Parent and Student Handbook
Grades PreK-12

2018-2019

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A word from our Administration

Dear Parents,

Thank you for investing in the future of your child by choosing Bracken Christian School (BCS). We appreciate the opportunity to partner with you to help meet your child’s educational needs. If you are a new family, welcome to the BCS family.

Bracken Christian School is committed to providing the highest quality academic program with the goal of developing and instilling a Biblical Worldview in each student. Our primary purpose is to train each student in the knowledge of Christ, encourage them to develop a relationship with Him, and to help them prepare to impact their culture for Christ. We appreciate your prayers, your support, and your partnership as we work together for this common goal. Please remember that enrollment and attendance at BCS is not and should not be seen as a substitute for church attendance. While this ministry will strive to do its best to address the needs of your family, there are so many more things that a church provides in the way of Christian fellowship, discipleship, and spiritual growth.

The following information will answer many questions you may have about the coming school year. Please carefully read all of the information contained in this policy handbook, and be sure your child understands that which applies to him/her. If you have any questions, please feel free to call the school office.

Again, thank you for partnering with BCS, and welcome to the Bracken family. May the Lord bless you and your family as you experience what it means to be a part of the family of God here at BCS.
NON-DISCRIMINATION POLICY

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.
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SECTION I
ALL SCHOOL GENERAL INFORMATION
DOCTRINAL FOUNDATION

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 Priest Advocate.

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

- We believe that all who, by faith, receives 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.

When students ask about issues or doctrines that are not in the statement of faith or are not part of the curriculum, they may be referred to parents or pastors for additional teaching or clarification. Such doctrines may be those that are unique to specific denominations or movements in Christianity.
HISTORICAL FOUNDATION

In 1982, Betty Kight and a small group of people from Bulverde Baptist Church were inspired to establish a school where students could be equipped to impact the world for Jesus Christ. Though not affiliated with Bulverde Baptist Church, they named the school Bulverde Baptist Christian School. As the school’s reputation grew, so did enrollment.

It was through the generosity of Mr. Sam Bracken that the school gained a new location and a new name. In 1985, Bracken Christian School moved to its present beautiful setting on land and in buildings, some of which were donated by Mr. Bracken. Located on 20 acres of land atop a hill overlooking a tree-filled residential valley below, the presence of the Holy Spirit is evident when one first sets foot on campus. Our school is located in the rapidly-growing community of Bulverde. Sheltered in the midst of tall oak trees, the campus retains the cozy feel of a country school. Our families have the convenience of a single campus for grades pre-kindergarten through twelfth grade. Many students find it comforting to know that a sibling is not far away and that there is frequent opportunity for contact. Older students support and encourage the younger children, who are delighted with the attention.

Class sizes are structured to allow the best opportunities for teachers and students to work together to achieve learning. Our faculty’s goal is to display a love for each child and for the Lord Jesus Christ.

Looking forward, we are expectant that the Lord will continue to bless Bracken, as He has done so faithfully in the past. For its part, Bracken will remain focused on the provision of an education through the lens of the Gospel of Jesus Christ.

LEADERSHIP STRUCTURE

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School Board of Trustees

Administrator (Superintendent)

Elementary Principal  Secondary Principal  Athletic Director
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POSITIONAL FOUNDATION

Purpose
We believe that the process of educating is not neutral; that is by its very nature, decision-making and attempts to sway thinking. Some schools would suggest that academic learning can be separated from moral and spiritual teachings. In truth, all schools teach academics from some moral and spiritual position. In many secular schools that position is moral and spiritual relativism, a position that has done much to destroy the moral infrastructure on which our country was built. At our school, we openly acknowledge that the fundamental position from which our school teaches is that the Bible is the inerrant Word of God and that the Bible declares and defines both moral and spiritual absolutes necessary for a life that is honoring to God. This means that students need to understand God's principles in every facet of life, whether it be academic, social, or personal well-being. With that understanding, we are able to formulate our purposes, goals and objectives.

Mission
Bracken Christian School will partner with Christian families through the leadership and guidance of the Holy Spirit to provide an excellent education within the context of a biblical worldview, equipping students to impact their culture for Christ.

Philosophy of Education
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 Christian 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.

Bracken Christian School attempts to be a non-denominational school in its teachings and to offer 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.
Bracken Christian school takes the following stance in these specific areas:

- We interpret Scripture to teach CREATION over evolution. Genesis 1:1, Romans 1:19-25, Psalm 100:3
- We interpret Scripture to be PRO-LIFE. Psalm 139:13, Jeremiah 1:5, Luke 1:15, 44
- We interpret Scripture to approve of sexual relationships ONLY IN A MARRIAGE between a male and a female. Exodus 20:14, Galatians 5, Galatians 5:19, I Corinthians 6:18, Leviticus 18:22, Romans 1:27
- We interpret Scripture to be in opposition to that philosophy and form of teaching that is presently called Secularism, Post-modernism, Secular Humanism or the New Age movement. At its heart secularism seeks to marginalize the impact that faith plays in society, post-modernism rejects the idea of absolutes, especially moral absolutes as revealed in the Bible. Secular humanism is a religion and a philosophy of life which views man as the supreme being of the universe. 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. Lev. 19:31, Col 2:8, I John 4:1, Rev. 22:18

GOALS

These are the desired goals or outcomes stated or implied by our positional foundation.

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 a biblical worldview.
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.

ADMISSION POLICY AND PROCEDURE

The child 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. This desire is determined from personal interviews and through pastoral recommendations. Scripture teaches that children are to be under the authority of their parents; therefore, children must reside with their parents and/or legal guardians while enrolled/attending Bracken. At least one parent must be a professing Christian.

The admission process at Bracken Christian School is designed to ensure a successful experience for the students, parents and school. To seek admission to BCS, please adhere to the following guidelines:

1. Fill out an application in its entirety.
2. Give the Pastoral Reference Form to a pastor, elder or other recognized leader in the church you attend. If you are not attending a church regularly at the present time, enclose a brief explanation of your future plans concerning church attendance and membership.

3. Give the Teacher Recommendation Form to a former teacher or school administrator.

4. Submit all required information (recommendation letters, standardized test scores, and school records) with the application and application fee. ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE.

5. Based on a review of the records, those applicants who qualify for admission will be contacted for a personal interview. Both parents and prospective student are required to attend.

6. Upon acceptance an enrollment deposit is required to hold a place for the accepted applicant. This deposit is non-refundable. In addition, at least one month’s tuition must be paid before the student can begin classes.

Acceptance will be based on the following criteria:

1. Recommendations from previous teachers, schools, etc.
2. Previous academic records (official transcript)
3. Previous conduct and work habit records (report cards)
4. Standardized test scores if available
5. Performance on BCS placement test (when necessary)
6. Students who are under a disciplinary suspension or expulsion at another school or who have more than one failing grade on their most recent report card will not normally be accepted by BCS.
7. Personal interview
8. Pastoral reference form

Academic and Conduct Observation Period
Each new student starts with a nine-week probation period. If the teacher and principal assess that a new student (during this probation) has an academic or behavioral problem that could be detrimental to the classroom, Bracken reserves the right to remove that student.

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 had 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 five (5) days without parental notification, that student may be removed from the school and their space given to another student. See Attendance Policy for complete explanation of attendance requirements.
Learning Differences
Bracken does not employ special education teachers or staff. We do not offer special education classes in school nor do we guarantee the implementation of an Individual Educational Plan (IEP) recommended by another school or educational source.

In middle school we may consider modifications to a student’s curriculum if academic problems are thought to relate to learning differences. However, we must have either medical or educational documentation on file. This documentation must include some form of accepted educational or medical testing. If unavailable, a student will be required to be tested by an approved agency, and all results sent to the school before any modifications will be considered. We may also recommend or require attendance at Sylvan Learning Center or another approved agency. Bracken is a challenging, college preparatory school. Our courses are geared to prepare students for college admittance and success.

FINANCIAL POLICY

Bracken Christian School is endeavoring to keep low tuition rates for the benefit of each parent. For this reason, we have to operate several fund-raising programs and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects. Bracken is a non-profit organization and maintains a tax-exempt status. The school receives no federal assistance – neither is it endowed or supported by any other organization or church.

Tuition payments are to be made through FACTS tuition management service. Please contact the Director of admissions for details on enrollment into FACTS. FACTS will automatically draft tuition payments from your account. If there is a problem with a draft, please contact the school for assistance. Please do not send payments to school with your child since we cannot be responsible for lost money or checks. Application and enrollment fees are non-refundable and non-transferable. If circumstances occur that force you to delay a payment, please call the school office so that special arrangements can be made. Upon a missed payment someone from the school will contact you to notify you of the situation. Arrangements must be made to resolve the issue, otherwise students may be refused admittance to class if payments are one month in arrears. It is our policy to charge $25.00 for all checks returned to us by your bank for any reason. If two checks are returned, the account will be on a cash basis. If FACTS cannot autodraft from your account, the school may require a credit card authorization attached to the family FACTS account from which FACTS may draft tuition.

Fees
All fees (application, enrollment, athletic, etc.) are non-refundable and non-transferable. No exceptions.

Tuition
Bracken Christian School makes financial and employment decisions based on anticipated enrollment. When a family withdraws anytime following enrollment and prior to the end of the school year it causes a hardship on the school. Therefore, withdrawals for reasons other than
those stated below will result in the payment of a full semester’s tuition after the student has attended any portion of the semester.

Early Withdrawal
Exceptions to the payment of the full semester’s tuition are granted for company/military transfers required to maintain one’s employment or relocation because of loss of employment. A letter documenting such a required move will be sufficient proof to waive the payment of a full semester’s tuition. Any other exceptions would be at the discretion of the administration. After the first month’s tuition has been deducted tuition refunds will be prorated according to weeks attended. Attendance for one day in any week will be considered as attendance for an entire week. Since the school operates on a 36-week calendar, each week attended will equal 1/36th of the tuition due plus the first month’s tuition. Refunds will be mailed no later than two weeks after withdrawal from school provided that all books and athletic issued equipment have been returned in good condition.

NON-DISCRIMINATION POLICY

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.

GRIEVANCE PROCEDURE

The grievance/complaint procedure for Bracken Christian School of Bulverde is the same for all: student, parent, faculty, administration, or school board member. Each level in the grievance procedure should be prayerfully considered. The aggrieved party (“the Aggrieved”) should pay particular attention to the Matthew 18:15-17 principle and to Colossians 3:12-13: "Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humbleness, meekness, longsuffering; forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do you."

Grievance Procedure - Level One
The Aggrieved shall first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the principal/administrator, principal/administrator should speak with the Board of Directors about a policy problem. When dealing with a grievance, the Aggrieved and the Source should adhere to the following guidelines:
Prayer--Pray for God’s wisdom--James 1:5, Discussion of the Complaint--Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15).
Opening--Be open, friendly, willing to listen, and teachable. Understand the Complaint--Make certain the complaint is understood and all circumstances surrounding the grievance are clarified.
Both parties should have the facts. Resolution--Come to some type of resolution of the problem even if the agreed resolution is to proceed to the next higher authority. Implement the Solution--If
there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. Notify the Source of the grievance of a hearing where the next higher authority will be sought.

Grievance Procedure - Level Two
When it becomes evident that resolution is not possible at level one, the complaint should be brought to the next highest authority in the chain of authority. A joint session with all parties may be arranged. If resolution is not possible, the Aggrieved should follow the chain to the next highest authority. Efforts should center on: Resolution of the grievance in a friendly, cooperative, Christ-like manner. Arrangements should be made to monitor the situation on an on-going basis, so that the problem does not reappear. Once addressed to the Principal/Administrator level, if no resolution has occurred, the problem may be dealt with by the Board of Directors.

Grievance Procedure - Level Three
The Board of Directors is the final school authority. When a grievance is brought before the Board, all parties involved are to provide the Board of Directors with a written statement addressing the following:

- Complaint--Statement of complaint/grievance
- Steps Taken--Statement of steps taken to rectify the situation.
- Steps for Resolution--Suggested steps for resolution.
- Preventative Measures--If appropriate, suggested procedures for preventing recurrences in the future.
- Oral Statements--The Board, at its sole discretion, may request that the parties of the grievance be present at a meeting of the Board of Directors to give their statements orally and to answer questions. There is no inherent right of an Aggrieved to a hearing before the Board of Directors at a regularly scheduled business meeting. After the Board has considered the statements provided by all parties, the Board will, after prayer and deliberation, offer its decision in a written opinion, reciting the facts relied upon and its reasons for the decision. There shall be no further right of appeal. All parties shall be informed of the decision. Aggrieved parties who are dissatisfied with the decision may terminate their contractual relationship with the school. The Board of Directors may terminate the School's contractual relationship with any aggrieved party, if in the Board's sole discretion; the grievance process has irreparably damaged the spirit of cooperation between parties as set forth in the Statement of Cooperation.

