, hoodies, or anything made from sweatshirt material or denim allowed. The attire consists of:

Boys: Dress shirts and ties are a must. We recommend wearing dress pants and appropriate shoes as well.

- Girls: Any choice of dress slacks, blouses, and/or skirts may be worn provided that they are modest as determined by the administration. For safety reasons, we recommend closed-toe, closed heel, flat shoes.

## Spirit Weeks and “Free Dress” Day Expectations

On occasion, special dress days are permitted. Dress is according to the themes dictated by the special day or week. During Spirit Weeks, students are required to wear the appropriate themed attire; students who choose not to participate in the theme are expected to wear their regular dress code attire. The expectation for students is to dress in theme “tastefully” and NOT offensively, while abiding by the spirit of our school rules. There may also be “free dress” days, determined by the administration. In all cases, students are expected to be neat and well-groomed while following the standards of safety, modesty, and good taste. Specific requirements include but are not limited to:

• No sleeveless attire or spaghetti straps.

• Slacks may not be frayed, baggy, made out of spandex, or have holes.

• Shorts must meet administrative standards of modesty in type and length .

• Students are not permitted to cross dress. Dress should correspond to the student’s biological sex as determined at birth.

• No yoga pants, sweatpants, or “jeggings.” No bare midriffs.

• Jewelry must be neat and not excessive.

• Shoes with closed heel and toe (no slippers or shoes with fur on the inside) Tattoos must not be visible.

• No caps, hats, costume masks, or head coverings.

• Hair: color and length must meet daily dress code requirements. Men must be clean shaven.

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## GENERAL UNIFORM RULES:

1. All uniform items MUST be purchased through Campus Club Uniforms. All shorts or pants must have belt loops.
2. All students must wear a belt with ALL shorts or pants.
3. Kindergarten students are required to wear enclosed shoes without laces, unless the child can tie their own shoes independently.
4. ALL students must wear socks and fully enclosed shoes at all times.
5. Only Academy sweatshirts (pullover, hoodie or zippered), from Campus Club with the Academy logo, are allowed. No other sweatshirts are allowed on campus during school hours.
6. Shirts must be tucked in at all times.
7. A uniform shirt MUST be worn underneath all Academy sweatshirts.
8. Unofficial Academy coats and zippered jackets may be worn outside during cold weather, but cannot be worn inside the classroom. Only uniform items can be worn inside the classroom and Sanctuary.
9. Hats and sunglasses maybe worn outside only.
10. Royal blue polo shirts MUST have a BIA logo.
11. Shorts may be worn all year, weather-appropriate. Students are expected to dress according to the weather.
12. Tattoos are not allowed.
13. Only white or black undershirts may be worn under uniform shirts.
14. Tennis shoes and socks may be navy blue, black, or white. No other colors are allowed. No lights, wheels, glitter, or charms are allowed on shoes.
15. No student may wear ear gauges or plugs on their ears.
16. Extreme hairstyles are not allowed. Students are expected to have traditional hairstyles and natural hair colors.
17. Nothing in a student’s appearance will be permitted that is contrary to the teachings of the Bible and Christian principles and values. Dress should correspond to the student’s biological sex at the time of birth.
18. Tattoos must be covered. No sleeveless tops or else a sweater must be worn.
19. Backpacks or binders may not display logos that contain alcohol or obscene, vulgar, distasteful phrases or pictures.
20. Sunglasses may not be worn inside the building, unless for a costumed pre-approved event.
21. No caps, hats or head coverings are permitted. Male students are not permitted to wear headbands.
22. Slacks may not be frayed, torn, ripped or altered.

*Please note: Administration reserves the right to modify or approve guidelines and policies on an individual basis.*

## GIRLS

- Uniform jumpers, and skirts must be at least 3 inches below the knee in length, or longer.
- Blue or black plain shorts MUST be worn under jumpers and skirts. Elementary to middle school grades may wear a plain watch, stud earrings (in the earlobes only, no dangling or hoop earrings allowed) and a simple necklace worn under the shirt.
- No student may wear ear gauges or plugs.
- Clear nail polish only.
- No make-up is allowed, except ChapStick or lip gloss.
- All hair accessories must be white, blue, silver, gray or natural hair colors and not be distracting enough to interfere with instruction. Extreme hairstyles are not allowed. Students are expected to have traditional hairstyles and natural hair colors.
- Only the ears may be pierced (piercing may not be larger than the diameter of a needle). Only one earring per ear is allowed. No excessive ear piercings are permissible. Only girls are allowed to wear earrings. All body piercing jewelry will be confiscated by admin.
- No excessive use of jewelry, heavy gold chains, or similar.
- Slacks may not be frayed, torn, ripped or altered.
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## BOYS

- Hair must be no longer than the bottom of the collar and stay out of the eyes. No mohawks or extreme hairstyles are allowed.
- Pants and shorts must have beltloops and be worn at the waistline with a belt.
- Boys may not wear earrings, gauges, or plugs or have tattoos.
- A simple watch or tasteful jewelry may be worn at the discretion of administration.
- Boys and men must shave all facial hair- sideburn length may not exceed earlobes. Boys and men with facial hair must shave at first notice of BIA admin. If not taken care of, discipline procedures will apply.
- No extreme hairstyles (including but not limited to mohawks, faux hawks, etc.) or extreme combination of contrasting colors, as decided by the administration. Students with extreme hairstyles, as decided on by the administration, may be subject to disciplinary sanctions under our disciplinary policy.
- No shaved heads - (no less than a #2 blade). Haircuts may not have numerals/designs/lines.
- No excessive use of jewelry, heavy gold chains, or similar.
- Boys and men are prohibited from wearing makeup. This includes nail polish.
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*“Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious...” -1 Peter 3:3-4*

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## **DAILY UNIFORM**

Must be worn daily with the exception of field trip or outdoor activities; items may be mixed and matched accordingly.

### **GIRLS**

- Blue (w/ BIA logo) or white, short or long-sleeved polo shirt or turtleneck.
- Navy blue jumper (from Campus Club with Academy logo), pants, skorts, or shorts. Pants and shorts must have belt loops.
- Belt-navy blue or black, solid in color with no designs.
- Blue or black plain shorts **MUST** be worn under jumpers or skirts.
- Socks-blue, black, navy blue or any combination of the colors mentioned. No other colors are allowed.
- Tights- white, black tights, solid in color with no designs. No other colors are allowed. **NO LEGGINGS ARE ALLOWED.**
- Blue cardigan sweater.
- Navy blue BIA sweatshirt(pullover, hoodie or zippered). Short or long sleeve white oxford shirt.

