

## ADMISSION POLICY AND PROCEDURE

### GENERAL POLICY

Admission to Bracken Christian School (BCS) is based on the following criteria:

The student and the family must demonstrate a desire to receive an education that is built upon an openly evangelical Christian perspective that asserts the lordship of Jesus Christ in everyday living and the authority of Scripture to establish moral guidelines for righteous living. In order to work together in developing a student's spiritual maturity we require at least one parent must be a professing Christian.

The student must demonstrate academic competence as indicated by previous grades, achievement tests, and placement tests used to determine grade level performance. The school must determine if it can provide a program and environment that will meet the student's academic needs and develop the student's academic potential.

The student and the family must give evidence of a willingness to submit to the policies and procedures of Bracken Christian School.

Finally, students who have had disciplinary problems, have had a suspension or expulsion from other schools or who have more than one failing grade on their most recent report card will not normally be admitted to Bracken Christian School.

Bracken Christian School admits students of any gender, 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 gender, race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### APPLICATION PROCEDURE

To seek admission to Bracken Christian School, please adhere to the following guidelines and complete the enclosed checklist.

1. Fill out an application in its entirety and write the personal testimonies. Incomplete applications will not be accepted.
2. Reference forms are to be returned by mail or fax and not returned by the applicant.
  - A. Give the Pastoral Reference Form to a pastor, elder or other recognized leader in the church you attend.
  - B. Give the Teacher Recommendation Form(s) to the indicated teacher(s), counselor, or school administrator.
3. Complete the enclosed documents and provide the necessary information using the Application Checklist.
4. When the required references, signed documents and other information have been completed and received they will be reviewed by the administration.
5. Those applicants who qualify for further consideration will be contacted for a personal interview. Both the parents and the prospective student are required to attend the interview.
6. Application fee must be received before any application processing will begin!

### ENROLLMENT

Upon acceptance, an enrollment packet will be provided detailing the financial arrangements and documentation that must be completed. **A student is not considered enrolled and a place not secured in a class until all required fees and documents are completed and up to date and all immunizations are current.**

### ACCREDITATION

Bracken Christian School is fully accredited with the Association of Christian Schools International.

### TRANSFER STUDENTS

#### High School Transfer Students

When considering a transfer student for enrollment a determination must be made whether Bracken Christian School can meet the course and graduation requirements of the individual student within an acceptable time frame. If the school is unable to meet the course requirements for graduation within an acceptable time frame the student may not be accepted.

The Administration will determine if previous course work will be given credit and if credit is given whether the grade for that course will be included in the student's GPA. Course work from a recognized accredited school is usually given credit and included in the

GPA. Credit for course work from home school, non-traditional and/or a non-accredited school is determined on an individual basis. Bracken will follow its guidelines for use of courses in determining a student's GPA regardless of the previous school's criteria.

When a student transfers to Bracken during a grading period (9 week quarter) the grades the student brings with him/her (the withdrawal grades from the previous school in the courses equivalent to BCS courses) will be averaged with the grades the student earns that quarter at Bracken using a proportion of the student's attendance at each school to determine the weight each grade will contribute to the overall quarter's average. For example: a student who attends Public High School 4 weeks and Bracken 5 weeks of a 9 week quarter will have 4/9's of the math grade at PHS combined with 5/9's of the math grade at Bracken to get the 9 week average. Therefore, it is important that a student maintain his/her grades at the school even when a transfer is anticipated.

### **Home School Students**

The acceptance of home school courses for high school credit will be at the discretion of the Administration after evaluation of the student through placement testing and/or the examination of the student's course work. Home school courses from acceptable home school curriculum providers like *A Beka and/or Bob Jones*, may be accepted for credit only but not included in the student's GPA. A student coming from a home school experience may be required to take the Credit by Exam (CBE) from the University of Texas or Texas Tech for all major academic areas to determine placement. In order to be placed in grade level classes a score indicating mastery in the subject area is required. Exams must be completed by August 1 of the entering school year.

PACE courses will not be accepted for credit from entering high school students without testing to verify competency. Those students coming from PACE schooling may be required to take Credit by Exam for all major academic areas.