VISITORS

Friends of Bracken students and former students in good standing with Bracken are welcome to visit the campus but are not permitted to "drop in" during the school day. Bracken Christian School is a closed campus to all outside visitors, including alumni of BCS, except under the following conditions:

- Former BCS students may come during chapel and lunch hour only
- Prospective students may call in advance to make arrangements to visit the school
- Parents are welcome to visit classes during normal class times by coordinating with the respective principal. During certain times to include testing, parents will not be allowed to visit classrooms.
All visitors must check in at the office immediately upon entering the campus and identify themselves and let the receptionist know which classroom they are scheduled to visit. They will then be given a visitor’s badge. Visitors must not go directly to the classrooms or interrupt teaching time. Parents who visit classrooms are to sit in the back of the classroom so as not to disrupt class, nor should they communicate with their child or other students during class. All guests are subject to the same rules of conduct as students while on campus and must wear the "visitor's" badge. Elementary Chapel takes place every Tuesday from 8:30 to 9:00 unless Monday is a holiday in which case there will be no chapel for the week. Secondary Chapel is on Wednesdays from 8:55-9:40.

**LUNCHES AND SNACKS**

Students may bring sack lunches and drinks to school or may purchase lunch from vendor provided meals on campus. Students in Pre-K and Kindergarten will be allowed to buy lunches on one specific day each week. Lunch choices are a la carte and vary in price. Lunch orders must be placed by 8:30 a.m. each day. Students in first through fifth grade are permitted a mid-morning snack. An extra piece of fruit, crackers, or juice, etc. may be included in their lunches. Students in grades K4—1st grades will be provided a mid-morning snack. The teacher will coordinate with the room parent to provide snacks. This snack duty in grades K-4 – 1st is arranged by room parent. Students should not share food as other students may have special diet needs or food allergies.

Parents please make every effort to provide nutritious lunches and snacks for your children by avoiding chocolate and sugary snacks, and including instead fruit and nut items, whole grains, and protein snacks. Microwaveable items should be included only for children old enough to use the microwave by themselves, as teachers have very limited time at lunch and cannot microwave lunches for every child. When sending a lunch that requires the use of a microwave, please do not send food that requires more than a minute to heat up. Food that needs to be cooked for more than one minute should be pre-cooked at home or an alternative lunch should be sent to school.

**VOLUNTEER PROGRAM**

In order to provide a comprehensive educational program at Bracken Christian School while keeping tuition and fees at a modest level, it is necessary to utilize parent volunteers. In order to help parents locate a place of service within a reasonable time commitment, we have established a parent volunteer program, Helping Hands. The school with the help of parent/teacher coordinators will administer this program. In forming this volunteer program, the following guidelines have been established:

- Extended family members such as grandparents, aunts, or uncles are welcome to assist the family in their volunteer efforts.
- The elementary principal has final authority over the allowance of volunteers and their Responsibilities.
- Volunteers working with students will need to complete a background check. See the school office for details. Students cannot be left with parent volunteers who have not completed a background check.
The teacher or homeroom coordinator will notify parents early in the year as to whether they will be a homeroom sponsor or a field trip sponsor.

No parent may be a homeroom sponsor for more than one classroom. This encourages more participation and discourages any parent from "spreading himself/herself too thin."

The final authority on any homeroom activities rests with the teacher and/or principal.

**SCHOOL DIRECTORY**

School directory information may be released without prior consent unless the parent informs the principal within a reasonable period of time that any or all of the information should not be released without prior consent. Directory information will include the students’ and parents’ name, address, and telephone listing and is available on RenWeb.

**LIBRARY**

The school library is located in the administration building. The library is available to students under a teacher’s supervision.

The Bracken Christian School (BCS) library is filled with books for all ages. The library is located in the Administration building and open Tuesdays, Wednesdays and Fridays 8:00 AM to 3:30 PM. Students in grades K4 through 5th are scheduled a specific library day/time each week. In each library class, we explore different types of literature, expand knowledge of library based resources and author spotlights.

K5 and 1st grade may check out one (1) book each week. These library books may not be taken home. However, parents/guardians of K5 and 1st graders may contact the librarian and check out books to read with their children. The loan period for parents/guardians is two (2) weeks.

2nd through 12th grade may check out two (2) books. These books are due back to the BCS library two (2) weeks from the check-out date.

**BCS does not charge late return fees; however, any lost or damaged library books/materials will be accessed a charge to replace the books/materials.**

BCS has partnered with the Mammen Family Public Library (MFPL) (formerly the Bulverde Spring Branch Public Library) to complement and expand library services for BCS families. The MFPL database and the Learning Express School Center (LESC) is packed with resources to improve math, reading, writing and grammar skills and also offer college entrance exam preparation. 6th through 12th grade will be afforded the opportunity to use some of the services available through the MFPL (remotely access database research materials, check-out e-books and reserve books/materials from the public library for pick-up). Please note: ALL MFPL books/materials MUST be checked out and returned to the MFPL. The MFPL does assess library fines for late or damaged books and materials.
LOST AND FOUND

Any item that is found lost on campus including those items left out overnight will be turned in to the elementary or secondary lost and found. Clothing and articles in lost and found will be donated at the end of each quarter. An announcement will be made two days prior to the day. Please make lost and found requests through the office.

HEALTH SERVICES

Clinic/Medicine/Communicable diseases
Students who have had a recent fever, diarrhea or are vomiting must not be sent to school. Both parents and students should demonstrate concern about passing diseases and should use “the 24 rule” to determine when to come back to school. Students, however, do at times come down with illnesses while at school. If that happens, the student should report to the clinic. The student may obtain permission from the nurse to lie down for a time not to exceed 20 minutes. If the student is still feeling ill after 1 hour, the parents will be called to come and take the child home. If a student develops a fever or exhibits symptoms of illness or conditions of a communicable disease (rash, pinkeye, head lice, etc.) the parents will be asked to pick the child up within 30 minutes (Elem. is 1 hour).

Students requiring medication during the day should bring medicine (in the original container, not Ziplocs, foil, etc.) to the clinic and leave it there during the day (students must not carry medication on their person or keep it in their backpacks, lunchboxes, etc.). Short-term prescription medication will be administered only in accordance with the instructions on the container and must be accompanied by a written request from the parent. Requests should include student's name, date, amount of medication to be given and the time the medication should be administered. Long-term medications to be given all year or for emergency situations must have written authorization from both the physician and the parent. It is the student's responsibility to come to the clinic at the proper time.

Parents should not look to the school nurse as their family doctor. If your child is not feeling well do not bring them to school with instructions to see the nurse. Parents will be contacted if their child is requesting to see the nurse frequently for minor aches and pains. Parents must give consent for the administration of over the counter (OTC) medications such as pain relievers.

Special Health Needs
If a student has a special health need, such as asthma, allergies, or diabetes, the physician should complete the Special Health Need Form annually. This form is available in the clinic and will state the required medication, P.E. limitations, and/or emergency care and actions necessary at school.

Immunization Requirements
State law and Bracken Christian School policy require validated records of immunization be on file for all students. ANY STUDENT WHOSE IMMUNIZATION RECORDS ARE NOT COMPLETE WILL BE SUBJECT TO WITHDRAWAL. In lieu of immunizations parents can obtain a conscientious objection through State Health Services in Austin. All immunizations must have medical verification. All immunization documentation must be complete before students may start school.
Health Screening
Screening programs are conducted in accordance with state law and the Texas Education Agency recommendations. Parents are contacted and the school nurse sends a referral should a problem be noted. Vision, Hearing, and Scoliosis screening is scheduled annually accordance with State Law. Bracken Christian School shall comply with OSHA’s Final Rule for Blood-borne Pathogens that requires a written control plan covering each staff position and is updated annually. “Interactive” in-service is to be provided to all staff regarding “universal precautions” and other blood-borne pathogen issues. (OSHA’s Final Rule for Blood-borne Pathogens [29 CFR 1910.1030]) Bracken Christian School shall obtain written parental consent for any additional testing, treatment, and observation of students.

Public Health Guidelines
- Bracken Christian School has been inspected for Asbestos Containing Materials by Texas Department of State Health Services licensed personnel. The laboratory results of all collected samples indicated “No Asbestos Detected”. Additionally, procedures are in place to ensure that no asbestos is installed in the future.
- Bracken Christian School shall develop, implement, and maintain a written, comprehensive hazard communication program that includes provisions for container labeling, collection, and availability of material safety data sheets (MSDS), and an employee training program. A list of hazardous chemicals in each work area must be compiled. (Occupational Safety and Health Act [Hazard Fact Sheets] 29 USC 651 et. Seq.)
- Bracken Christian School shall seek to meet all state and local government codes in regards to health, fire, and safety. Specifically, the school shall:
  1. Post fire evacuation plans in every room
  2. Conduct periodic fire and disaster drills and post the results
  3. Have a written fire and disaster plan
- Bracken Christian School shall ask the Comal County Health Department to conduct annual inspections of the school’s premises for the purpose of identifying certain infractions that the school should remedy.
- Bracken Christian School shall ask the Bulverde Area Volunteer Fire Department to conduct annual inspections of the school’s premises for the purpose of identifying certain infractions that the school should remedy.

STUDENTS ARE NOT ALLOWED TO SELF-MEDICATE. Any medication a student needs should be given to the school nurse according to the policy guidelines, including non-prescription/OTC medicine.

Acquired Immune Deficiency Syndrome
Bracken Christian School will generally not accept students who have tested positive for Acquired Immune Deficiency Syndrome (AIDS). However, each case will be reviewed individually by the Board of Directors. In the event a student tests positive for Acquired Immune Deficiency Syndrome (AIDS) while he/she is enrolled at Bracken Christian School, the student will generally be asked to withdraw from school. Each case will be reviewed individually by the Board of Directors. Should
the student be asked to withdraw and choose not to voluntarily withdraw from the school, the student will be administratively withdrawn.

CHILD PROTECTIVE SERVICES

Child Abuse
The State of Texas requires employees of schools to report any suspicion of child abuse. In the event an employee of Bracken Christian School becomes aware of potential child abuse occurring to a student enrolled at Bracken Christian School, they must report the suspected abuse to state authorities, the Department of Social Services and will support the Department in its investigation.

The person making the report should inform the principal immediately afterwards. The school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. Employees cannot use their own judgment in determining whether the injuries or marks are the result of child abuse activity. Employees cannot subvert reporting of child abuse by policy.

Sexual Harassment Policy
It is our policy to practice equal opportunity without regard to an individual’s gender, race, and color or national/ethnic origin in the application of any policy, practice, rule or regulation. Any form of harassment, including sexual harassment, is absolutely prohibited.

Bracken Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Bracken Christian school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

SCHOOL CLOSING/DELAY PROCEDURE

When weather conditions necessitate the decision to delay or cancel school, the following protocol will be used:

1. The Administrator or designee (Campus level principals) will review the weather conditions and determine if it is necessary to delay or close school.
2. If determined to delay or cancel school, the following will be implemented to notify Bracken Families and Students.
   a. WOAI 1200AM Radio and WOAI News TV Channel 4 will be notified to broadcast information as may other local TV channels.
   b. And e-mail will be sent to Bracken parents
   c. Information will be posted on the Bracken website, Facebook and Twitter accounts
3. Should extra-curricular activities be impacted, parents will receive an e-mail with appropriate information from the Athletic Director of Coach
4. Should an early release be necessary for any reason, staff, parents and students will be notified via e-mail, phone, PA system, Facebook and Twitter.
5. During an early release, the time frame for the release will be communicated, and the staff will keep students in classrooms, office or a safe location until the parents arrive.
6. Should you hear that Comal ISD has made a decision for the school district, accept that their decision will be at least a decision of Bracken. For example, should Comal County call for a delay of start for a school day, Bracken will at least have a delayed start for the same time frame. However, due to the area served by Bracken you would need to pay attention to e-mails, media, and social media, as Bracken may have to make a decision that is more comprehensive than Comal ISD, such as to close for the day.
SECTION II
ELEMENTARY (PreK-5th grades)
Policies and Procedures
ACADEMIC INFORMATION

Curriculum
Many of the textbooks and instructional materials used by Bracken Christian School are written from an evangelical Christian perspective. Some of the publishers presently being used include: Abeka, BJU Press, Purposeful Design (ACSI) and other Christian publishers. Additional textbooks, resources, and novels (which may include secular curricular materials) may be used to advance the educational mission of the school.

Grades
All grades are recorded numerically and placed on RenWeb and transcripts as numerical grades. Our school does not assign letter grades. A grade below 70 is considered to be failing. Students with averages below 70 are placed on academic probation. The letter "I" is used to indicate an incomplete grade. This usually is given because of excused absences, and the teacher is still waiting for some assignment before posting grades. Teachers will clarify procedures to students at the start of the school year regarding make-up work and late assignment policy.

Homework/Classwork
Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. Homework is given for several purposes:
- For drill - students need solid drilling to master material essential to their educational progress
- For practice - following classroom explanations, practice is often necessary to ensure full understanding
- For remedial activity - as weak points in a student's grasp of a subject become evident, homework is often given to overcome such difficulties
- For special projects - book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention
- Parental involvement

Teacher Guidelines
Bracken Christian School seeks to be sensitive to the family and to church activities. While we have an obligation to the home to help train each student and make him/her academically fit to advance to the next level of training, we try not to unnecessarily interfere with regular church sponsored activities. Consequently, the following guidelines are given to our teachers:
- Pre-Kindergarten – No homework
- Kindergarten through second grade – 15 to 30 minutes daily (to include reading)
- Third through fifth grades – 30 to 50 minutes daily
- No homework on Wednesday
- Nominal or no homework on Fridays
- No homework over holiday weekends, extended breaks (Christmas, Spring) and no due dates immediately upon return from extended breaks.
Student Guidelines
Students are expected to do all homework assigned and to make sure it is turned in when due. In case of an excused absence, students are given the number of days absent plus one day to make up assignments and to get caught up with all work that was assigned when absent. Homework or daily work turned in one day late will receive a maximum grade of 90%. Homework or daily work that is more than one day late will receive an additional ten points off for each day it is late. If a paper is more than three days late, the teacher may assign a "0" for that assignment if proper notice has been given to the parent and student.