### **BOYS**

- Royal blue pants or shorts. Must have belt loops.
- Royal blue or blackbelt, solid in color with no designs or logos.
- Royal blue (w/ BIA logo), or white, short or long sleeved polo shirt, or turtleneck. Royal blue cardigan sweater.
- Royal blue BIA swear shirt (pullover, hoodie or zippered).

## **DRESS CODE ENFORCEMENT**

It is the responsibility of the parent to make sure their children come dressed in their appropriate uniform and have clean, neatly groomed hair. Please help your child avoid the embarrassment of being sent to the office for improper dress.

### **INFRACTIONS OF THE UNIFORM POLICY ARE AS FOLLOWS:**

- 1st offense email or verbal warning.
- 2nd offense note and/or email home to parent.
- 3rd offense or more students will not be allowed to participate in classroom activities until dressed appropriately.
- Some violations of the dress code may be deemed severe enough to warrant immediate attention. In these cases, the administration may decide on a more appropriate consequence to resolve the problem.

## EXTRA CLOTHES

Since active play and participation are encouraged as it is an important part of the child's daily activities, the students are therefore required to bring the following:

- a complete set of extra clothes (shirt, pants or skirt, underwear, and socks)
- sunblock lotion

## HYGIENE KIT RECOMMENDED

Developing good habits is another area that the Academy constantly reinforces with the students. This includes personal hygiene. At the start of the Academy year, it is recommended that students bring the following items for their personal use (included but not limited to):

- toothbrush (with cover )
- toothpaste
- hand towel and liquid soap, comb or hairbrush

## **FINANCIAL POLICIES**

### **TUITION AND FEES**

It is the goal of the Academy to provide a quality Christian education at a reasonable cost for all participating families. Therefore, it is vital that our Academy families place a high priority on the payment of tuition. Our teachers, staff, faculty, and students depend upon the prompt payment of this financial obligation.

Each school year, the first tuition payment is due by August 1st. The last payment of a school year will be due around May 1st. Dates are subject to change. We will keep you up to date with any changes.

Parents may make their monthly payments through the following methods: automatic withdrawals from a checking or savings account, submitting a physical check, money order, or cashier's check, or by a debit or credit card. No cash payments will be accepted. Payments made may be subject to additional fees based on your financial institution. We will let you know if any additional fees are required by BIA. Please contact us promptly if there is a discrepancy or question about payment.

As a convenience, most banks provide a free online bill payment system. The Academy encourages parents to set up this service for our monthly tuition payments. Please check with your bank for their financial terms and policies.

Billing suggestion: If the payment method is through check or money order, all payments must be listed as payable to Brilliant International Academy.

### **DELINQUENT ACCOUNTS**

Students of parents who have balances more than 60 days past due will not be allowed to continue attending classes at BIA until payment arrangements have been made.

Example: August 1st 2023 tuition is due. If August tuition has not been paid by October 1st and payment arrangements have not been made; your child will not be allowed to attend classes on October 2nd, 2023.

### **LATE FEES**

Tuition is due on the first of each month, unless otherwise specified. A late fee of \$25 will be assessed after the 10th of the month on all past due accounts. If the 10th of the month falls on a weekend or holiday, payment will be due on the prior business day.

### **RETURNED CHECKS**

A fee of \$25 will be charged on all returned checks. After the second returned check, all fees must be made by money order, cashier's check, or by debit or credit card only.

### **FUTURE ONLINE PAYMENT OPTIONS**

Brilliant International Academy is looking into the implementation of online payment systems. We will inform you if new or better options become available.

## Financial Obligations

By enrolling a student in Brilliant Child, the parents/guardians of the student agree to complete and sign the Enrollment Agreement. The financial commitments are explained below:

- A student may not be allowed to attend class when their tuition is two months in arrears and may not be permitted to take semester final exams. In addition, a hold may be placed on the Student Information System account which provides access to homework, grades, etc. Transcripts, diplomas, grades, etc. will not be released until all financial obligations, including those under the Enrollment Agreement, have been fully satisfied. In addition, any student whose account is in arrears at the end of a semester may not be permitted to return for the subsequent semester.

- It is the goal of Brilliant International to provide a quality Christian education at a cost that is reasonable to all participating families. The major source of revenue for Brilliant International is generated through tuition. The first tuition payment is due by August 1st. Billing cycles cannot be changed after the August billing. For your convenience, payments can be made:

Semiannually in two (2) equal installments Quarterly in four (4) equal installments, or In ten (10) equal installments.

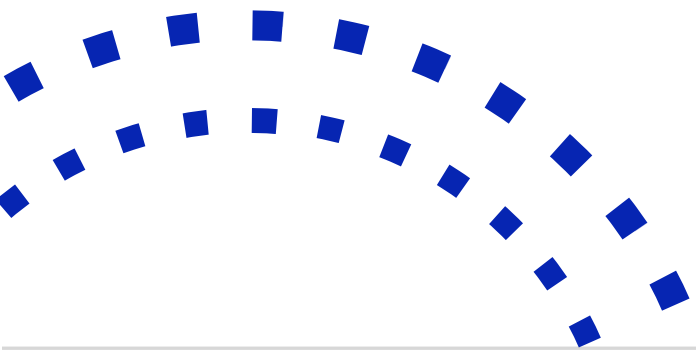
Tuition assistance is available for families that qualify. Awards are based on

- demonstration of need as well as availability of funds. Information regarding tuition assistance is posted on the school website under the Admissions/Financial Information tab. At times, we understand that families may experience financial difficulty. We encourage parents/guardians to contact the Finance Office immediately if they need assistance with financial matters. The Tuition Assistance Committee assesses hardship cases on an individual basis.

Parents/guardians of students who are dismissed, or leave during an academic

- school year, are financially obligated to pay the amount of tuition and fees due up to, and including, the end of the month in which the student leaves. All financial obligations under the Enrollment Agreement must be met prior to transferring to another school.

- Transcripts and grades will not be provided to the other school until all the financial obligations are met. In the case of graduating seniors, the diploma and final transcripts will also be withheld until all financial obligations are satisfied.





# HEALTH, NUTRITION AND SAFETY

## HEALTH REQUIREMENTS

Students entering the Academy for the first time must have a pre-admission physical card completed by a physician within one month of the beginning of the Academy year or from their start date. This information is kept on file for as long as the child is attending the Academy. Please contact us if you need to obtain or transfer records.

## ILLNESS POLICY

It is extremely important that students are not sent to school when they are sick. All students will be going outside for recess and physical education. If a student is too sick to go outside, that student should be considered too sick to come to the school. If students are injured or become sick at the Academy, parents will be notified promptly. Parents or guardians **MUST** make arrangements to pickup the injured or ill student **IMMEDIATELY**.

Children should be kept home if they have ANY of the following symptoms:

- Fever of 100F or above

- Diarrhea

- Vomiting

- Cough (frequent, wet, wheezy, croupy, or coughing up mucus)

- ANY contagious infection or illness

- Eye or ear infection (with white, yellow, green drainage)

- Overly tired or unusually unwilling to attend.