### **Credit by Exam**

Information is available from Texas Tech Extended Studies – 800-692-6877 / [www.dce.ttu.edu](http://www.dce.ttu.edu) or the University of Texas Education Center – 888-232-4723 / [www.utk16educationcenter.org](http://www.utk16educationcenter.org)

### **LEARNING DIFFERENCES**

Students who have current documentation on file at their school for identified learning differences may or may not be considered for modifications. Any modifications will be based on individual needs determined by school personnel and parents. Due to staff and funding limitations, Bracken Christian School cannot guarantee the implementation of an Individual Education Plan (IEP) recommended by another school or other educational source.

### **ACADEMIC PROBATION FOR NEW STUDENTS**

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parents and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Academic probation will be invoked for new students under the following circumstances:

- a. A student new to the school may be placed on academic probation when records from the prior year indicate the student may have academic difficulty at Bracken Christian School
- b. Students coming from an immediate home-school background will automatically be placed on academic probation. However, new students placed on academic probation will not be prohibited from participation in extracurricular activities unless there is evidence of failing grades.
- c. The administration reserves the right to place any new student on academic probation.

### **REVERSAL OF ACCEPTANCE**

In general, there are two circumstances that can cause the school to reverse a prior decision to accept a student.

One, there is evidence that information provided the school has been falsified. In the event that an obvious attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records, as well as, from verbal comments made during interviews.

Two, a student fails to show up for school when anticipated (such as the first day of school in August) and no contact with the school has been made to account for the absence. If a student is absent for six (6) days without the family giving notification to the school the student may be removed from the school and the space given to another student.



## MISSION AND PHILOSOPHY

### **MISSION STATEMENT**

Bracken Christian School will assist Christian families by providing a quality education within the context of a biblical worldview, equipping students to impact their culture for Christ.

### **PHILOSOPHY STATEMENT**

Bracken Christian School believes in ministering to the total person and seeks to offer parents a positive alternative to secular education. It recognizes the need to provide a high quality education, both spiritually and academically, to the children of Bulverde and surrounding areas. The school seeks to provide a sound academic education, integrated with a Biblical view of God and the world. We believe children should be educated at home and at school with the consciousness that Jesus Christ is to be central in all learning and living. All knowledge is to be judged in light of God's Word, including knowledge gained from the study of history, geography, language, mathematics, science, music, and the arts. We consider character training and the teaching of obedience, which will eventually cultivate an inner self-discipline, to be essential to the emotional, physical, social, and spiritual well being of the student. At Bracken Christian School the teacher is expected to be the authority in the classroom, administering discipline firmly, but fairly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

### **DOCTRINAL STATEMENT OF FAITH**

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all beings are born with a sinful nature.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priesthood Advocate.
- We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

### **GOALS**

The goals for Bracken Christian School include, but are not limited to the following:

1. To develop in each student a distinctively Christian intellect.
2. To teach the basic Biblical doctrines and principles given in our school's Statement of Faith.
3. To function as a partner with the Christian home, aiding parents in their Biblical responsibility of training a child to know, love, and obey God.
4. To purposefully and effectively integrate subject matter and all learning experiences with Biblical principles.
5. To teach toward academic excellence in the basic curriculums of math, English, science, and social studies.
6. To offer students the opportunity to develop and excel in other non-academic areas such as sports, arts, music, and speech.

### **POSITION STATEMENT**

Bracken Christian School attempts to be non-denominational in its teachings and to be a viable education alternative to parents from a wide range of Christian experiences and church involvement. Nevertheless, there are some teachings that are taught at our school which are not universally accepted by all Christians. These teachings are the result of the school's interpretation of Scripture. We desire that you, as parents of students in our school, be aware of the position we take in the four areas mentioned below.