PROGRESS REPORTS
Progress reports will be sent home when a student is failing, near failing, or performing well below their level in any given subject. Progress reports will be sent home via Renweb email periodically during the grading period, typically after the completion of the fifth week in each nine-week grading period.

PARENT-TEACHER CONFERENCES
The parent or teacher may schedule conferences when concerns or problems arise. Often these times of concern may not coincide with scheduled conference days. Conferences are encouraged even if there are no evident problems. Good communication between parents and teachers is important for educational success. Conferences can be scheduled before or after school or when a teacher has a planning/conference period. Parents should contact the teacher when requesting to schedule these conferences. There will be time set aside for parent-teacher conferences (after the first grading period). This may be an early release day (school ends at 11:30) or an entire off day for the students. This conference day is on the calendar to allow parents an opportunity to visit with a teacher about their child’s progress. Parents should first meet with a teacher about a specific problem before requesting a conference with the principal or administrator. This pattern is the biblical admonition established by Jesus in Matthew 18:15-17.

REPORT CARDS
Report cards are available on RenWeb one week after the end of the first three nine-week grading periods. Report cards do not need to be signed and returned. Parents should expect report cards on published dates of distribution. Parents may lose the ability to view grades on Renweb while report cards are being prepared.

STANDARDIZED TESTING
All students in grades one through five are given the TerraNova Tests in the spring every other year to determine progress and scholastic strengths and weaknesses (See school calendar for dates). Parents should make every effort to keep this week free of activities that would cause their child to miss or do poorly on the tests. The results of these tests will be made available to parents. The school shall obtain parental consent for all other testing, treatment, and observation of students.
AWARDS

To encourage academic excellence, proper behavior, and to recognize student’s achievements, the following awards and times of recognition will be given: Each nine-weeks honor roll students will be recognized with a certificate given in class at the time report cards are published. Students who maintain a minimum 95 average in their academic classes and who have maintained a satisfactory or above in conduct will be placed on the High Honor Roll. Students who maintain a minimum 88 average in their academic classes and have maintained a satisfactory or above in conduct will be placed on the Honor Roll. At the end of the school year there will be a special awards chapel recognizing the following awards:

- High Honor Roll ~ yearly average as stated above
- Honor Roll ~ yearly average as stated above
- Perfect Attendance ~ students must be at school at least ½ day academic time in order to be counted present for any particular day
- Faithful Attendance ~ no more than three days absent
- Star Student (quarterly) ~ given to the student who demonstrates the highest academic average in all subjects for their class in the elementary school. Teachers will often use awards and privileges to motivate and encourage their students. These are done at the teacher’s discretion and judgment and within the context of their classroom.
- Christian character (quarterly) ~ given 2nd through 5th grades

GRADUATION

Graduation ceremonies for kindergarten and fifth grade will be held during the end of school each year. End-of-school awards may be given. The Principal will present diplomas.

TEXTBOOKS

The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of Bracken Christian School and should be treated as such. If a book is damaged or destroyed, a student will be fined accordingly.

Lost books less than a year old - cost of book
Lost books more than a year old - 75% of replacement cost
Damaged beyond use - fined as if lost, but student keeps the book

Students may not purchase books from the school since publishing companies often change editions, and replacement in a future year might be impossible. However, students and parents are permitted to purchase from the publisher their own copy of a book. The principal is more than willing to help you by providing information on how to reach the publisher.

ATTENDANCE INFORMATION

Regular attendance is essential to success. Students must be in class in order to learn. Absences are never desired and always discouraged. Students who have an excessive number of absences
will miss out on a large percentage of the learning process at our school. Much of what is done in class cannot be made up (laboratory activities, discussions with students and teachers, visual and oral presentations). Excessive absences also add a burden to teachers who seek to help students catch up on their work.

Students who are absent will need to bring a note to the office to excuse the absence. Parents should contact the Elementary office by 9:00am. When your child is absent you may request make-up work through the office if you would like to pick it up that day. Please give early enough notice to the school to give the teacher adequate time to compile the make-up work. A student who has missed more than 18 days during a year will not receive credit for the current school year unless the administration has approved the student’s absences. The student may be removed at the discretion of the Administration.

ARRIVAL AND DISMISSAL

The school day begins at 8:00 a.m. All elementary students should arrive at school between 7:30 and 8:00 a.m. each morning. Kindergarten and first grade students should be dropped off at the doors under the carport. Elementary students who arrive early will have designated areas in the hallways. Those students will be expected to sit or stand against the wall and visit quietly until they are allowed to enter their classroom. No students are to be brought before 7:30 a.m., as no adult supervision will be provided until that time. Parents should not seek to visit with teachers at this arrival time without an appointment. This is an important time for teachers to ready their day’s lessons and for them to greet and help their arriving students. Parents may communicate with teachers with a note or by stopping at the office. If parents wish to deliver items to the classroom before school starts they may do so, but once the school day has begun any items must be brought to the office.

Dismissal
Pre-kindergarten through first grade students are picked up under the drive-through carport. Pick-up begins at 3:15 p.m. when the safety patrol comes on duty (school is officially out at 3:15 p.m.). In order for the safety patrol to bring your child, you will need to show a pick-up pass that will have your child’s name, grade, and teacher. Two passes will be given to each family at the start of school. More are available upon request. These passes should be handled carefully and kept out of sight and secure when not needed. If a pass is not shown to a safety patrol member no child will be delivered. You will have to park your car, go to your child’s classroom, and pick up your child directly from the teacher. Do not leave your car unattended in the drive-through. It is a pick-up lane only.

Parents may begin picking up elementary students in grades 2 through 5 at 3:15 p.m. These students will be waiting under the long porch at the front of the school. When picking up a child at this location, please wait in your car in one of the two outer lanes in the front of the elementary building. Your child is to watch for your car. Do not wait in the center lane to pick up your child. This lane is for through traffic only. Do not leave your car unattended when in any of the pickup lanes. If you need to leave your car, please park in one of the parking spaces provided. Students who are not picked up by 3:30 p.m. will be placed in after-school care. (See “After-School Care” below)
If you chose to have someone pick up your child who is not on your authorized list, you will need to call the school office or send a note to your child’s teacher prior to the time when your child is to be picked up. That individual will need to come to the office for retrieval. They will need to provide proper photo identification. The office may choose to call the parent to verify the change. Only a parent or legal guardian may add or remove names from the student’s authorized list. If a child needs to be picked up before the end of the school day, please come to the office and sign out your child. Someone in the office will get your child from their classroom. If parents are divorced or separated, and one parent is not allowed to see or pick up the child, the school must have on file a certified copy of the court order of “Final Judgment.”

ABSENCES

Most absences such as sickness or a death in the family cannot be foreseen and are excused. Other absences that occur such as family trips or family days should be arranged in advance. This enables teachers to prepare your child for their time away from school. Students will be allowed five personal/family day absences during the school year. Personal/family day absences that exceed this amount or are not prearranged will be considered unexcused. Any exceptions will need to be made by the principal. Personal/family days should not be looked at as days that can be “spent”. Students need to be in school as much as possible. The principal will monitor student absences.

Students who arrive to class later than 8:05 a.m. are considered tardy and must get a tardy slip from the office. Every effort should be made to get your child to school on time. Classes start promptly. When your child is late they miss the opportunity to organize themselves and begin their day feeling prepared. Unforeseen events happen to all of us (flat tires, traffic tie-ups, power outages), and sometimes tardiness cannot be avoided. This is understandable. Frequent or chronic tardiness is not. Not only does this put your own child at a disadvantage, but it is also disruptive to the class. At the 6th tardy within one quarter, a half day absence will be recorded. The principal will monitor excessive tardiness.

Tardy/Absence Guidelines:
Arrival after 8:05 but before 9:00 am = 1 Tardy
Arrival after 9:00 but before 12:00 pm = ½ Day Absence
Arrival after 12:00 pm = 1 Day Absence
Departure between 12:00 pm and 2:00 pm = ½ Day Absence
Departure after 2:00 pm = No Absence
Absence for a period of 3 hours or more (not including the 30 min lunch break) = ½ Day Absence

AFTER-SCHOOL CARE

After school care is provided from 3:30 – 6:30 pm, Monday through Friday for children whose parents work beyond regular school hours. There is no after school care provided on half days of school. Charges are rounded up to the nearest quarter hour of attendance, for a charge of $5.00 per hour per child. Families will be charged $3.00 for each student picked up between 3:30 and 4:00 pm. From 4:00 – 6:30 pm the charge will be $5.00 per hour per child. From 6:30 – 6:35 pm, parents will be billed $1.00 for each child for every minute they are late. After 6:35 pm, the rate...
increases to $5.00 per child per minute. This is to encourage parents not to be late or to make necessary arrangements for pick up. In addition to the hourly charge, there is a one-time registration fee of $45.00 per family. This fee applies to all families who make use of after school care, whether it is on a regular basis or an unexpected/occasional uses. The one-time fee applies after the first use of after school care services.

A snack will be provided each day at no additional charge. If you prefer, you are welcome to send a snack with your student(s). If the weather is too hot or too cold or if it is raining, the children will be inside the building. Pick up will be either from Room 105 or the playground.

When picking up students from after-care, parents will need to park and enter the building or playground area to sign-out their child/children. Parents will be called to pick up their child/children if the child/children are unwilling to abide by the after-school rules. The only individuals permitted to pick up a student are the ones who are on the student’s check-out list. Exceptions can be made if the parent calls the school office or sends a signed note to after-care prior to the time when your child is to be picked up. Only a parent or legal guardian may add or remove names from the student’s check-out list. Older siblings (Bracken students) may be on the check-out list and may pick-up their younger siblings, but they must leave campus as soon as they check-out the after-care student. Students are not permitted to be on campus after school hours without adult supervision (including staff/faculty children).

In-keeping with elementary school-wide policy, no trading cards, toys, video games, portable DVD players, headphones, or any other electronic devices are permitted in after-care. Cell phones are also not permitted in after-care.

**DISCIPLINE POLICY**

There are five basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are:

- Respect for God
- Respect for Authority
- Respect for Others
- Respect for Property
- Respect for School Rules

**Purpose of Discipline**

Children will perform to their highest level and thrive under clear boundaries and consequences. Because of the fallen nature of children, the boundaries will be tested to some degree at some point even with clearly laid out rules. In order to hold boundaries, there must be consequences when a student steps outside the boundaries. The goal of all discipline is to restore a relationship or to restore fellowship damaged through a behavioral infraction. While there may be punitive consequences, the end goal of discipline is restorative.
We must utilize discipline in some form because without it there would be chaos. Throughout the Bible, God used discipline with His people and He still does. At Bracken, discipline at the elementary level serves to: 1. Eliminate behavior that takes away from the learning environment, 2. Be a warning to other students from falling into this behavior, 3. Help instill self-discipline, 4. Train hearts to want to please God and thus do good, 5. Overall to train to be Christ-like in their character.

It is important to understand that a well-ordered environment does not necessarily mean a harsh environment. Our underlying goal is to be able to tie positive behavior and right actions with love for our Lord Jesus Christ.

Classroom management
Each teacher will have some form of management whereby the student can progressively get closer and closer to being “sent to the Principal’s office.” This will be clearly defined so that the student is able to see where they are as far as being in trouble and it shows that the student has exhausted the class procedure and there is need of the Principal to intervene. Thus at Bracken, each grade level creates their own management plan of rewards and consequences and has it approved by the Principal. They are somewhat different from teacher to teacher because of the differing needs and abilities of children across different grades. At Back to School Night, elementary teachers will provide an overview of their specific class rules, procedures, and management plan.

Being (referred) sent to the Principals office
In general, if minor offenses continue to be repeated in class, and a student has exhausted the disciplinary plan set up by the teacher, then intervention is necessary. The only exception is if there is a severe offense such as fighting, inappropriate language, etc. In which case, a student may go directly to the Principal.

Process
The elementary Principal meets with the student. Parents will be notified either by e-mail or by phone that a formal meeting between student and principal has occurred, the nature of the infraction, and the possible consequences. The principal will ask the student why they have been sent to the office to get a clearer picture of what happened. The goal is to see if the student understands the offense and to see whether they are angry at the teacher or have a repentant heart. There will be an attempt to guide the student through what has happened from the teachers’ perspective and God’s perspective in a loving and caring manner.

Consequences
Disciplinary measures include counseling, praying, verbal warning, withdrawing privileges, isolation, parent conference, writing lines, paddling, referral to principal, detention, suspension or expulsion. Attendance at Bracken is a privilege. If a student is in opposition to the basic principles and purposes of the school, the student will be asked to withdraw.
DRESS CODE

All students at Bracken Christian School wear a school uniform. They are required to be in uniform during school hours. There are several important reasons why a uniform is required at Bracken Christian School:

- To dispense with competition due to outward appearance and affluence
- To de-emphasize outward appearance and stress in its place the need for inner beauty and character development
- To serve as an economy measure for parents
- To allow students to demonstrate a submission to the authorities placed over them
- To present a neat appearance, as a representative of the school.