**If a student has a communicable disease (such as strep throat, for example) the parent must notify the Academy office immediately. A doctor's release is required for return to Academy.**

## MEDICATION

A medication authorization form ("Release and Hold Harmless for Medications") must be completed and submitted by the parent. In addition, a list of any medication prescribed or required should be submitted to the office. Any necessary forms will be available in the Academy office. A medication authorization form will be valid for the current Academy year if the order is not changed. A new form must be completed for any change in medication, such a dosage or frequency.

## **MEDICATION (CONTINUATION)**

Ideally, the parent or guardian, or other responsible adult designated by the parent or guardian, should deliver medications to and from the Academy. However, there are circumstances where the student may have to carry or pick up their medications. In this case, a written and signed note and/or signed medication authorization form must be delivered to the main office, along with the medication in its properly labeled and prescribed container.

All prescription medications should have a pharmacy label and a copy of the prescription from the doctor. For nebulizer treatments for asthma, the medication and tubing, including the mouthpiece or mask and dispenser, must be provided by the parent or guardian and the proper paperwork must be filled out prior to use.

Medications dropped off to the Academy office must be in the original packaging. These may be kept at the Academy for the current Academy year. All medications left over at the end of the Academy year will be discarded safely.

At the Academy Director's discretion, students may be allowed to carry basic over-the-counter medications such as cough drops or medicated salves (provided by the parent or guardian). Please inform us of this and complete a medication authorization form so we may be aware of circumstances and medications on campus.

## **FIRST AID**

The Academy is confident that our teachers and staff are trained and able to give first aid to most injuries. However, teachers are not allowed to give oral medicine. If a student requires oral medication, parents should give a written authorization with clear instructions on how to administer the medicine. This does not guarantee we will be able to accommodate. However, we will communicate openly with you as needed.

At no time should students offer medications to, or share with, other students. If this does occur, disciplinary action will be taken.

## **ALLERGIES**

Some students may have severe, life-threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school cannot promise an allergy-free environment. A Food Allergy Management Plan should be on file for every student with food allergies. This document outlines recommended treatment in case of an allergic reaction, includes emergency contact numbers, and is signed by the student's physician. Your student's teacher will post the allergy list in their classroom as well.

## RECESS AND LUNCH

- All students are required to participate in recess and lunch with their regular classroom only. Students should not share their food with their classmates unless given specific permission by admin. This is especially important, as the COVID-19 pandemic is still a concern. In addition, students may have allergies or home diets that need to be taken seriously.
- As a Christian faith-based school, we would like to promote the tenets of healthy living. Therefore, we prefer snacks and lunches that promote health and wellness. Lunches should be based on the five basic food groups if possible: fruits and vegetables, starchy food, dairy, protein, and fat. A good guide would be to choose more fruits and vegetables and avoid unnecessary fats. We discourage junk food as a source of snack or lunch. The Academy does not allow any student to drink soft drinks or chew gum at any time. We advise parents or guardians to bring nutritious foods and avoid deep fried, processed foods and foods with high sugar content. Parents should ensure that the student has eaten breakfast before coming to the Academy. Missing a meal can cause unwanted behaviors, distractions, or a lack of energy which can disrupt the student's active participation in class. The Academy is promoting "Waste Free Meals." It is our mission to educate and train students to be caring and concerned about their environment and the role they play in it. The Academy discourages the use of Styro foam containers or disposable plastic utensils for this reason. Food should be stored in reusable containers. In addition, students should eat everything they bring and not waste food. If a student should arrive at Academy without lunch, administration will attempt to contact the parent, provided there is enough time to get the lunch to the student before or during their lunch period. If there is not enough time for the parent to bring the student's lunch, an emergency lunch will be provided. Emergency lunches are for emergencies only. They will be charged to the student's account in order to deter inconveniences and distractions to student learning. All students must begin their lunch break in their classroom setting. Parents visiting their children for lunch must check in at the office and sign their child out for lunch. After eating, the parent must check their child back in with the front office. Parents may bring food in for birthday celebrations or other celebrations. However, the food must be store-bought and not made at home. In addition, please bring food that does not contain nuts, as to respect student allergies.



## **EMERGENCY RESPONSE PLAN**

Brilliant International maintains an Emergency Response Plan to respond to emergencies or disasters, such as bomb threats or weather, that occur when school is in session. The following guidelines are to be followed:

Go to our website at [www.BIAusa.com](http://www.BIAusa.com) for emergency instructions.

The school's social media platforms will also be updated on emergency procedures and status, if possible.

Do not telephone the school. Telephone lines may need to be used for emergency personnel response or for the school to call 9-1-1.

Students will be released as soon as any imminent danger has passed, when the roads are drivable, and the streets are open.

In the event that road access to the school is blocked by emergency personnel, please have a pre-formulated crisis plan and protocol with your student regarding pickup.

The media will be notified if a situation mandates the departure of all students/faculty/staff from the school.

Brilliant International conducts monthly emergency drills, both in conjunction with the Las Vegas Fire Department and independently as needed. These drills include, but are not limited to, evacuation, earthquake, shelter-in-place, and lockdown. Nevada laws require bi-monthly fire, lock-down and shelter-in-place drills. These drills may be conducted by the Clark County Fire Department or by the Academy. Students are expected to cooperate in a quiet and prompt manner, according to the procedures implemented by the Academy.

If it becomes necessary for the Academy to be closed on short notice, or closed while the Academy is in session, parents and guardians will be notified through a written emergency letter, which sends a simultaneous alert via text message, voice call and/or message and email. If the administration must cancel school or dismiss school early because of an emergency or bad weather, an announcement will be made on [www.BIAusa.com](http://www.BIAusa.com) as well as through the local media. The school will also update you through email and social media platforms.

Crisis response involving eminent danger to staff, students, or facility suggests that those who are able to follow an off-site evacuation plan relocate to Desert Breeze Community Center located at 8275 Spring Mountain Rd., Las Vegas, NV 89117. Another location includes Mountain Top Christian Church at 2845 Lindell Rd. Please use the website [CCParks@ClarkCountyNV.gov](mailto:CCParks@ClarkCountyNV.gov) for more options. Our current BIA hours are from 6:30 a.m. to 6:30 pm. Please establish an individual crisis plan, as a family, with your student. Feel free to contact us for emergency evacuation location suggestions.

### **Exempt Status**

Brilliant International "is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act."