**We interpret Scripture to teach CREATION over evolution.** Students in our school are taught that God created the earth. We do not believe this contradicts scientific evidence; it does, however, contradict present-day scientific dogma. Without attempting to demonstrate how evolution could have produced anything, and without any demonstration that evolutionary process can create life, evolutionists ask us to believe this is how we came into existence. Scripture, however, declares that "God created the heavens and the earth" (Genesis 1:1), that "it is He that has made us" (Psalm 100:3), and that men resist this truth because they choose to harden their hearts to God, refuse to give Him glory, and profess themselves to be wise even as they are becoming fools (Romans 1:19-25)! Evolution is another attempt of men to resist God and to offer an alternative to creation so that they can believe that they will not have to give an account someday to God. If no one created us, then no one can judge us. But if God created us, then He can, as Scripture teaches, judge us. The real issue of creationism is not science, but acknowledging that we will all have to stand someday before God to be judged!

**We interpret Scripture to be PRO-LIFE.** We believe the Bible teaches the sanctity of human life even in the womb. Psalm 139:13, 14 describes the forming of the psalmist David while still in the womb. Jeremiah is described as being known and consecrated by God before his birth (Jeremiah 1:5). John the Baptist is described as being filled with the Holy Spirit while in the womb and even experiencing joy (Luke 1:15, 44). These verses testify to the humanity and individuality of these men before their birth. These verses also reflect the care of God in forming these individuals while in the womb.

**We interpret Scripture to approve of sexual relationships ONLY IN A MARRIAGE between a male and a female.** Sexual activity outside of marriage is consistently denounced in Scripture, whether it be after a person has been married (adultery: Exodus 20:14; Galatians 5:19) or before a person marries (fornication: Galatians 5:19; I Corinthians 6:18). Homosexuality is likewise denounced and is called an abomination to God (Leviticus 18:22; Romans 1:27). Practically, this means that we teach sexual abstinence until marriage and repudiate any homosexual lifestyle.

**We interpret Scripture to be in opposition to that form of teaching that is presently called New Age.** By New Age we mean any of the recent state of teachings that instructs people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, Ouija boards, prisms, crystal balls, metaphysical techniques, imaging, and other similar means. Most of these techniques are built upon the premise that one can release hidden innate powers, become one with the universe, and become like unto God. The Bible, however, speaks strongly against seeking such special knowledge and practicing any form of divination (Lev. 19:31). Christians are warned to be aware of deceiving spirits and philosophies (Col 2:8; I John 4:1) and not to add to the teachings of Scripture (Rev. 22:18). Seeking knowledge apart from God's grace and God's ordained means is characteristic of false prophets and deceiving philosophies. The primary issue is not a new teaching, but whether we humble ourselves to God and obey His word or whether we decide that we can be like God, deciding for ourselves what is good and what is evil.



## DOCTRINAL STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all beings are born with a sinful nature.

We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.

We believe in “that blessed hope”, the personal and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

I/We have read the above and acknowledge that this is the Doctrinal Statement of Faith that will be taught at Bracken Christian School.

\_\_\_\_\_  
Signature of Student (6<sup>th</sup> – 12<sup>th</sup>)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**GRIEVANCE COVENANT**

Having voluntarily chosen to send my child to Bracken Christian School and having agreed to uphold all its policies and procedures, I will make every effort to maintain a peaceful and harmonious relationship with its students, parents, volunteers, staff, faculty, and administration by following the principles set forth in Scripture.

Should there be any concerns, disagreements or offenses I will follow those guidelines given in Scripture and maintain the appropriate confidentiality with those involved and not spread discontent among others. I agree to make every effort to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions. Therefore, I agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school or a representative of the school arising out of school related functions shall be settled by Biblically-based mediation. [*Proverbs 17: 9; Matthew 5: 23-24; Matthew 18: 15-17; Luke 6:31; Luke 17: 3-4; 1 Corinthians 6: 1-8; Ephesians 3: 20 - 4:3, 1 Timothy 5: 19-20*]

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries, Billings, MT [(406) 256-1583] shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. [This booklet is available in the school office]

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of a school related function and each expressly waives their right to file a lawsuit against the other in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

This Grievance Covenant will be in effect whether or not my child is currently attending Bracken Christian School.

I further understand and agree that my relationship with Bracken Christian School is contractual in nature; and that the School Board may terminate the contract for services with me if it determines that I have not kept this covenant contained herein.