Regular Uniform Dress – Girls K4 – 2nd
- Plaid Jumper w/white navy trimmed puff sleeve blouse (any type navy shorts required to be worn underneath jumper)
- Navy Pants or Shorts
- Solid black or brown belt with standard buckle (to be worn with pants or shorts without elastic waist)
- White or Grey knit polo with school logo
- Athletic shoes or shoes without high heels.
- Solid white crew or ankle socks (NO other colors or ornamentation. Must be visible above the shoe)
- On cold weather days only, girls may wear white or navy footed leotards or tights with the jumper or skirt. No leggings.

Regular Uniform Dress – Girls 3rd – 5th
- Plaid skirt with white uniform blouse (any type navy shorts required to be worn underneath skirt)
- Khaki or Navy Pants or Shorts
- Solid black or brown belt with standard buckle (to be worn with pants or shorts without elastic waist)
- White or Grey knit polo with school logo
- Athletic shoes or shoes without high heels.
- Solid white crew or ankle socks (NO other colors or ornamentation. Must be visible above the shoe)
- On cold weather days only, girls may wear white or navy footed leotards or tights with the jumper or skirt. No leggings.

Regular Uniform Dress – Boys K4 – 5th
- Khaki or Navy Pants or Shorts
- Solid black or brown belt with standard buckle (to be worn with pants or shorts without elastic waist)
- White or Grey knit polo with school logo
- Athletic shoes or shoes without high heels.
• Solid white crew or ankle socks (NO other colors or ornamentation. Must be visible above the shoe)

Notes
** All shirts should be worn with only the very top button open and MUST ALWAYS BE TUCKED IN to the point the belt is clearly visible.
** Pants and shorts may be purchased at Academy. All other uniform items must be Parker or Bracken issued only.
** Pants and shorts need to be appropriately fitted to avoid shirts from becoming un-tucked.
** Any undershirt worn under the uniform shirt may be short or long sleeve. They must be white with no printing or lettering.
** Skirt lengths must reach the knee when standing and no leggings or other visible type or style of clothing may be worn under the skirt. (see Cold Weather exceptions above)
** Only Bracken issued jackets or coats and navy uniform cardigans are allowed in the classroom. Non-uniform jackets or coats are only to be worn outside. Pull-over hoodies and sweatshirts are not allowed for Elementary students.
** Uniforms must be worn correctly at all times while on campus, including before and after school hours.
** All uniform clothing needs to be in good shape/condition and free from tears, rips, frays and other signs of excessive wear and tear.
** School uniforms and other approved Bracken items need to be worn as purchased and not modified or altered in appearance. Alterations may be made for sizing purposes only.
** Students that attempt to dress in a manner to draw excessive attention to their self and/or cause a distraction in the class by their dress (even if wearing proper uniform) can and will be sent home to change. This determination will be made by the administration on a case by case basis if needed.

Spirit Dress (Boys and Girls)
• Bracken issued or purchased shirts. (various types and colors, as long as they are from Bracken)
• Jeans:
  o Must be denim and be primarily blue. Any stitched or attached designs must be limited to pocket areas only.
  o No holes, rips, tears, or large frays.
  o Must fit modestly and appropriately in length, size, and rise on the waist.
• Bracken uniform shorts may be worn with a Bracken shirt.
• Any color athletic shoes may be worn. NO BOOTS OR DRESS SHOES.
• Any color sock is allowed as long as it is visible from the shoe.
• Belts are not required unless deemed necessary to hold up pants.

Field Trip Dress (Boys and Girls)
• Field trip dress code will be determined by the teacher depending on the type of activity. The teacher may determine to have students in the regular dress code.
• Official navy Bracken issued t-shirts.
• Jeans or uniform shorts (see guidelines for Spirit Dress)
• Athletic shoes
Notes
** Pants must not allow underwear (or worse) to become visible by others at any point or under any situation. (sitting, squatting, bending over, etc...)
** Shirts for girls must be modest and appropriate in fit, style, and neckline at any point or under any situation. (raising arms, leaning over, etc...)
** Flip-flops, sandals, or other open toed or open heeled shoes are never allowed.
** Only BCS approved outerwear may be worn during regular school hours, even on Spirit Dress days.
** Students that attempt to dress in a manner to draw excessive attention to their self and/or cause a distraction in the class by their dress can and will be sent home to change. This determination will be made by the administration on a case by case basis if needed.

General policies for clothing and dress for any Bracken activity regardless of location
1) Strapless, spaghetti strap, or other like tops are not allowed.
2) Skirts shorter than the school uniform skirt are not allowed.
3) No extra items or accessories are allowed during school hours. Examples of these items are as follows:
   - Decorative gloves
   - Chains from wallets/keys attached to belt loops
   - Excessively large or oversized jewelry or hair pieces
   - Hats, caps, or other head wear during school hours
4) Any clothing that promotes, advertises, shows, or represents any inappropriate language, action, or idea will not be allowed at any Bracken event, whether on our campus or elsewhere.
5) Only one earring in each ear (girls only) and only in the ear lobe. Gauges and spacers are not allowed.
6) Boys hair needs to be well kept (not excessively bushy or shaggy) and above the eyebrow, ear lobe, and shirt collar. Both boys and girls need to keep their hair in a solid natural color and avoid “faddish” or attention drawing styles.
7) ARGUING WITH A TEACHER REGARDING THE UNIFORM POLICY IS NOT ALLOWED! If a teacher warns a student regarding a uniform infraction then the student is expected to obey the teacher and accept responsibility for their actions. Students may seek clarification on the rules or infraction from the principal at their earliest opportunity.

Any student that wears any item of clothing/accessory on any dress day that is deemed by the teacher and/or administration as either detracting from the uniform or viewed as inappropriate is subject to disciplinary measures which may include being sent home to change clothes.

PHYSICAL EDUCATION

K4-5th grade students will have P.E. five times a week.

Elementary girls must wear form fitting shorts underneath their uniform jumper/skirt. Boys will remain in their school uniform.
FIELD TRIPS

When a field trip is scheduled it is considered a part of the classroom learning experience, and the entire class is expected to go. If the school bus or a driver is not available, parents may be asked to help provide transportation for their child’s class. Parents are not to bring their other children along on these activities. They are needed to help supervise and monitor the students. For the same reason, parents should also avoid grouping together and “visiting”. Drivers need to leave copies of valid driver’s license and car insurance with the office. Children are expected to sit quietly and wear seatbelts while in transit to and from a field trip.

The average cost of field trips are usually less than $10.00. Field trips will not be permitted in December or May without special permission from the principal. Under normal circumstances and without special permission, each class is allowed two field trips a year. A field trip coordinator will be assigned for each grade to assist the teacher with making arrangements, if the teacher so desires.

Boys and girls in pre-kinder through fifth grade must wear their navy blue Bracken Christian School t-shirt with jeans or uniform shorts. Students may be asked to comply with a different field trip dress code, depending on the nature of the trip. The decision on these types of field trips will be made by the teacher and or principal. All school rules concerning behavior and responsibility apply on field trips as they do in the classroom.

SCHOOL PARTIES

Regular parties for all grades include Christmas, Valentine’s Day, and end of year. The teacher directs the homeroom mother in coordinating and planning the classroom parties. Parents should expect to help with at least one party for the school year. No open containers should be used for drinks in the classroom (Styrofoam cups, etc.). Juice boxes are preferred in order to keep our classroom floors clean. Because our purpose in observing holidays at school throughout the year is to celebrate our Lord Jesus Christ, our classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the holiday. Therefore, we will not use secular themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ. Birthday celebrations may be held in a classroom if a parent desires to bring a special treat for all the students in the class. Birthday treats will only be given out at lunchtime or at the end of the school day. The parent should receive permission from the teacher in advance for any celebration with the class. Gifts should not be given to students having birthdays at school. Individual gifts that your child would like to give to another either for birthdays, Christmas or special occasions should be done outside of the school setting. Invitations to parties should also be given outside the school setting unless everyone in a class is invited.

SHOW AND TELL/ TOYS/ ELECTRONIC DEVICES/ PETS

All toys, pets, and electronic devices may not be brought to school unless prior permission is granted by the teacher or principal for show-and-tell days, etc. The possibility of loss or damage to the toy is always greater if it is brought to school. The teacher or principal may confiscate any toy/pet/electronic device creating a disturbance to the learning process. Any show-and-tell items
should be cleared with the teacher before being brought to class. No guns or knives (toy or real) are permitted at school. All electronic devices (video games, iPods, CD/DVD players, etc.) are not to be brought to school without prior permission from the teacher or principal. Students are not permitted to carry or use cell phones at any time during the day! No live animals should be brought inside the school building without permission from the teacher and principal. Usually, it is better to show a class an animal somewhere outside the building.
SECTION III
SECONDARY (6th – 12th grades)
POLICIES AND PROCEDURES
ACADEMIC POLICY

Bracken Christian School offers two graduation plans that mirror the state of Texas’ recommended high school graduation plan (see below). These plans include the distinguished achievement and college preparatory. Student schedules will be managed on a case by case basis for exceptions. Dual credit college level courses are also offered. Information about the honors and dual credit courses can be obtained from the administration.

COLLEGE PREPARATORY PLAN /MEETS TEXAS RECOMMENDED HIGH SCHOOL PLAN
Bible (count as elective credit towards Texas state requirements)............................... 1-4 credits
English .............................................................................................................................. 4 credits
Mathematics .....................................................................................................................4 credits
Must include: Algebra I, Geometry, Algebra II, and Math Models or Pre-calculus
Science ............................................................................................................................4 credits
Must include: Biology, Conceptual Physics, Chemistry, and Anatomy/Physiology or Comparable Science
Social Studies ..................................................................................................................4 credits
Foreign Language (Spanish I, II) .....................................................................................2 credits
Computer Science .......................................................................................................... 1 credit
Speech ...................................................................................................................................0.5 credit
Fine Art .............................................................................................................................1 credit
Physical Education ..........................................................................................................1 credit
Electives ............................................................................................................................5 credits
TOTAL CREDITS: .............................................................................................................. 27-30 credits*

*1 year of Bible for each year attending Bracken

BCS DISTINGUISHED ACHIEVEMENT PLAN* (meets Texas Distinguished Achievement Plan)
Bible (count as elective credit towards Texas state requirements)............................... 1-4 credits
English .............................................................................................................................. 4 credits
Mathematics .....................................................................................................................4 credits
Algebra I, Geometry, Algebra II, Pre-calculus
Science ............................................................................................................................4 credits
Biology, Conceptual Physics, Chemistry, Anatomy/Physiology or Comparable Science
Social Studies ..................................................................................................................4 credits
Foreign Language (Spanish I, II, III) ................................................................................3 credits
Computer Science .......................................................................................................... 1 credit
Speech ...................................................................................................................................0.5 credit
Fine Art .............................................................................................................................1 credit
Physical Education ..........................................................................................................1 credit
Electives ............................................................................................................................4 credits
TOTAL CREDITS: .............................................................................................................. 27-30 credits*

*1 year of Bible for each year attending Bracken
*Other requirements include: membership in National Honor Society, presentation of college level original research/projects, test scores: PSAT commended scholar, and completion of college academic courses: dual credit with grade of 3.0 or higher.

MIDDLE SCHOOL PROMOTION

Students who have a yearly average below 70 in two or more academic subjects (Bible, history, math, science, literature and English) are considered to have failed that grade. A student may be considered to have failed a class if the student did not meet the state-mandated requirement for 90% attendance each semester. On failure, the student will be evaluated by the principal to determine what recommendations should be made.

Grades
All grades are recorded numerically and placed on the report cards and transcripts as numerical grades. Letter grades are not assigned by our school, with the exception of Pass or Fail grades for Algebra I taken in eighth grade, for Physical Education or PE equivalent courses, for Teacher Aide positions in high school and certain designated classes. If the student receives a Pass, credit is received for the course.

A grade below 70 is considered to be failing.

The letters “I” [incomplete], “P” [pending], “M” [missing] are used on the RenWeb progress report to indicate that a student’s assignment does not yet have a grade. Parents should read the progress report carefully and contact the teacher for more information regarding the reason for this indication which could include an absence or failure to turn in the assignment. This handbook gives information regarding our policies on make-up work and late assignments.

GRADE POINT AVERAGE PROCEDURE

The grade point average (GPA) is calculated utilizing semester grades. The "earned" GPA is the cumulative total of semester grade points divided by the number of semester courses. A cumulative high school GPA is calculated over the four years of high school including all semesters of course work. Only unweighted grades are used on report cards and transcripts. Except for graduating seniors, a student’s GPA is not available until the fall semester of the next year.

Transfer student’s course work will be given credit and accepted for inclusion in the student’s GPA but scored by letter grades will have the letter grades translated to numerical equivalents based on a scale designated by the Administration. Home school course work may receive credit but will not be included in the GPA. Our guidelines will determine which courses will be included in all students’ GPA.
PROGRESS REPORTS

Students will be reviewed for academic progress at the end of each three-week, six-week, and nine-week period. The progress report grade will be based on work completed/received regardless of work pending due to absences or other reasons. Eligibility or ineligibility to participate in extracurricular activities will be based on work turned in regardless of work pending. Parents can print a progress report through RenWeb at anytime. Upon request, reports can be mailed.