# SECURITY AND SAFETY MEASURES

## ID Cards

- Student ID cards must be carried at all times and presented for verification when requested by faculty/staff.
- Students may be refused admittance to Brilliant International activities without a valid school ID.
- Students who lose or misplace a card will be responsible for the cost of a replacement card.
- Students, or parents, are responsible for notifying the office when a card is lost or stolen.
- Student withdrawing from Brilliant International must return the school ID card to the front office.
- The ID card is property of Brilliant International and must be surrendered upon request by a school official or by administration.
- Students may be able to use their ID cards to obtain discounts at venues such as museums or events.

## Insurance

Brilliant International does not carry accident or liability insurance upon which a student may make a claim. If desired, students participating in sports may purchase coverage through an outside source.

## Security Cameras

School cameras are monitored by the administration and are the property of BIA. The protection of student privacy and confidentiality mandates that the viewing of cameras be restricted to school officials. If desired, still pictures of moving video may be requested. However, we cannot guarantee that we can fill your request.

## Safety Policies

The safety of all students in the Academy is our primary focus. The Academy strives for a hazard-free environment. Therefore, the following policies are established:

- Enough adults, to effectively supervise every group of students whether in the classroom or on the playground, will be provided.
- Every classroom and playground area are inspected regularly to eliminate or correct situations and repair any equipment that may cause injury to the students.

# REGULATIONS FOR STUDENT CONDUCT

## ATTENDANCE POLICIES

Brilliant International Academy is required to provide an appropriate number of instructional days. Students are expected to be present, punctual, and ready to learn at all times. It is very difficult, if not impossible, for the staff or student to maximize potential for those students who are excessively absent.

## GENERAL ABSENCE POLICIES

- Students are required to make up all class work missed during an excused absence.
- In accordance with BIA policies, all students are still required to have a parent verify all absences, even if they are of legal adult age.
- All absences must be excused by the parents within 3 school days. Parents who have not excused the absence will be contacted by the school the day of the absence. Students who return to school after an absence without parental excuse will be considered truant.
- Truancy: non-validated absences for all or part of a day; they are subject to disciplinary action.
- Students are required to make up class work assignments for most absences. Full credit will be given in most cases. However, one notable exception is truancy, where the grade will be lowered based on the absences.
- Students who miss more than five minutes of a class will be marked absent from that class.
- Students, who are late twice within a week, or four times within a month, will be considered "habitual." The parents of the students will then be notified through a written letter and/or a Parent-Counselor meeting will be arranged to address these concerns.
- If a student is absent, homework requests must be emailed to your child's teacher and received by 10:00 am and must be picked up by 6:00 pm on the same day.

## TARDY POLICY

It is the responsibility of the parent to have their children at the Academy and seated in class seated at least 5 minutes prior to the time class starts. Tardies are tracked on a quarterly basis and will affect grading. At the discretion of the administration, a child exceeding 3 tardies per quarter will be subject to our discipline policy:

- 3 tardies or unexcused absences will be issued a 30-minute detention; 6 tardies or unexcused absences will be issued a 1-hour detention
- Anything over 6 tardies or unexcused absences in one quarter may be subject to a 1-day suspension as decided by administration
- Students, who are late twice within a week, or four times within a month, will be considered "habitual." The parents of the students will then be notified through a written letter and/or a Parent-Counselor meeting will be arranged to address these concerns.

Whenever a student arrives more than 60 minutes after the start time, or leaves more than 60 minutes before the end of the Academy day, it will be considered a half-day absence.

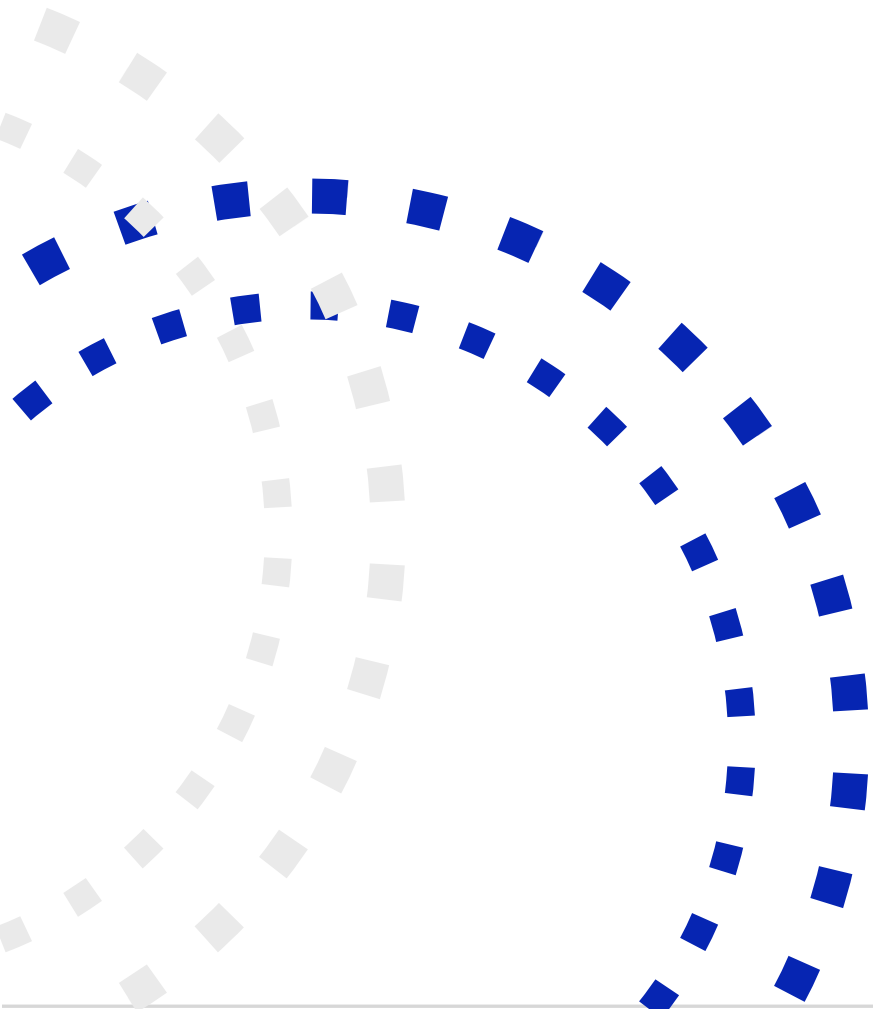
Note: The cumulative tardy count resets at the beginning of each quarter. This, however, is not an excuse for tardies.

Reminder: Any student arriving late must get a tardy slip from the office.

## ABSENCE POLICY

For the welfare of students, the Academy verifies all absences. Parents are asked to confirm all absences by calling the Academy at least one hour prior to the start of classes.

Parents are required to apply for a leave of absence if their child is to be absent from Academy for more than two days, when not illness-related. A substantial amount of absences would deprive the student of the learning experiences the Academy has prepared for them over the course of the Academic year. Please be aware and mindful of this.