\_\_\_\_\_  
Signature of Father/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Legal Guardian

\_\_\_\_\_  
Date

# College Focus

## COLLEGES ATTENDING or ACCEPTING GRADUATES

Abilene Christian University	Liberty University	Texas A & M – Corpus Christi
Baylor University	Mary Hardin Baylor	Texas Christian University
Blinn College	Messiah College	Texas Lutheran University
Colorado School of Mines	Methodist University	Texas State University
Colorado State University	Oklahoma Baptist University	Texas Tech University
Dallas Baptist University	Oklahoma State University	The Masters College
East Texas University	Oral Roberts University	Trinity University
Hardin-Simmons University	Our Lady of the Lake University	University of Dallas
Houston Baptist University	Saint Mary’s University	University of the Incarnate Word
Howard Payne University	Sam Houston University	University of Texas
John Brown University	Southwestern University	University of Texas - SA
LeTourneau University	Schreiner University	Wayland Baptist
	Texas A & M University	

### Graduate Honors:

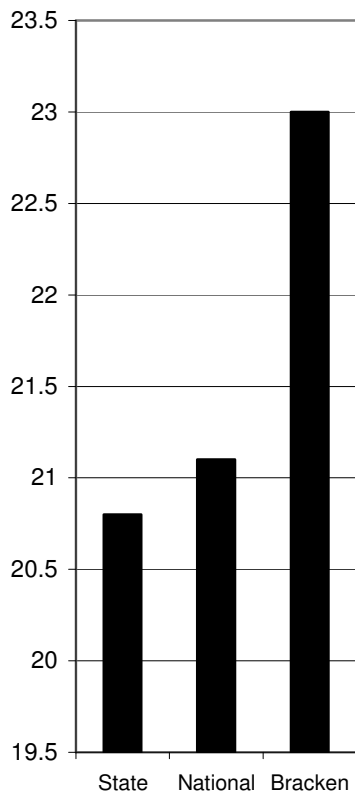
National Merit Scholar Program:  
 National Merit Scholars (2)  
 National Merit Semi-Finalist (2)  
 Commended Scholars (4)

### Graduate Percentage Enrolled In College

Class of 2009	95%
Class of 2008	95%
Class of 2007	100%
Class of 2006	95%

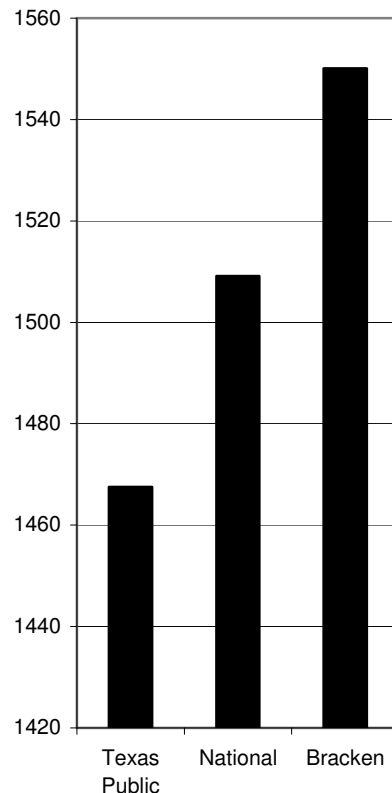
## Average ACT & SAT Scores of Seniors Graduating Last Year

**ACT 2009 Test Results**



**Composite Test Scores**

**SAT 2009 Test Results**



**Composite Test Scores  
(Math, Verbal, & Written Tests)**

## Bracken Christian School 2010 - 2011 Tuition and Fee Schedule Agreement

Tuition	12 Monthly Payments	1 Yearly Payment
Pre-Kinder Half Day (8:00 – 11:45 a.m.)	\$330.00	\$3960.00
Pre-Kinder (full day) through 5 <sup>th</sup> Grade	\$484.00	\$5808.00
Middle School (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	\$496.00	\$5952.00
High School (9 <sup>th</sup> – 12 <sup>th</sup> )	\$515.00	\$6180.00

The first tuition payment on any plan is due July 1<sup>st</sup>. Monthly payments thereafter are due by the 1<sup>st</sup> of each month. Families may choose to pay their tuition by cash, check or credit card. Families may choose to pay their tuition by cash, check or credit card. Credit card companies have always charged BCS a fee to handle each transaction. As a means to offset this loss of income we will be accessing a convenience fee of 1.5% to those who choose to charge their tuition. Tuition and fee payments not received by 4 p.m. on the 10<sup>th</sup> day of the month due will result in a 10% late charge being assessed on the outstanding balances on late tuition. If an account is past due beyond 30 days a student may not be allowed to attend until the account is current. Our policy states that no grades, transcripts, or report cards will be issued/released if tuition payments and fees are not current. In addition, graduating students (K5, 5<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup>) will not be allowed to participate in any graduation ceremonies if tuition and fees are past due.