INELIGIBILITY

Middle or high school students whose average is below 70 in any subject at a formal reporting period (three-week, six-week, nine-weeks, semester) are ineligible to participate in any extracurricular activities such as sports, cheerleading, etc., for a three week period (exception: grades from the 1st reporting period of a new quarter will not determine eligibility unless the student was failing at the end of the previous quarter as well). In order to become eligible again, a student must raise his/her grade to passing (70 or above) by the next progress reporting period (3 weeks). If, at that time the student is passing all subjects, he/she will be eligible to participate. If not, a student will remain ineligible until passing at a regularly scheduled reporting period.

ACADEMIC PROBATION

Academic probation is invoked when a student has failed one or more classes in a nine week period. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency.

Students who remain on academic probation for one or more semesters are evaluated by the administration to determine if they should be permitted to continue at Bracken Christian School. If it is determined that it would not be in the best interest of a student or the school to permit that student to continue at Bracken Christian School, the school will administratively withdraw the student.

CLASS RANK

Class rank is determined by the GPA and taken from all of the student’s grades earned at Bracken Christian High School. Dual Credit and Honors courses are weighted. Individual class rank is used to determine the Valedictorian and Salutatorian. Bracken Christian is a limited-ranking school and only reports class rank for valedictorian and salutatorian. A student’s class rank may also be reported when requested by a parent or guardian for scholarship application purposes.

HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN

The student with the highest weighted GPA at the end of their senior year (after 8 semesters) is designated the Valedictorian of the senior class. The second ranked student is designated Salutatorian. In order to be considered Valedictorian or Salutatorian a student must have
completed seven contiguous semesters at Bracken Christian School, and maintained a cumulative GPA of 94% or better.

These students must have demonstrated and maintained a constant Christian witness in their daily walk. They must meet or exceed the minimum character guidelines as established in the bylaws of the National Honor Society.

HONOR ROLL

At the end of the first three nine-week grading periods, students with outstanding scholastic and citizenship records receive special recognition in chapel for their achievement. Students receiving a citizenship mark on their report card of “N” (needs improvement) or “U” (unsatisfactory) in any class are ineligible for any honor roll awards regardless of academic standing.

**Principal’s Honor Roll**: Those students who receive a grade of 90 or above in all academic classes.

**Honor Roll**: Those students who receive a grade of 85 or above in all academic classes.

SEMESTER EXAMS

Semester exams are given only in high school academic courses. The semester test is given a value of 20% of the semester grade. Eighth graders taking Algebra I will take a semester exam. For senior exams, refer to senior privileges.

HIGH SCHOOL COURSE CREDIT

A student enrolled at Bracken Christian School must take a course offered at Bracken in order to receive credit unless the administration grants the student permission to take the course through another approved educational institution. Students may not take courses offered by other schools to avoid Bracken’s course work or to move ahead of their class.

Credit for a class is granted on a semester basis. In a two semester (full year) course, the student must maintain a 70 or above in both semesters to receive one full credit. A student receiving a grade below 70 in any semester will not receive credit for that semester. A student withdrawing from a class after one quarter but before completing the semester’s course work will have a “WP” withdrew passing or “WF” withdrew failing posted to the transcript unless the student is transferring to another school.

DEFICIT CREDITS

Deficit credits are required credits a student has not earned but should have earned by the time of his/her current class standing according to Bracken’s course sequence schedule. This may happen because a student has not taken the course or has failed the course. These credits may not be able to be completed at Bracken for several reasons and thus must be completed through administration approved classes provided by public schools, state approved correspondence work.
or certain Christian school providers. A student must complete all deficit credits before the beginning of his/her following year.

Students enrolling after their freshman year and having deficit credits should complete those deficit credits before attending their senior year at Bracken. Students may not be allowed to start their senior year with deficit credits unless they are able to take those credits from Bracken during their senior year. There is no guarantee of this! Thus, students with any deficit credits pending at the start of their senior year may not be allowed to attend if the student must take courses outside of Bracken Christian School’s course offerings.

CORRESPONDENCE WORK

Generally students will be allowed to take correspondence work if Bracken Christian School cannot offer the course in the normal curriculum schedule or the student must make up a deficit credit. Students may receive credit for correspondence work. However, for it to be calculated into a student's overall GPA, only course work from the University of Texas or Texas Tech University Extended Studies, or a public school will be accepted. The school reserves the right to deny credit for correspondence and/or home school work.

HOMEWORK POLICY

In order to receive the maximum benefit from Bracken’s educational program, high school students should expect an average of 30 minutes of homework for each hour of class in core academic subjects. Middle school students should expect an average of 20 minutes for each hour of class in core academic subjects. Teachers are at liberty to assign homework in order to meet the objective of their class.

Teacher guidelines - Bracken Christian School seeks to be sensitive to the family and to church activities. While we have an obligation to the home to help train each student and make him academically fit to advance to the next level of training, we try not to unnecessarily interfere with regular church sponsored activities.

TUTORING AND EXTRA HELP

All teachers will make every reasonable effort to assist students with academic problems. The student should talk with the teacher to arrange a time convenient to both for the extra help. This extra help is for a brief period of time as the need arises but is not to be on a long-term regular basis.

When ongoing help is required other sources of tutorial assistance may be needed. This help may be available from qualified upper level students, professional tutors or services. The school will make available this information on request but cannot recommend the effectiveness or results of the individual or services.
MAKE-UP ASSIGNMENTS

In case of an excused absence, students are permitted time to make up assignments that were assigned when absent. Students have one class period to make up work missed for each class period for which they have an excused absence. For example: a student absent on Tuesday, who returns on Wednesday, must complete Tuesday’s missed work by Thursday.

If a student misses a portion of the day for an appointment, or other planned absence, the student is expected to turn in the assignments due in the classes missed that portion of the day s/he is absent and to get the assignments for the next day and turn them in on time. Tests, quizzes or other class work missed should be made up no later than the end of the following day.

In the case of missing a test, if a student is absent only the day a test is given the student is expected to make up the test by the end of the day on which s/he next meets the class. A student, who is only absent for the class period preceding a test but present the day of the test, is expected to take the test, provided it was announced before the preceding class period and there was no new material covered on the day missed. All tests must be completed according to the guidelines in the first paragraph.

Students have a limited number of days based on their number of absences to make up work but teachers are the ones responsible to set times or accept student requested times for making up work within that boundary. If a student fails to make up work at the time/s set/accepted by the teacher and communicated to the student/parents/ or emailed then the student may not expect another/more/endless opportunities to make up the work within the time limits. Therefore, a student who ignores, for whatever reason, opportunities to make up work can expect to receive a zero on it because s/he failed to meet at the appointed time to make up the work missed.

EXTRA CREDIT

It is at the discretion of the individual teacher whether or not extra credit points may be earned in a class. The following guidelines will apply for extra credit points:

- Extra credit points cannot exceed 5% of the total points possible in any given grading period
- Extra credit points cannot be carried over into the next grading period
- Extra credit points in one category cannot be carried over into another category
- Extra credit offered must be offered and available to all students in the class

LATE ASSIGNMENTS

Students are expected to do all homework assigned and to make sure it is turned in when due. All homework not turned in when the assignment is due will receive a grade of zero.

Major projects and research papers that are assigned days or weeks in advance must be turned in on or before the time due in order to receive full credit even in the event of an excused absence. This means even if a student is sick the day the project is due or absent due to a school function,
the project must be turned in by the beginning of the class period. This may require the parent to bring the project, report or assignment to the teacher.

Grading of late major projects or major research papers will follow these guidelines:
Work not turned in at the time the class meets is considered late that day and has 10 points deducted. Work not turned in by the beginning (8 am) of the second day (not class period) has another 10 points deducted and an additional 10 points is deducted for work not turned in by the beginning of the third day. Work turned in after the beginning of the third day but before the end of the third day will have an additional 10 points deducted. Work not turned in by the end (3:30 pm) of the third day is assigned a zero. Any day, including school holidays and weekends (school hours apply to holidays and weekends) count toward the late point deductions. Points lost due to errors are then deducted from the reduced grade if the assignment is turned in before the end of the third day.

REPORT CARDS

Report cards are posted on RenWeb at the end of the quarter and are available for printing from RenWeb till progress reports are posted the following quarter. Final report cards are available to print from RenWeb for a 2 week period after the school year is complete. Report cards will not be available on RenWeb at the end of a quarter or year if the account is not current or the student still has obligations owed to the school. Questions regarding grades on the report card are to be directed to the teacher. Changes to published grades will be reflected on the next published report card. Published grades are considered final when the next progress report is published and at the end of June. Printed report cards are available on request from the registrar.

NCAA GUIDELINES

All high-school athletes wishing to compete in college athletics must register with the Initial-Eligibility Clearinghouse. Information about the Clearinghouse can be found in the Guide for the College-Bound Student-Athlete at www.ncaa.org. Students who are interested in attending college on athletic scholarships should carefully select high school courses that qualify under the NCAA guidelines. Contact the school’s Athletic Director or College Guidance Counselor for more information.

It is the responsibility of the student and student’s family to ensure that all documentation that is required for participation in collegiate athletics be requested and delivered to the college in a timely manner.

GRADUATION

All students are encouraged to attend graduation ceremonies to honor those that graduate. Students are encouraged to wear church dress. Check the school calendar for the date. Graduation diplomas will not be handed out during the graduation ceremony but mailed to graduates after they have fulfilled their obligations to the school.

Students who have disciplinary actions pending or incomplete grades or who have failed to meet
the graduation requirements by the date of graduation may not be allowed to participate in graduation ceremonies.

SCHEDULING

Each spring, all students are scheduled for the coming year. Schedule changes made after that time are subject to class availability and space.

HIGH SCHOOL DROP & ADD POLICY

Students may make course changes, with parental permission, up to the 10th school day. In order to drop or add a class, students must submit an Add/Drop Form. This form must be approved by the principal. A student must remain in attendance in the class to be dropped until notified by the office that the drop and subsequent add are approved. For a course dropped after the 10 day period, a "WP" (withdraw passing) or "WF" (withdrew failing) will be recorded on the transcript. Students may not drop a required course.

Dual Credit classes must be dropped by the college designated date in order for the student’s grade not to be recorded on the student’s transcript. A "WP" (withdraw passing) or "WF" (withdraw failing) will not be recorded on the transcript if the student drops by the college’s designated drop date. The state only allows a student to drop a certain number of classes while working toward a college degree. Dropping a DC class will be counted toward this number by the state.

HIGH SCHOOL PROMOTION

Students in the high school must continually demonstrate that they are making progress toward graduation. In the event a student fails an academic class necessary for graduation, s/he will be required to repeat the class or make it up during summer school. If a student fails two or more academic classes in one year, the principal will determine whether the school will permit the student to return the following year. The decision to permit a student to return is based on the student’s chances of success at BCS, the student’s classroom behavior, and the student’s influence upon other students. If it is believed that the student has a questionable chance of future success or that the student's behavior is detrimental to the school or to classroom instruction, the student will not be permitted to enroll for the following school year.

BEFORE AND AFTER SCHOOL HOURS

The school does not provide supervision for students in 6th – 12th grades before the start of school nor after school is dismissed. The buildings open at 7:50 am for students to gather in the classroom. The buildings & MS locker area are closed at 4 pm. Students not participating in extracurricular activities are required to leave the campus by 4 pm. The gym is not open after school hours for use by students who are not participating in an extracurricular activity.
MS/HS STUDENT SCHEDULES

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<th>Regular Schedule</th>
<th>Chapel Schedule</th>
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STANDARDIZED TESTING

Achievement Tests - Every student grades 6-11 will take the Terra Nova Achievement Test every year to determine progress and scholastic strengths and weaknesses. The results of these tests, as well as overall results of the school, will be made available to parents.

PSAT – This test is given to 9th – 11th graders each year as a preparation for the SAT Test. During the junior year only, the PSAT is scored for the National Merit Scholarship Competition.

PLAN - This test is for 9th and 10th graders and helps to prepare the student for the ACT Test.

SAT and ACT Testing – Information regarding the testing dates, locations, and applications for the SAT and ACT are available from the College Counselor as well as preliminary activities to help students do their best on these exams.

ATTENDANCE

Regular attendance is essential to success. Students that have an excessive number of absences, over 18, will violate the state standard and may not be permitted to enroll for the coming school year. The school office will monitor student absences. A student who misses more than 15 minutes of a class period (no matter when during the period that occurs) is considered absent for that class.
Excused Absences
The administration determines if any absence is excused or unexcused. While the parents may grant a student permission to be absent from class it does not mean the student will receive an excused absence from the administration. Absences due to personal illness, medical appointment, and death in the family are usually considered excused absences.

In order for the administration to consider excusing a student’s absence the parents must contact the school no later than two (2) days after his/her return to school. Students absent more than five (5) consecutive school days must bring a note from a doctor.

Upon returning to school a student must go to the school office, where the student will be given an admit slip which will enable the student to return to class. Students returning to school without the parents having contacted the school concerning the reason for the absence will have the admit slip marked as an unexcused absence. The admit slip is to be taken to each class missed so the teachers may properly record the student’s absence as excused or unexcused. An absence is considered as unexcused unless the teacher is notified with an admit slip that the absence is excused. Students with unexcused absences receive a zero on the work due during their absence.

To request make-up work that the student/parent would like to pick up by the end the day; please call the office before noon. The parent may also email the student’s teachers to request information about the student’s missed assignments or check RenWeb. Otherwise, the student should see each teacher upon returning to school to receive the make-up assignments.

Students who are present during most of the day but absent from one or two classes due to medical, dental or other brief appointments are expected to get their assignments that day for the classes missed and have those completed for the next scheduled class.