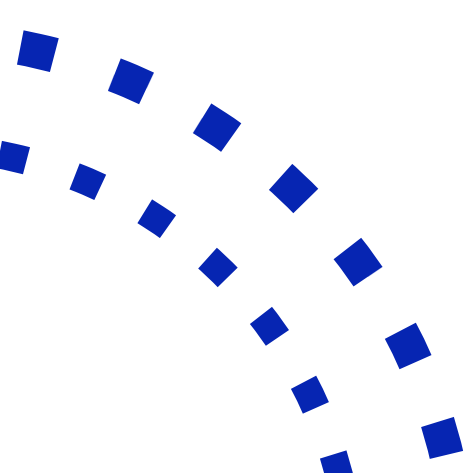
## OTHER GENERAL INFO AND POLICIES

### PLAYGROUND USE

The main playground is designed for the use of children from Elementary to Middle school. Children below kindergarten age should not be on the play structure for safety reasons. We have a smaller playground available for our early childhood and pre-kindergarten students.

### PLAYGROUND SAFETY RULES

- There must be an adult staff member with the group of children at all times. Any problems should be reported to the staff member in charge of playground play at the time.
- No oversize clothing, hoodies or clothes with drawstrings are allowed on the playground.
- Children should only use play equipment designed for their age.
  - Example: older children should not be using toys designed for toddler use.
- Be extra careful when climbing on equipment. Never touch anyone who is climbing. Wait your turn instead of trying to climb too.
- No running or playing tag or chase games on or around playground equipment or cement surfaces.
- When you get on and off the equipment, make sure nobody is in the way.
- Touch the playground equipment before you start to play. If it is wet, hot, or cold, do not play. Tell the staff in charge of playground play at the time.
- No pushing, shoving, hitting, bullying, teasing, or saying unkind or inappropriate words. Patiently wait your turn.





## ARRIVAL AND PICK UP

- BIA begins between 8:40 am and 8:55 am, depending on the class. Students not in their classroom 5 minutes before class starts must get a tardy slip from the office and admin area.
- Once a tardy slip is obtained, the student must report directly to their classroom. Tardy students in grades Elementary to Middle school should be escorted to their classroom by a parent, guardian, or staff member.
- Students arriving before 8:30 am will be signed into the Safe Care program and charged the appropriate fees.
- Parents and students arriving before 8am must enter the building using the doors by the front office. All other entrances will be locked.
- Before 8:00 am, all elementary grade students should be brought to the classrooms by a parent or guardian.
- After 8:00 am, students may be dropped off at the side entrance of the Academy and should report directly to their classroom. No loitering or playing outside without staff permission and supervision.
- Students and parents are not allowed in the classroom, hallways, or other areas before 8:00 am without teacher or admin permission.

## EARLY DISMISSAL

All parents wishing to sign their child out early must do so in the Academy office. An “Early Dismissal” slip should be issued for the parent to give to the classroom teacher, and/or the child will be called out of their class by an Academy staff member.



# OTHER GENERAL INFORMATION AND POLICIES

## BIRTHDAYS

Every child at the Academy is precious in God's sight, and ours. The Academy is pleased to welcome a birthday celebration in the classroom.

Parents who wish to celebrate their child's birthday here at BIA during the school day must pre-arrange the party at least two (2) days in advance of the child's birthday with the school administration and the child's teacher. Parties will be held during your child's lunch time. If you wish to provide food, we request that pizza be the food provided, and that there will be enough for the entire class. Parents will also need to provide the necessary paper plates, napkins, etc. Parents should also check with the teachers before bringing in food that may contain potential allergy-causing ingredients. There may be a child in the class who may have a food allergy. Culture-restricted food is likewise a consideration, such as not eating pork. Guardians join exclusively during the designated lunchtime period. This ensures minimal disruption to the academic activities afterwards. Moreover, in the aftermath of any celebratory events or parties held at the school, we sincerely appreciate parents/guardian's invaluable assistance in helping our dedicated teachers with the post-party clean-up efforts. Active participation for a maximum duration of 30 minutes will significantly contribute to the swift restoration of our premises, promoting a safe and conducive space for all students.

The Academy believes that it is important that members maintain a quality of life that promotes health, fitness, and sustainability of the environment. Thus, we are advocating a junk food, Styrofoam, disposable plastic, waste free environment. Food packs during parties should not be placed in Styrofoam packages. Use of plastic products (cups, spoons, forks, bags, bottles, etc.) should be kept to a minimum.

## CARPOOLS

Carpooling should be set up prior to the school day on which it will occur. It is the responsibility of the parent to inform their child of the carpool arrangements in advance. The Academy office will not interrupt classroom teaching time to make alternate arrangements for a pick-up. Please do not call the office to change carpool or pick-up information for your child. However, please let us know of the arrangement for the safety of the student. We may require a state ID for pick-up, at the discretion of admin.

## CHANGE IN PARENT/STUDENT INFORMATION

It is essential that parents notify the Academy office of student information changes as soon as possible so the Academy can maintain necessary and appropriate contact with the family. In instances where the parents are divorced, a copy of the custody decree detailing parental obligations and/or restrictions must be on file. A "Change of Information" form must accompany any updates to student information. Any changes must be formalized through court jurisdiction and court decree. A change of information form can be found in the Academy office.

# GENERAL INFORMATION AND POLICIES

## CLOSED CAMPUS

Students are to remain on campus from arrival in the morning until departure in the afternoon. If a parent picks up a student for an appointment during the day, the parent must sign the student out in the Academy Office.

Students MUST be supervised at all times while on campus, before, during, and after school. If a student is not picked up at the end of the Academy day or after an extra-curricular activity, they will be put in our Safe Care program. Additional fees will apply.

## ENTRANCE/PLACEMENT TESTING PROCESS

All students will complete an entrance examination and assessment administered by a qualified staff member. Test results will be discussed with admin to determine a student's placement. The Director will inform the parents of the student's test results and subsequent placement through email.

## FIELD TRIPS


The purpose of field trips is to increase the student's awareness of the world in which we live. They are viewed as part of the curriculum and as an extension of the classroom. Parents should be notified at least one month in advance of any field trip. No siblings should be allowed on field trips without consent from admin.


Written permission by a parent or guardian is required for participation of students in all field trips. A field trip permission form covering the entire year will be given to the parents to sign during registration. Additional permission slips will be sent out prior to each field trip to provide parents with specific information.


# GENERAL INFORMATION AND POLICIES


## GRADING


Elementary to Middle school use the traditional grading system based on the following percentages:


100-97% A+ 


96-93% A 


92-90% A- 


89-87% B+ 

86-83% B 

82-80% B- 

79-77% C+ 

76-73% C 

72-70% C- 

69-67% D+ 

66-63% D 

62-60% D- 

59%  
& below F 

## GRADING

Kindergarten students will use the following grading system. Elementary, Middle School, and higher grades will use this grading system for behavior.