Tuition covers approximately 95% of the actual cost of a Bracken Christian School education. The other 5% is covered through gifts to BCS. Each year parents, grandparents, alumni and friends are asked to contribute financial gifts during our Annual Fund drive.

**PAYMENT OF A FULL SEMESTER'S TUITION INCURS WHEN A STUDENT ATTENDS PART OF A SEMESTER unless the student withdraws for a reason stated in the Policies and Procedures Handbook.**

**Enrollment Fee** (per student, per year) (*Enrollment fees are non-refundable and non-transferable*)

**\$ 250.00 per student** if enrolled in February. You can pay all enrollment fees in February, or pay one enrollment fee in February and subsequent enrollment fees in 3 equal installments (March, April, and May).

**\$350.00 per student** if enrolling after February 28th. You can pay all enrollment fees in March, or one fee in March and subsequent fees in 2 equal installments (April, May). After May 31<sup>st</sup> all enrollment fees must be paid in full in order to enroll.

**Application Fee** (per family) is **\$100.00**. This ***non-refundable, non-transferable*** fee is to accompany all applications of those applying to BCS for the first time or for families re-enrolling (after leaving BCS and returning). The fee must be paid before interviews or testing can be granted. A student must test at or above his/her grade level in order to be placed in a grade at BCS.

**Graduation Fee** A \$60.00 graduation fee is charged all seniors. This will be assessed to the family's account during the second semester and must be paid by May 1<sup>st</sup> in order for the student to graduate.

**Senior Trip Fees** – The mandatory senior ski trip will cost ***approximately*** \$576.00 per student. A monthly senior trip fee of \$12.00 will be assessed to all HS students beginning in July of 9<sup>th</sup> grade year and ending in June of 12<sup>th</sup> grade year. Students enrolling after their 9<sup>th</sup> grade year will be billed their remaining balance in January of their senior year. Students withdrawing from BCS prior to their senior year will be eligible to receive 75% of trip amounts paid returned to them. Students withdrawing from BCS for any reason their senior year are **not** eligible for a refund. The senior trip cost is approximate and is subject to change. At this time the trip fee includes all transportation, food and lodging associated with the senior trip. All winter activities participated in during the course of the trip are extra, and are the sole responsibility of each senior.

**Athletic Fee** This ***non-refundable, non-transferable*** fee, ranging from \$75.00–\$200.00 per sport, is required of secondary students involved in an extra-curricular athletic program.

**Lab Fee** This ***non-refundable, non-transferable*** fee, ranging from \$10.00–\$80.00 per year, is required of students enrolled in any course with a regular laboratory experience (art, music, science, etc.). Art fees apply to **all** elementary students.

**After-School Care** After-School Care is provided for K4 - 5<sup>th</sup> grade students from 3:30 until 6:30 p.m. **The cost is \$4.00 per hour** and includes a snack. There is a \$45.00 per family registration fee. MS/HS students should be gone from campus by 4:00 pm.

**Discounts** *Families with three children attending Bracken will receive an automatic discount equaling 10% of the total tuition. Families with four or more children will receive a 15% discount on the total tuition.*

**Scholarships** An Administrator-appointed committee awards scholarships based on individual need and available funds. Scholarship applications can be picked up in the office and are due no later than April 30<sup>th</sup>. All application details are kept confidential.

I have read and understand all aspects of this Tuition and Fee Schedule Agreement. I understand that my student's enrollment will not be considered complete and a position in a class secure until all required fees, documents and immunizations are returned completed and/or current. I agree to abide by the terms and conditions of this agreement.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Date