State law requires that a student attend class 90% of the scheduled classes in order for the student to receive credit. If any high school student is absent in any one class for more than nine days per semester, the student can lose credit in that class even if the absences are excused. In order to receive credit, a student must make up all absences; however, these may not exceed nine. In the event a student’s absences exceed this, s/he may request a review of absences by the principal. Without approval from the principal or administrator, a student will be denied credit for the semester in the class. Make up work due to absences is to be made up according to school guideline but no later than the end of January for the first semester and the end of May for the second semester.

Absences due to school activity
If a student is absent from class due to involvement in a school activity, such as athletics, academic competition, etc., any work due that day must be submitted according to the teacher’s established guidelines. *This means the assignment will be due before the student leaves.* Students are not to be given extra time to complete assignments due to their involvement in an extracurricular activity. Unless otherwise arranged with teacher, assignments not turned in before a class the student will be missing due to a school sponsored activity will be counted as late and be given a zero. Any tests missed must be taken before the absence or completed by the end of the next day in order for the student to receive full credit. Students may not receive extended time on the due
dates of work assigned while they are absent from a class for a school sponsored event.

Planned Absences
If a parent knows in advance when their student will be absent a “Pre-Approved Excused Absences Request” (PEAR form) is to be completed. This form is available in the office and is to be completed before the student’s absence. The completion of the form will: (1) allow the student/parent to know in advance if the reason for the absence will be considered sufficient to excuse the absence (2) prepare the student with the work that will be missed during the absence and (3) enable the teacher to plan for the student’s absence. Students are to complete the form at least two days prior to the planned absence. The form is not to be used when a student is participating in a school function and a copy is given to the high school office.

The administration recognizes that there are times when the parents may have family needs that necessitate their student being absent from school to be with family. The school will allow a student to have five (5) days excused absence per year for family needs if these conditions are met:

1. The student completes a Pre-Approved Excused Absence Request (PEAR form)
2. Parents provide evidence that this time dedicated to meeting family needs significantly benefits family relations and/or yields important educational benefits
3. Understands that these days absent will count toward the student’s total days absent allowable by the state which requires a student attend 90% of a class (See ATTENDANCE) in order to receive credit for the class

Students absent due to participation in competitions, demonstrations, conferences or other activities outside the school’s sponsorship such as athletic leagues, academic or fine arts programs and 4H, agricultural or live stock shows are required to complete a PEAR form to have their absences considered excused. Assignments due on those days absent are to be turned in before the absence if the work has already been assigned. The approval of any absence using the PEAR form does not allow the student additional days beyond the stated limit to complete the assignments missed or more than the 9 absences for which a student may be denied credit for a class.

Students excused from school for a school sponsored event (athletics, field trip, etc.) do not need to fill out a PEAR form.

Truancy
Truancy is defined as an absence from class or school for any portion of a period or day without proper permission from home and school. Students who are out of class without permission for a portion or all of the period are considered truant. This is a serious offense that will result in disciplinary action and is grounds for suspension or expulsion.

Permission to leave school
A parent must sign out students who must leave school during the day for a doctor or dental appointment or other reasons. If the student is driving alone s/he must present a note to the office or the office must have received a call from the student’s parent before the student is given permission to leave. While the parent may grant a student permission to leave campus, whether
the absence will be excused or unexcused is determined by the administration upon evaluation of the reason and purpose for the absence.

In the event of illness, the school nurse will call for parental permission to either leave school or to be picked up.

Students are not excused to leave campus before school is dismissed to attend athletic or school sponsored activities in which they are not participating unless they have a sibling participating and they are traveling with their parents.

Tardies

First Period Tardies
Being present when school begins is part of developing responsible behavior. Students should also realize that being late to first period or any other class period is disruptive to others in the class. If there are extenuating circumstances (e.g., car broke down) that could not have been foreseen, the parent should send a note or call the office. Students arriving late must go to the office to obtain an admit slip.

Class tardies
A student not in the classroom at the scheduled beginning time is considered tardy to class. All tardies to class, apart from excused medical or emergency reasons as determined by the administration, will be recorded as tardy by the teacher and reported to the High School Office for attendance.

Consequences for being tardy
- For first period, students will be given 2 tardies without penalty. Upon the 3rd tardy, disciplinary action will ensue such as demerit(s).
- For all other class tardies, disciplinary action will ensue (a demerit) on the first offense.

LUNCH 6th – 12th grades

Parents may take their child for lunch by meeting their child in the office and signing them out. Students leaving with parents for lunch must sign in upon return. Please understand that tardies to class due to being off-campus for lunch will be treated as any other tardy.

Underclassmen are not allowed to eat lunch off campus unless they have been signed out by a parent.

A student leaving campus for lunch without the permission of the administration or taking someone who does not have permission to leave campus for lunch is subject to disciplinary consequences as deemed necessary by the administration.

COLLEGE DAYS

Students in grades 11 and 12 are encouraged to visit prospective colleges during the school breaks and summer to gain first-hand information about college life. During the school year
arrangements for college tours must be made through the guidance office and a PEAR form completed if the absence is to be excused. Juniors may be given the opportunity to take spring college tours through the school. Juniors and seniors are allowed a total of four excused absences per year for college tour days, which includes those sponsored by the school. Any other days absent for college tours will be considered unexcused. For seniors, college days taken during their second semester are counted as absences for the final exam exemption attendance requirement.

SENIOR PRIVILEGES

Bracken Christian School exists to prepare students for the responsibilities of life. To this end, we allow seniors PRIVILEGES which allow for a greater degree of responsibility and freedom. These are privileges and thus can be revoked based on any number of factors including attendance, discipline, academic record, etc. Parents of seniors must sign the permission to participate in senior privileges form before their student will be allowed to participate.

Senior privileges are:

1. Off campus lunch. Students are to select a lunch location in close proximity to the school and are expected to conduct themselves according to the standards of the school while off campus, drive carefully, and return on time. Failure in those areas will result in the revoking of the lunch privileges. Students are to check in and out in the high school office. Seniors with off-campus lunch privileges will be allowed to ride together unless a parent specifically requests otherwise by sending a written note to the office.

2. Senior exam exemption. Seniors may qualify for exemptions from taking a second semester final exam for a specific class if they have 4 or fewer absences and a 90% average in a class for the semester. Absences include excused and unexcused. Five tardies in a class count as an absence. Chapel is considered a class. Absences for school sponsored activities do not count toward this total. Students will not be excused from exams or allowed to arrange different times for exams from the scheduled exams.

3. Extended HEB camp

4. Senior Trip (see EXTRA-CURRICULAR ACTIVITIES)

DISCIPLINE POLICY

Student Code of Conduct
All students are required to read the Student Code of Conduct and sign a statement agreeing to abide by it. The guidelines of the Student Code of Conduct include but are not limited to the examples given because the standards are based on our understanding of the Biblical teachings and examples lived out in the life of Christ which are many and varied. While all correction is designed to be redemptive in nature, there is a point at which the appropriate disciplinary action may include suspension or expulsion. We trust in what God told us in Hebrews 12:11, “No discipline seems pleasant at the time but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

It is the goal of this school that you respond to a series of submissive choices in your walk of faith. We believe a Christian code of conduct should have a proper mix of positive opportunities for
choosing what is right and honoring, as well as, have consequences for sinful choices that will aid in the process of spiritual maturity.

The **Student Code of Conduct** expects Bracken Christian School students to work diligently toward exhibiting a lifestyle that portrays the following:

1. Trusting your life and soul to Jesus Christ (John 3:16)
2. Read your Bible daily. It is the only way to know God’s truth.
3. Attend church regularly (Heb. 10:25)
4. Forgive one another…again and again (Matt. 18:21-22; 2 Cor. 2:7-8)
5. Seek out those you may see struggling with sin. Pray with them and for them. (1 Pet. 4:9-10)
6. Honor and show love to your parents. They are sacrificing for you to be here and love you more than you know right now.
7. If you see someone lonely, worried, or sad…go comfort them. (2 Cor. 1:3-4)
8. If you see someone discouraged, scared, or fearful...go encourage them. (Ps. 56:10-11)
9. If you see someone struggling with academics...try to help them. (Eph. 5:1-2)
10. If you are experiencing any of the above...tell your parents, teachers, or classmates so they can pray for you and help you.
11. Always be ready to give an answer for the hope you have in Christ Jesus. Share your faith with others.
12. Show honor and respect to the leadership, faculty, and staff for Bracken Christian School. Every one of them could be doing something else for a lot more money but have chosen to be here for you and for Jesus.
13. Behave yourself when it comes to your body. Don’t be involved in any activity that may cause someone to question that you claim to be a Christian. (1 Cor. 6:15; Rom. 14:13)
14. Be a constant living witness to the character and love of Jesus. Express the joy you feel for your salvation by making the most of every opportunity to obey what God says in His Word. (John 15:1-5)
15. Everyone is tempted to lie and often teenagers will argue or even fight. Pray for strength and learn how telling the truth is always the best choice. (Eph. 4:29; Pro. 12:22)
16. Avoid the temptation to skip class, chapel, or assemblies or leave campus without permission.
17. What you say can cause immense harm to others. Work hard to keep a guard over your mouth so that only what is pleasing to the Lord comes from your mouth. (Gal. 5:15)
18. The call of being Christ-like is not just for being at school. These guidelines are for the life of any Christian. They follow you on and off the campus. Behavior that is sinful may reap consequences at school, even if you were off campus when it happened. (1 Cor. 11:1; Gal. 6:7-7)

To prevent the consequences of sinful choices the **Student Code of Conduct** prohibits Bracken Christian School students from, but is not limited to, the following:

1. Threatening or assaulting another student or staff member
2. Unexcused absences from classes, chapel, or assemblies
3. Cheating, copying or plagiarizing the work of others
4. Lying to a teacher or to the administration
5. Profanity, obscene or suggestive language or gestures
6. Disruption of classroom activities
7. Willful destruction of school property
8. Fighting
9. Possession of pornographic or occult material
10. Rebellious attitudes
11. Disrespect for staff members
12. Use of or possession of alcoholic beverages, tobacco products, or drugs and/or drug related paraphernalia of any kind.
13. Public displays of affections that includes, but are not limited to, caressing, kissing, hugging, hand holding, etc.
14. Possession of dangerous objects or weapons
15. Leaving school campus without permission
16. Theft or stealing of any kind
17. Harassing another student, physically, verbally, or through social media
18. Being in an unauthorized area or building of the campus
19. Behavior involving a criminal offense or giving evidence of sexual immorality
20. Inappropriate use, comments, or pictures on student’s personal social media sites
21. Possession or knowledge of others possessing any articles that are considered dangerous or potentially destructive, such as explosives, fireworks, firearm, paintball guns, knives, lighters, etc., will not be allowed on a student’s person, backpack, locker or car. School officials will confiscate all such items found on campus and disciplinary action may follow
22. Any conduct which is harmful to the Christian development of the student, as well as, to other students in the school

Student Behavior On and Off Campus and On the Internet
Bracken Christian School’s mission is to develop the whole student so that his/her life style reflects a Biblical worldview and is a Christian role model both on and off the campus in order that s/he might make an impact for Christ on those within his/her sphere of influence. Because of this it is our expectation that students will at all times emulate in their speech and actions those values consistent with our mission and in line with our standards of conduct as they apply on and off the campus. BCS students are expected to be respectful, to be prepared for learning, and to be safe.

Therefore, while the guideline regarding the disruption of classroom activities would normally not apply off campus, the admonition not to harass another student either physically or verbally would apply. Another example is the use of the Internet and personal websites. These provide avenues and venues which must be used with discernment and whose use should reflect a Biblical worldview. It is important that the student realize that as a Bracken Christian School student s/he represents our school and more importantly our Lord Christ 24/7/365 and that includes the summer! Thus it is a serious concern when a student’s speech and actions reflect negatively on our Lord or our school.

Any student that posts vulgar, profane, or inappropriate content on social media websites or blogs is subject to disciplinary action up to and including expulsion from Bracken Christian School.
Additionally, students that engage in cyberbullying will be subject to immediate expulsion. Cases of cyberbullying reported to the school will be investigated by a school administrative committee and a recommendation will be forwarded to the superintendent. The school reserves the right to contact appropriate state authorities in such matters and resolve such matters in accordance with Texas state law (David’s law).

Searches and Questioning of Students
Administrators, teachers, and other school professional personnel may question a student regarding the student’s own conduct or the conduct of other students. Failure to cooperate with school officials can be grounds for dismissal.

School officials may search a student or a student’s property, including the student’s vehicle, electronic devices and cell phones, while they are on school property whenever there is reasonable suspicion to believe the student is in possession of something that violates school policies, with or without the student’s free and voluntary consent. School property, such as lockers or school issued gym bags, may be searched if reasonable suspicion exists to believe that contraband is located there. The school reserves the right to search a student or student’s property while involved in a school sponsored activity even if off the campus.

Bracken Christian School reserves the right to use outside sources, including the use of trained dogs to search any and all parts of campus at any time.

Drug Testing
Should a student be suspected (for any reason or by any means) to be involved with the use of illegal drugs, administrators will meet with the parents and/or guardians. If warranted, the administration will ask that the student be drug tested as part of a recommended course of action in determining the extent of their drug involvement. Drug testing must be administered by a professional lab. This testing will be at the parent’s expense and the school must be furnished a copy of the results. Failure to comply with this request could result in the student being withdrawn.