E= Excellent

S= Satisfactory

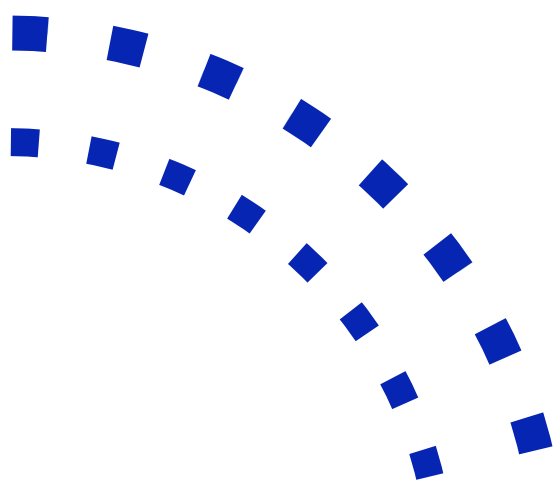
S+= Above Satisfactory

S-= Below Satisfactory

N= Needs Improvement

## MANDATORY HOMEWORK

- BIA students are required to complete their assignments on time and to the best of their ability. Students are not permitted to turn in homework late without penalty or not complete assigned work. Homework is a very important part of a student's education. It is used to reinforce material taught in the classroom. When differentiated to meet the specific learning needs of the individual, homework can help students develop as independent learners. Homework should be designed to benefit the student, with the results being seen in all aspects of the Academy. Failure to complete homework on a regular basis will have an adverse effect on a student's grades at the Academy. Parents are encouraged to work with their child in stressing the importance of homework and to provide an environment where students can learn and study with minimal interruptions. Late homework will be accepted only according to each grade level's late work policy.
- Students who don't understand grade-level concepts or are not able to keep up with homework or classwork, should get a tutor. Students who have a legitimate excuse for missing work (e.g. illness, doctor's appointment, etc.) must communicate with the teacher in order to be timely on turning in work. Students must make up any work that is missed due to absences according to each grade level policy.



## Academic Probation

A student who receives multiple D's or F's in one semester may be placed on academic probation. This probation means that the student should not receive an F or D the following semester.

## Academic Dismissal

Brilliant International Academy has high academic standards and expectations for its students. Attending our school is a privilege. Any student who attends Brilliant International is expected to achieve academically based upon the student's willingness and ability to learn. A student may be academically dismissed from Brilliant International for poor academic performance if the:

- Student has failed to fulfill the conditions of an academic contract. Student has accumulated 3 F's in one semester.
- Student has failed to earn the required total credits needed to move to the next grade level.
- Students who do not maintain a minimum semester GPA of 2.0 may lose the privilege of being a student at Brilliant International Academy.

## Academic Honor Code

It is expected that all Brilliant International students conduct themselves in a manner consistent with the philosophy of the Christian faith. We encourage our students to meet their maximum individual potential and become citizens who incorporate high ethical standards and Christian values into their daily lives so they may be an example for others. Adherence to the academic honor code promotes the level of academic integrity required within the school and assures that student work is judged fairly when being evaluated against curricular standards. The Honor Code reminds students of their obligation to pursue honesty and academic integrity in the learning process.

Violations of the Academic Honor Code may be reported on college application forms. Students who violate the Academic Honor Code are also subject to disciplinary sanctions, including the possibility of dismissal from the school.

## PROBATION/RETENTION POLICY (ELEMENTARY TO MIDDLE SCHOOL)

If a child is not progressing at a pace that is appropriate, a parent/teacher conference will be held. Steps to help the student achieve success in these areas will be discussed and agreed upon in writing along with a date for a parent meeting. If the child continues to have trouble, a second meeting will be scheduled with the Director to discuss further options and a plan of action. At the end of the year, the teacher and Director will decide whether a student should be retained or dismissed or whether they remain on probation for another semester.

## Academic Integrity

Academic integrity is a fundamental value upon which education is built. Acts of academic dishonesty compromise these core values and undermine the process by which knowledge is created, shared and evaluated. Repeated offenses cast suspicion not only upon the integrity of individuals, but also damage the reputation of Brilliant Child.

## Enabling Other Students' Academic Dishonesty

Unless given explicit permission from a teacher, students are expected to submit their own work, as well as protect that work from being used by others. Enabling or helping other students with their work without permission and/or discretion is regarded as "Academic Dishonesty."

Examples include, but are not limited to:

Sharing/emailing/giving another student a completed assignment to use.

- Providing a corrected assignment/assessment/test to a student who has yet to take it.

- Allowing another student to copy or use an assignment.

- Allowing another student to edit an assignment.

## Other Examples of Academic Dishonesty

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, whether through traditional or digital means such as the following:

- Claiming the work or thoughts of others as your own.

- Copying the writing of others into your written work without appropriate references.

- Writing papers for other students or allowing them to submit your work as their own.

- Buying papers and turning them in as your own.

- Having someone else write or create all or part of the content of your assignments.

- Submitting the same paper for more than one class without explicit permission from the faculty members.

- Making up or changing data for a research project Fabricating and/or altering documents and /or information Violating test taking procedures or test security.

- Possession of a teacher edition of any school textbook or resource.

*Note: Turnitin.com is a web-based plagiarism prevention system used for detecting plagiarized work in term papers and essays. It is currently in use by the faculty to ensure that students learn to use sources as educational tools appropriately while promoting adherence to the Academic Honor Code.*

## Extra Credit

A student's grade should be an accurate reflection of achieved academic performance. Therefore, extra credit is strongly discouraged in all disciplines. If extra credit is offered, it must clearly relate to the academic objectives of the course and be available to all students in the course.

## Lost and Found Items

Parents should make sure that all of their child's belongings are labeled with the child's name. Unlabeled articles of clothing and other things left in BIA will be placed in the lost and found box near the reception area. At the end of each term, unclaimed items will be donated to charity. The Academy will not take responsibility for lost belongings.

## Music Participation

All students are expected to participate in ALL scheduled performances and remain seated with their class for the entire performance. Students will be released to parents after the program. Students not participating will have their quarterly music and/or performing arts elective grade lowered.

## Office Hours

The Academy Office is open Monday through Friday from 6:30am-6:30 pm. The office is closed early on all scheduled half days and is closed on Academy holidays.

For more specific questions, a pre-arranged meeting would be advised to be sure of adequate time for thorough discussion and exploration of possible solutions. Email or call the office to schedule a designated time for your discussion.