CLASSROOM AND CAMPUS EXPECTATIONS

Classroom Expectations
A disciplined classroom is a prerequisite to an environment that will allow maximum learning to occur. Students have several responsibilities to both their classmates and their teachers in helping to maintain a positive classroom environment. In addition to any stated individual classroom rules a teacher may have, all Bracken students are expected to do the following:

1. Use “sir” and “ma’am” when speaking to adults.
2. Be obedient and respectful to all that are in authority.
3. Be cooperative and respectful of other students and their property.
4. Act appropriately in all classrooms and buildings at all times which may include standing when a visitor or another adult enters a room. Teachers will direct students in accordance with their individual classroom procedures and expectations.
Classroom Prohibitions
The following is a list of general prohibitions for all students. For a more specific list please refer to the Student Code of Conduct that each MS and HS student must sign. These items are in addition to any stated prohibitions an individual teacher may announce and state for their classroom.

1. No disruptive talking or other types of actions/activities that distract the teacher from their classroom duties
2. Bring only items to class that are relevant to academic studies.
3. Do not have items on campus that can be considered dangerous or destructive. (As mentioned in the Student Code of Conduct)

Cell Phones / Electronic Devices
Bracken Christian School understands the parents concern to be in communication with their students when not in school, and for that reason we allow students the privilege to have a cell phone while on campus. It is important to see this as a privilege for the student and not as a right, and as with any privilege, it can be taken away if guidelines are not followed. Other electronic devices are allowed as well as long as they all follow these guidelines:

1. Cell phones and other electronic devices may not be used during school hours (from first tardy bell until end of last class of the day). Only High School students are allowed to use their phone during their scheduled lunch period.
2. Teachers may include the use of smart phone apps during classroom use for academic purposes only.
3. Students found or caught using a cell phone during an unauthorized time, including passing periods, will have the following occur:
   a) Have the phone immediately confiscated and turned in the Principal’s office
   b) Be given 2 demerits, as per school policy
   c) $10.00 fine
   d) Students will complete four hours of school service. Students who do not complete required service hours are subject to probation and may be denied enrollment in subsequent semesters.
4. Continued violations of this policy will result in increased fines, loss of privilege entirely, suspension and/or expulsion.
5. Students are to go to the nearest school office if they need to make a call during school hours. They may not be dismissed from class to do so unless it is a clear emergency or if the teacher allows as all classroom work/instruction is done for the day.
6. Parents are to call the school office if they need to communicate with their child.
7. If a phone is seen out or found to be used while a student or others are testing then the student responsible for the phone as well as anyone else noticed using the phone can be subject to further sanctions.

Policy on Cheating
Cheating and plagiarism will not be tolerated at Bracken Christian School. If a student cannot pass without cheating, he does not belong at BCS. Students who are suspected of cheating will be warned and disciplinary action may be given if the incident occurs again. Students who are caught
cheating will receive a zero for the assignment and will be subject to additional disciplinary action including withdrawal and expulsion.

Cheating is described as, but is not limited in its scope to, the following:
- Copying work assigned to be done independently or letting others copy one’s work (example: Homework!)
- Giving or receiving information, looking on someone else’s work, or allowing someone else to see one’s work during a quiz, test, or exam or for the purpose of completing an assignment designated to be done independently
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key
- Use of unauthorized resources such as notes, cell phones, or other electronic devices during an exam
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual

Plagiarism is considered the use of another individual’s work or idea within a student’s own assignment without the proper acknowledgement or citing of that material as belonging to another and giving the correct source or credit. A student whose work contains plagiarized material will receive a zero on the assignment even if the plagiarism is discovered after the original grade was given. Students who continue to plagiarize may be suspended, expelled, or not permitted to return.

*Please note: A student who knowingly gives answers to another student for the purpose of cheating or helping them complete an unfinished assignment is subject to disciplinary actions including zero on the assignment and withdrawal or expulsion.

**DISCIPLINARY PROCEDURES**

Demerit System
The demerit system is a tool used to hold students accountable for their actions. It is designed to be a measure of the student’s behavior, with checkpoints along the way to inform parents of potential problems. It will also serve as a reminder to students as to the boundaries of their behavior and the consequences for wrong choices and not fulfilling expected responsibilities.

When an offense has been committed, the student will be informed with a written Disciplinary/Demerit Notice of the offense. Students receiving the required number of demerits will be assigned a disciplinary action(s). Students will be notified prior to the date they are assigned the disciplinary action. All demerit and disciplinary reports will be documented in RenWeb and parents will be notified of behavioral infractions. While demerits do not carry over from one quarter to another, disciplinary actions earned are not removed until accomplished.
Students receiving no demerits during a quarter are rewarded with a Spirit dress on a designated day.

Category 1 = 1 Demerit  Category 2 = 2 Demerits  Category 3 = 3 Demerits
Dress Code Violation  Inappropriate/Unruly Behavior  Direct Disobedience
Disturbing Class  Unacceptable Language  Disrespect to Staff/Student
Tardy/Gum/Food  Unauthorized Cell Phone Use  Damage to School Property

*Students may earn demerits in more than one category for one incident.*

Seniors must complete their disciplinary action(s) before they can receive their diploma or final transcript.

**Cause and Effect**
- Five demerits a week will result in a morning detention to be assigned for the next possible date.
- Morning detentions are from 6:45am to 7:45am
- Students that are late or absent from morning detention will receive another detention.
- 10 demerits in a single quarter will result in a Saturday school. Saturday school dates will be determined by need and will meet from 8:00 a.m. to 12:00 p.m.
- Two Saturday schools in one semester will result in an in-school suspension and a student being placed on Disciplinary Probation.
- A continued pattern of disobedience will most likely result in the withdrawal/expulsion of the student. A conference with parent(s) may be scheduled to discuss any such trends.

**Other causes**
- A tardy, except for the first two 1st period tardies, will be penalized with one demerit for each tardy
- Major offenses may result in the assignment of Saturday School or other disciplinary actions
- An excessive number of demerits during the year demonstrate a lack of respect for the school’s policies and procedures as well as an unacceptable attitude. This continued pattern of behavior can result in Saturday School, probation, or suspension.

**Saturday School**
Saturday school may meet periodically on assigned Saturdays from 8:00 a.m. – 12:00 p.m. Students will most likely be on work detail and should dress accordingly for their prescribed assignments. Students arriving late, not using the time as prescribed, or violating other rules will incur further disciplinary action. Student families will be charged the equivalent of ½ day substitute pay for Saturday school.

Exceptions may be granted for students to reschedule their Saturday school. Any request for postponement to another date must be submitted in writing to the Principal by the end of school the Wednesday before the date assigned. A Saturday School not served at the assigned time will be carried over to the next quarter, semester. Additional disciplinary actions may be incurred when Saturday School is missed or deferred to a date other than the one assigned. Students who
continue to receive Saturday Schools may be placed on disciplinary probation, suspended, withdrawn, expelled, or not allowed to return.

Disciplinary Probation
Disciplinary probation will be applied by the administration when a student’s conduct and/or attitude do not meet the school’s standards. The length of time and the restrictions for which a student will be placed on disciplinary probation will be determined by the administration and may be similar to, but are not limited to, those of academic probation.

In School Suspensions (ISS)
In School Suspensions are issued for various reasons and can be for various amounts of time. ISS’s can be issued for both repetitive minor offenses that students commit (see demerit policy) or for a single larger incident that may warrant a larger penalty. The length of an ISS can range from 1-3 days depending on the offense(s). During an ISS students are to report to school and serve their day in isolation from the rest of the student body. They will be given their work from their teachers to do during the day. Teachers may also assign additional assignments/projects during this time to ensure that there is no free time for the student during the day. Students that serve an ISS are ineligible from any extracurricular event(s) for that day; however they may attend any scheduled practice as long as it occurs outside of normal school hours. The expense of an all day substitute will be added to the students account.

Out of School Suspensions (OSS)
Out of School Suspensions are limited to more extreme cases in which the student(s) behavior or offense has given the administration reason to remove them from the school campus setting for an extended period of time. The administration will handle situations like this on a case by case basis. This includes the percentage of credit to be received for school work as well as clearly defining and explaining the situation to the student and the parents prior to the suspension being issued. A student serving in OSS is ineligible from all extra-curricular activities including practices during the period of the suspension.

Administrative Withdrawal
In certain cases a student’s violation of school policy or academic performance may result in the administration asking a parent to withdraw a student from the school during the school year. This action will be taken for the best interest of the student and the school. The student must fulfill all financial and material obligations owed to the school before any final records will be released.

- Suspensions, withdrawals and expulsions are the responsibility of the administrator. Appeal of any disciplinary action must be done by the parent to the administrator of the school via a written request. The administrator, with the approval of the Board, will rule on all expulsion appeals.

Disciplinary Action and Tuition
In the event that a student’s behavior results in a disciplinary action that causes the student’s withdrawal for disciplinary reasons the responsibility still remains to pay the tuition and meet other obligation incurred for that semester.
Off-Campus Behavior
Bracken Christian School seeks to instill a philosophy of behavior that submits to Jesus Christ as Lord and accepts the Bible as God's revealed standard for evaluating all thoughts and actions. Students are trained to evaluate their actions, both public and private, in light of scripture while asking themselves if their actions will bring honor to Jesus Christ. Behavior that is contrary to scripture or that will dishonor Jesus is to be avoided.

While on campus, teachers and the administration help students in learning proper behavior and attempt to demonstrate Godly wisdom when punishing improper behavior. The goal of the school is to establish, in every student, a strong sense of right and wrong with awareness as to what honors and what dishonors God. In the process we hope that the students at BCS will incorporate these principles into their lives and behave in a God honoring manner whether on campus or off campus. We expect that all parents at BCS have the same desire for their children as we do, and that they will encourage their children to pursue a godly lifestyle. Generally, punishment or rewards for actions performed off campus are the responsibility of the parents.

Occasionally the school becomes aware of student behavior performed off campus that is in open defiance to our teachings and beliefs. Such actions cannot be ignored by the school even if they occurred away from the school campus. Often such behavior is either tolerated by the child's parents or the parents are ignorant that such behavior is occurring. In either case, the school will initiate an investigation to determine the truthfulness of the alleged misbehavior. Usually this investigation will begin with the student(s) speaking to the administration to explain any questionable actions. If it is determined that the actions reported are acknowledged by the student(s) to be true, or if there exist two or more witnesses to the behavior in question, parents will then be called and asked to meet with the principal or administrator. After the conference with the parents, the administration will determine a course of discipline that can range from turning the matter over to the parents, to expulsion from the school. In the event that a parent refuses to come to a conference with the administration, the student will be required to withdraw from the school.

The school established standards in light of its interpretation of scripture. While it is impossible to list all the possible actions that could result in an official investigation being initiated, generally the kind of off campus behavior that would be considered to be in open defiance to our standards would include criminal behavior, alcoholic consumption, and evidence of a sexually immoral lifestyle. Examples of criminal behavior would include, but not be limited to, shop lifting, using illegal drugs, assault with a deadly weapon, vandalism, and the like. Evidence of a sexually immoral lifestyle would include, but not be limited to, bragging about sexual escapades, having contracted a sexually transmitted disease, becoming pregnant, and evidence of having had an abortion.

In the event the behavior in question occurs during the summer, the principal or school administrator will inform the parents in writing as to the nature of the school's concern and request that a meeting occur before the first day of school to resolve the problem. Once such a letter is written, the student may not begin classes in the fall until the issue has been resolved.
DRESS CODE

Uniforms provide a way to dress that is appropriate for learning. They provide students with a sense of belonging and allows for individual expression and identity to be functions of personality and character. Uniforms dispense with competition due to outward appearance and affluence while placing the focus on inner beauty and character. Uniforms eliminate fad clothing from the daily "what to wear" process and serve as an economy measure for parents. Further, the uniform is symbolic of the student's acceptance of the authority of their parents, school, and ultimately God. All students at Bracken Christian School wear a school uniform.

Bracken is a five day a week uniform school. Students who do not receive a dress code violation Monday through Thursday of any given week will be allowed a “spirit” dress day on that Friday.

Regular Uniform Dress (Girls)
- Navy or Khaki Pants (MS or HS)
- Navy or Khaki Shorts or Plaid Skirt (MS or HS)
- Solid (in color) black or brown belt with standard buckle (For both shorts and pants)
- White or Navy Knit Polo with school logo (MS or HS) from school vendor ONLY
- Solid White Oxford Blouse to be worn with pants or shorts (MS or HS) from school vendor ONLY
- Solid white over blouse with school logo to be worn with skirt (MS or HS) must be Parker ONLY
- Sailor tie with loop, optional with over blouse. (MS or HS) must be Parker ONLY
- Blue Pin-striped Oxford blouse. (HS only) must be Parker ONLY
- Athletic shoes or close toed shoes with heels of less than one inch. Contact the school for clarification if in doubt.
- Solid brown, black, navy, khaki, or white socks that are clearly visible from the shoe.
- Opaque Navy or White Tights (MS or HS)

Regular Uniform Dress (Boys)
- Navy or Khaki Pants (MS or HS).
- Navy or Khaki Shorts (MS or HS).
- Solid (in color) black or brown belt with standard buckle. (For both shorts and pants)
- White or Navy Knit Polo with school logo. (MS or HS) from school vendors.
- Solid White Oxford Shirt with school logo (MS or HS) from school vendors.
- Blue Pin-striped Oxford Shirt (HS only) from school vendors.
- Monochromatic brown, black, or tan (no pattern or print) Leather shoe (No boots, athletic shoes or sandals. Sperry type shoes are approved as long as they meet all of the previously listed requirements.)
- Solid brown, black, navy, khaki, or white socks that are clearly visible from the shoe.