## TECHNOLOGY AND ELECTRONICS POLICY (ELEMENTARY TO MIDDLE SCHOOL)

Students are not allowed to have electronic devices on campus unless for use with academics and unless they are given permission from BIA staff. This includes cell phones, smart phones, iPads, tablets, handheld gaming, or other electronic devices. The use of earbuds or headsets should only be used during appropriate times in school.

### Materials

- Every student must come to The Academy with complete materials that will be needed for class. Forgotten materials brought to The Academy after class has already started will not be accepted. Being successful, not only in The Academy but also in the “real world,” involves learning how to be responsible. Students must learn how to come to class prepared.
- Bringing materials unrelated to Academy work (e.g. cellphones, anything of value, toys, MP3 players, tablets, handheld gaming consoles, iPad, comic books, play cards, jewelry except watches, etc.) is also prohibited. This is to prevent loss of personal belongings and avoid unnecessary distractions and conflicts among the students.
- The teacher reserves the right to confiscate the above-mentioned materials which will be returned only in the presence of the student’s parents.
- A written request and approval from the Director or admin will be required if bringing of cellphones will be necessary. However, cell phone use will only be limited to after dismissal time and will be kept by the teacher during class hours and breaks. The Academy will not be held liable for the loss of or damage of materials or electronic devices that the teacher did not require them to bring even in instances where these devices are in the custody of teachers.
- Students are trusted and encouraged to make healthy and smart choices with technology. Misuse will have serious consequences.

### E-MAIL AND SOCIAL NETWORKING

Student use of e-mail at school is limited to school-related matters only and must be approved by school personnel. Instant messaging is prohibited. Social media sites, such as Facebook or Tik Tok, are prohibited.

## VIOLATIONS OF TECHNOLOGY POLICY

1. Violations of internet and social media policies will result in disciplinary action. BIA values the importance of responsible and age-appropriate use of technology, particularly concerning social media. At our school, we care deeply about students' well-being, safety, and academic progress, which is why we have established guidelines for social media use.

2. Our school policy prohibits students under the age of 13 from having social media accounts. This policy aligns with the Children's Online Privacy Protection Act (COPPA), a federal law designed to protect young individuals from potential risks and vulnerabilities associated with online activities. Students who have reached the age of 13 are permitted to create and maintain social media accounts. However, BIA emphasizes that this privilege comes with the responsibility to adhere to the Community Guidelines.

3. BIA enforces a strict prohibition on posting ungodly content on social media platforms. This includes, but is not limited to, content that is disrespectful, offensive, inappropriate, or contrary to the moral standards upheld by our school. We kindly remind students of the following guidelines to maintain a positive and respectful online presence:

Uphold School Values: Before posting any content, ensure that it reflects the values of respect, kindness, and integrity that we uphold at our school.

Think Before You Post: Take a moment to consider the potential impact of your posts on others and the image it portrays of yourself and our school community.

Respect Others' Privacy: Refrain from sharing or reposting content that may violate the privacy and dignity of others.

Report Inappropriate Content: If you come across any ungodly or inappropriate content posted by your peers, promptly report it to a teacher or school staff member.

Seek Guidance: If you are uncertain about whether certain content is appropriate, don't hesitate to seek guidance from your parents, teachers, or school authorities.

## MEDIA RELEASE

There will be multiple opportunities and occasions before, during, and after our school year to photograph, film, and/or otherwise capture students' images and opinions, both inside and outside of school grounds. Brilliant International Academy reserves the right to use such materials in ways deemed appropriate by the administration to help promote and publicize our events and accomplishments. Parents must submit to the administration, in writing, any objection to the use of their student's likeness for such purposes.

## SPECIFIC POLICIES

Parents and students must be aware of the following:

### Responsible Use of Technology

- Access to iPads, computer labs, library labs and computer network information is available to all students provided they comply with the rules and regulations established in this policy.

- Brilliant International may limit technology and/or internet access to students who use resources inappropriately or violate any local, state or federal laws or ordinances.

- Students who choose to use technology in an inappropriate manner may face disciplinary sanctions, ranging from a warning to dismissal from the school.

### Legal/Ethical Considerations

- Students must respect and adhere to the laws of the United States of America concerning copyrighted material, threatening, violent or harassing material, obscene material, and material protected by trademark or trade secrets.

Students must adhere to ethical and responsible behavior when using computer network information resources.

Students must adhere to Christian principles when using technology.

### No Expectation of Privacy/Search Protocols

All electronic devices brought on campus may be subject to search.

- The school maintains the right to monitor student use of all technology on campus, including personal devices.

- Files stored by users on the school's file servers are not private. System operators and administrators may review users' files to maintain system integrity in accordance with this Acceptable Use Policy.

### Networks/Wireless Internet/Filtering

- The setup and use of personal internet cellular connections ("tethering"), personal cellular data connections (e.g. "3G" and "4G" and "5G"), and peer-to-peer networks is strictly prohibited on campus.

Students will not attempt to circumvent the school's security and filtering systems.

Students may not use the network in a way that hampers use by others.

- Students will not partake in video or audio streaming of any kind without specific permission from the school's administration.

- Students will not use the school's network, computers, or their own devices to play any electronic games unless such game playing has educational purpose, and is specifically approved and directed by the supervising faculty member.

### Appropriate School Use

- Student use of school and personal computers, laptops, devices, printers, and all other equipment and related services is limited to school-related activities. Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the parent student handbook.

## PROBLEMS/ISSUES WITH TECHNOLOGY

- Students must report any problems with technology, computer networks, computers, laptops, devices, or any other equipment or electronic resource, immediately upon becoming aware of it, to the IT staff or supervising faculty member.
- Students will not take apart or remove any school computer, laptop, device, or any other equipment without specific permission from the administration and IT staff, or their designated representative.
- Students may troubleshoot their iPads with a reboot (hard or soft).
- Students will not attempt to troubleshoot, service, reboot, reset, or shut down school computers, laptops, devices, or any other equipment without specific permission from the Technology Support Center staff or the supervising faculty member.

## SECURITY

- Students may not use others' computer accounts or passwords under any circumstances. A student may not allow any other student to use his/her account or password under any circumstances.
- Students may not impersonate another's identity on the school's computer networks, virtual networks, electronic resources, or websites.
- Students will not make any changes to settings, programs, applications, or files on school computers, laptops, or equipment without consent of the supervising faculty member or IT personnel.

## DAMAGE/DISCLAIMERS/RELEASE OF LIABILITY FOR INAPPROPRIATE USE

- Students or parents will reimburse the school or other individuals for any damage to school or other individuals' computers, laptops, devices, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out the necessary repair or replacement of equipment in such situations.
- Students are responsible for improper care and handling of, or damage to, hardware, software, peripherals, or networks. Students will be liable for the cost of replacement or repair and will lose access privileges.
- The IT personnel and/or administration have the authority to override a supervising faculty member if network integrity could be impaired or compromised by any action. Access to resources that have not been reviewed and evaluated may be restricted or prohibited.
- Content of online databases to which Brilliant International subscribes is determined and controlled by the publishers of those sites, and not by the school or its employees. Efforts to monitor and regulate student internet access do not guarantee full compliance with the school's policies and standards; appropriate use is the student's responsibility. Parents and guardians of minors, in conjunction with Brilliant Child, are responsible for setting and conveying the standards their children should follow when using media and information sources, including access to the Internet. Brilliant International is not legally liable for a student's inappropriate use of the Internet.
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## VISITORS

The Academy is open to parents to visit the classrooms. Arrangements for visits must be made with the Academy office and approval obtained from the Director or admin at least one day in advance of the visit.

- Please contact the office to schedule an appointment if you want to meet with a teacher to discuss anything pertaining to your child or the classroom.
- All visitors (including parents, family members, alumni and business personnel) must Sign-in at the front desk/reception to obtain a visitor's badge. If not a parent or guardian, visitors must have a valid ID or driver's license to obtain a visitor's badge from the front desk. Our policy on allowance of visitors is subject to change as needed.
- Visitors to the Academy are subject to the Academy's rules and regulations. Please remember that this is a Christian Academy and all visitors are asked to dress and speak appropriately. Visitors who cannot abide by the policies will be asked to leave.

Many parents and students are highly allergic to animals or other allergens. Therefore, animals or pets are not allowed without prior approval from the Director or admin.

Reminder: All visitors (including parents, family members, alumni and business personnel) must Sign-out at the front desk/reception before leaving the school premises.

## OTHER GENERAL INFORMATION

### **Athletic Policies and the Nevada Interscholastic Activities Association (NIAA)**

All students who participate in activities governed by the NIAA, other sports programs, or the Brilliant International Athletic department (and their parents) are responsible for following the policies and procedures outlined in the Brilliant International Athletic Handbook as well as all rules and regulations of the NIAA.

### **Class Schedules**

Class schedules are decided by BIA Admin. Various schedules should be available online. Please feel free to email us if you have any questions regarding schedules.

### **Campus Hours**

If you are visiting, you must stop at the Reception Desk in the Administration Building to obtain a Visitor's Badge.

- You must present a government-issued picture ID. The Visitor's Badge must be worn at all times while on campus.

The Reception Desk hours are 6:30 a.m. to 6:30 p.m.

Classroom instruction begins between 8:30 a.m. and ends by 3:00 p.m.

Students who remain on campus after school must go to Safe Care.

- Disclaimer: This policy handbook is for licensing purposes. Changes or additions may be made to any policy as needed. If changes to policies are made, BIA staff, students, and families will be promptly notified by email.

**Brilliant International Academy**  
Parent Acknowledgement

By signing below, I acknowledge that I have read and understand the Brilliant International Academy Parent/Student Handbook. I further acknowledge I have reviewed the BIA student discipline policies and procedures with my child/children.

Parent name: (Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX A PHOTO PERMISSION SLIP**

From time to time, BIA will take pictures during events, activities, and performances. We respectfully request your permission to use these photos and videos on our website, in the Academy newsletter, or on our official social media sites. Images selected will be done so in order to highlight learning activities, classroom environments, or other uses. The images will only be used by Brilliant International Academy to show our pride in our school and students, as well as the wide range of engaging activities.

Please take a moment to let us know your preferences regarding our use of your child's image.

**YES. I GRANT PERMISSION TO USE PHOTOS OF MY CHILD(REN) ON Brilliant International Academy WEBSITE, BULLETIN BOARDS, NEWSLETTERS AND/OR SOCIAL MEDIA ACCOUNTS.**

**-OR-**

**NO. PLEASE DO NOT TAKE OR USE ANY PHOTOS OF MY CHILD.**

**CHILD(REN)'S NAME(S) (PLEASE PRINT):**

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**PARENT'S PRINTED NAME & SIGNATURE**

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**DATE**

**APPENDIX B**  
**Brilliant International Academy**  
**Behavior Contract for Continued Attendance**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

In consideration of the student displaying poor Christian Character and violating the BIA Student Code of Conduct, the student agrees to comply with the following terms and conditions. The student will:

- Attend classes each day, all day and on time every day school is in session. (*Absences must be excused, a medical note may be required at the school's discretion*)
- Complete all class assignments
- Make satisfactory academic progress
- Follow all school rules and maintain appropriate Christian like behavior at school.
- Be respectful of all school authority and follow directions when given.
- Will be respectful toward other students.
- Will follow the BIA Student Code of Conduct.
  
- Other (specify):*  
\_\_\_\_\_
  
- \_\_\_\_\_
  
- \_\_\_\_\_

I understand that, should I violate this Behavior Contract during the remainder of the current school year, I will be recommended for expulsion from Brilliant International Academy. I further understand that school staff will be informed of the terms of this contract and will be asked to monitor my behavior and compliance to the terms of this agreement.

Signed:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/designee: \_\_\_\_\_ Date: \_\_\_\_\_

cc: *Parent/guardian/Student/Student file*





**APPENDIX D**  
**Brilliant International Academy**  
Notice of Suspension

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Number of Demerits to Date: \_\_\_\_\_

1. Incident Information (Please Check One)

\_\_\_\_\_ Level 1 Offense

\_\_\_\_\_ Level 2 Offense

\_\_\_\_\_ Level 3 Offense

\_\_\_\_\_ Level 4 or Level 5 Offense

2. Narrative of Offense:

3. Number of Days of Suspension: \_\_\_\_\_

Student may return to school on: \_\_\_\_\_ (List Day & Date)

4. Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Principal or Designee*

## APPENDIX E

### Brilliant International Academy

#### Recommendation for Expulsion Letter

Dear Parent/Guardian:

I am writing to inform that your child has been recommended for expulsion from **Brilliant International Academy**. BIA policy calls for your child's recommendation for expulsion when a serious offense has been committed, or there has been an accumulation of 20 Demerits for repeated offenses.

A review meeting with our discipline committee has been scheduled (date/time below) in order to evaluate the committed offenses and violations of the Student Code of Conduct, and to determine if there is just cause to expel your child. **Your presence at the review meeting is required.** The outcome of the review will be determined at the meeting.

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### **Outcome of the Review Meeting**

\_\_\_\_\_ The BIA discipline committee has determined that there is **not** sufficient cause to expel your child and may return to school.

\_\_\_\_\_ The BIA discipline committee has found sufficient cause to enforce the recommendation for expulsion due to the seriousness of the offense committed and the violations of the Student Code of Conduct. Effective immediately, your child is expelled from **Brilliant International Academy**. (Accumulative demerit record and suspension notices attached)

Respectfully,

Kyle T. Hannah  
Principal, BIA