Notes
** Girls especially need to make sure their uniform pants fit appropriately, i.e. no low belt lines, tight fit, and flared bottoms.**
** All shirts should be worn with only the very top button open and MUST ALWAYS BE TUCKED IN to the point that the belt is clearly visible.**
** Pants, shorts, and skirts need to be appropriately fitted to avoid shirts from becoming un-tucked or baring midriff.**
** Any undershirt worn under the uniform shirt may be short or long sleeve. They must be white with no printing or lettering.**
** Skirt lengths must reach at least 2 inches above the knee when standing and no leggings or other visible type or style of clothing, with the exception of approved tights, may be worn under the skirt. Middle School only – biker shorts may be worn under skirt.
** Only BCS approved outerwear may be worn during regular school hours, including between classes.  
** Headbands must be no wider than 1 ½ inches in width, no adornment, must be placed behind the ears. Solid color only.  
** Student must have appropriate shirt for the day on under all outerwear, including hoodies.  
** Uniforms must be worn correctly at all times while on campus, including before and after school hours.  
** All uniform clothing needs to be in good shape/condition and free from tears, rips, frays and other signs of excessive wear and tear.  
** School uniforms and other approved Bracken items need to be worn as purchased and not modified or altered in appearance. Alterations may be made for sizing purposes only.  
** There are no specific dress requirements for chapel days other than the above mentioned policy.  
** Students that attempt to dress in a manner to draw excessive attention to them self and/or cause a distraction in the class by their dress (even if wearing proper uniform) can and will be sent home to change. This determination will be made by the administration on a case by case basis if needed.

** There are no specific dress requirements for chapel days other than the above mentioned policy. 
** Students that attempt to dress in a manner to draw excessive attention to them self and/or cause a distraction in the class by their dress (even if wearing proper uniform) can and will be sent home to change. This determination will be made by the administration on a case by case basis if needed.

** Spirit Dress (Boys and Girls)  
- Bracken issued or purchased shirts or T-shirts. (various types and colors, as long as they are from Bracken)  
- Jeans:  
  o Must be denim and be primarily blue. Any stitched or attached designs must be limited to pocket areas only.  
  o No holes, rips, tears, or large frays.  
  o Must fit modestly and appropriately in length, size, and rise on the waist.  
- Any closed toe and heel traditional shoe or boot is allowed.  
- Any color sock is allowed as long as it is visible from the shoe.  
- Belts are not required unless deemed necessary to hold up pants.

Notes  
** Pants must not allow underwear (or worse) to become visible by others at any point or under any situation. (sitting, squatting, bending over, etc…)  
** Shirts for girls must be modest and appropriate in fit, style, and neckline at any point or under any situation. (raising arms, leaning over, etc…)  
** Flip-flops, sandals, or other open toed or open heeled shoes are never allowed.  
** Shorts may never be worn, even Bracken uniform shorts, unless it is with the entire school uniform and is being worn correctly.  
** Only BCS approved outerwear may be worn during regular school hours, even on Spirit Dress days.  
** Students that attempt to dress in a manner to draw excessive attention to them self and/or cause a distraction in the class by their dress can and will be sent home to change. This determination will be made by the administration on a case by case basis if needed.

** General policies for clothing and dress for any regular Bracken activity regardless of location  
1. Strapless, spaghetti strap, or other like tops are not allowed.  
2. Skirts shorter than the school uniform skirt are not allowed.  
3. No extra items or accessories are allowed during school hours. Examples of these items are, but not limited to, the following:  
   o Decorative gloves, large decorative scarfs  
   o Chains from wallets/keys attached to belt loops  
   o Excessively large or oversized jewelry or hair pieces (quarter size or smaller only)  
   o Hats, caps, or other head wear during school hours

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4. Any clothing that promotes, advertises, shows, or represents any inappropriate language, action, or idea will not be allowed at any Bracken event, whether on our campus or elsewhere.

5. Only one earring in each ear (girls only) and only in the ear lobe. (Cartilage rings need to be either removed or covered in a way to make them non-visible at all times.)

6. Boys hair needs to be well kept (not excessively bushy or shaggy) and above the eye brow, ear lobe, and shirt collar.

7. Both boys and girls need to keep their hair in a solid natural color and avoid “faddish” or attention drawing styles.

8. Boys must be clean-shaven and sideburns cannot extend below the middle of the ear.

9. ARGUING WITH A TEACHER REGARDING THE UNIFORM POLICY IS NOT ALLOWED! If a teacher warns a student or gives out a demerit for a uniform infraction, the student is expected to obey the teacher and accept responsibility for their actions. Students may seek clarification on the rules or infraction from the Principal at their earliest opportunity.

10. Tattoos, face or body piercings, gauges, and spacers are not allowed.

11. Specific rules for one-time events (Field Day, Coronation, etc…) will be posted separately.

12. Receiving a dress code demerit during the week will exclude a student from participating in “Spirit Dress” on Friday.

Coronation Dress (for HS only during school day)
Coronation Friday is a half day for HS students. It is also the day for the Coronation program in the gym. HS students are to wear the following dress on that day (MS is to wear regular uniform dress):

Coronation School Day Dress (HS Boys)
- Must wear slacks or khaki pants. Jeans are NOT allowed.
- May wear either button down or polo shirt, long or short sleeves. (no t-shirts)
- No tennis shoes. Boots are allowed.
- All other regular rules (regarding clothing styles, accessories, fit, etc…) are still applicable.

Coronation School Day Dress (HS Girls)
- No strapless, spaghetti strap, or other like tops/dresses.
- Skirts/dresses must be the same length as the school uniform skirt.
- Dress pants are allowed. Jeans are NOT allowed.
- No Capri or similar length pants.
- No tennis shoes or flip flops. Boots are allowed.
- Shirt/blouse must be long enough that no midriff shows at any time.

Coronation Banquet/Dance Dress (for Boys and Girls)
- Floor length dresses are required.
- Dresses can be strapless but must not be too low in front to reveal cleavage and must be able to stay in place during all of the evening’s events. Sweetheart neck lines are not allowed if it drops low enough to reveal cleavage. Top of dress should not be lower than 3 inches below the neckline.
- Slits may not exceed past mid-thigh.
- Bodice of the dress may not be made of see-through or nude-looking fabrics. (no tulle, netting, or Illusion)
- Dresses may not cut in below the bust line at the sides nor can any skin be exposed in front or side slits of the dress.
- Back of dress cannot go below mid/small of back. ALL DRESSES THAT GO BELOW THE NATURAL BRA LINE MUST BE APPROVED PRIOR TO THE EVENT BY AN ASSIGNED FEMALE FACULTY MEMBER. Dress cannot have entire back exposed from shoulders to mid-back. Dress must have some type of straps or bands to connect the sides and/or bottom of the back of the dress.
• No undergarments should be visible.
• Dress CANNOT be skin tight.
• Boys are to wear tuxes OR button down dress shirt with tie, slacks, and a jacket. No jeans, boots, polo’s, etc., are to be worn.

MS and HS Camp Dress (Boys and Girls)
Both MS and HS attend camp during the fall each year. During those days, including being dropped off at and returning to school, the students are to follow these dress guidelines:

• For girls, camp shorts need to be finger-tip length in front, sides, and back of the shorts. If you roll the waist of the shorts these requirements must still be met. If bikers are worn beneath the shorts they must meet these same standards and must be visible at all times. Soccer or basketball shorts are recommended for everyone.
• No tank tops or spaghetti strap type shirts are allowed, for boys or girls.
• Girls wearing 2-piece swim suits must have a colored t-shirt on over the suit at all times, even while in the water.
• Boys must have shirts on at all times, except while in the water while swimming.
• Shoes are to be worn at all times at camp, including in all games and free time, unless in the water while swimming.
• No pajama pants may be worn to any meal or to chapel.
• Shirts/clothes do not have to be issued or bought from Bracken (like Spirit Dress), however it must be school appropriate and non-offensive in any way.

Any student that wears any item of clothing/accessory on any dress day that is deemed by the teacher and/or administration as either detracting from the uniform or viewed as inappropriate is subject to disciplinary measures which may include being sent home to change clothes.

GENERAL SECONDARY INFORMATION

Automobiles
Students are permitted to drive to and from BCS and park in designated parking spaces. This is considered a privilege, however, and not a right. Consequently, students who abuse this privilege by driving recklessly on or near campus may have this privilege revoked.

Students must complete the Vehicle Registration form in the office if they plan to have a car on campus. The form must be signed by a parent and the student must show a valid driver’s license and proof of insurance when the form is turned in. Students are required to post a BCS issued parking permit in/on their car to park on campus. There is a $25.00 fee for this permit, which will be billed to the students account upon submission of the form. Once the student has parked the car s/he is not to go to the car during school hours or move the car unless leaving campus. Students are not to remain or loiter in their car or in the parking area either before or after school. Students will not be allowed to drive on field trips or other school sponsored activities without prior administrative knowledge and approval.

Solicitation
The school does not allow the use of campus property for the general solicitation of students, school personnel or parents for non-school sponsored activities, programs, events or products except as stated in this policy. The school directory information (names, addresses and phone
numbers of school families or school personnel) is for the personal use of Bracken Christian School families and personnel. It is not to be sold or released for commercial use or used for personal gain.

The posting of printed media or materials may be permitted upon approval of the administration. This material must foster good community relations and fall within the purpose of the school’s mission statement. The posting of invitations for parties and gatherings sponsored by individuals or small groups is not permitted. The posting/distribution of any materials will be at the discretion of the administration. Contact the school offices for information about postings.

Field Trips
Appropriate school policies apply off campus when on field trips.

Each field trip is planned by the teacher to coordinate with a particular area of study. Parents are usually needed to help provide sponsorship and transportation.

The following guidelines should be followed in all school functions requiring transportation:

- Each student must wear a seatbelt.
- Drivers must not drive over the speed limit.
- Student conduct is expected to adhere to school rules and guidelines.
- Drivers need to leave copies of valid driver’s license and insurance with the office.
- Students will not drive for field trips or other school sponsored activities.

**RETREAT GUIDELINES**

Retreats are a special privilege unique to Christian schools. They provide a great opportunity for the spiritual and community development of the school. Therefore, it is important that all students attend school retreats. Students are responsible for appropriate behavior, attire, and any fees associated with the retreat. School policies apply at all camps and retreats. Students demonstrating inappropriate behavior may be sent home after the parents have been notified. A parent may be required to travel to the retreat site to pick up the student.

- Cabin – boys and girls are not allowed to enter the cabins of the opposite sex. Leaving cabins after hours is not permitted.
- Duties – students are assigned duties such as kitchen help, cleaning cabins, etc. When assigned such a duty, students are expected to be on time and to stay until the work is finished. Failure to do so will result in the assignment of additional duties.
- Couples – retreats are not times for “dating.” The same rules which apply on campus apply at camp. Couples should never be alone or away from the group and should stay in lighted areas that are easily visible to camp monitors.
- Possessions – no weapons at camp. Other things not permitted: electronic devices, iPods, games, playing cards, etc.
- Safety rules – will be posted and reviewed prior to the beginning of camp

For more specific camp policies or rules please contact school office prior to the trip for further details and instructions.
EXTRA-CURRICULAR ACTIVITIES

Class Parties
No school or class party is allowed without permission from the principal. This is for the purpose of making it official and for informing parents that such a party is being held. In order to receive permission, a supervising teacher must be willing to be present during the entire party.

Individuals who wish to have parties of their own at their home and invite their classmates, even their entire class, may do so as long as they do not utilize school material, the school name, or the class name. Parents who are uncertain as to whether a party is approved and/or sponsored by the school should call the office for a listing of approved parties.

Holiday Parties
Because our purpose in observing holidays at school throughout the year is to celebrate our Lord Jesus Christ, our classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the holiday. Therefore, we will not use secular themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ.

Senior Trip
The primary purpose of the Senior Trip is to provide opportunity for Christian fellowship and unity within the class in a fun environment. All seniors are expected to attend. The sponsors, dates, and locations of the Senior Trip will be determined by the administration.

Students enrolled in high school will pay a small monthly fee over their 4 years of high school that will apply to their senior trip expenses such as transportation, lodging, and food. This accrual may or may not be enough to cover the full expense of the trip. Any additional expenses remain the responsibility of the student’s family.

Homecoming
Homecoming Weekend is a time to honor our previous graduates and their families through various planned activities. Homecoming is scheduled for the Fall and will usually revolve around attendance at a Fall sporting event. Other activities can include banquets, dances, class reunions, and other similar events. The exact dates for homecoming will be posted each year on the school calendar and any events will be communicated to families once the school year begins, if not sooner.

Coronation
Coronation and the coronation banquet are activities designed to honor our seniors. The coronation ceremony is the presentation of the senior class to the school. The ceremony is a time to recognize the seniors’ accomplishments and a time for the seniors’ to share appreciation for the support and encouragement of their parents, teachers, and fellow students. The coronation banquet is a formal celebration held at a special location off campus. It is limited to our high school students and their high school age guests. School families and faculty are also invited to celebrate with our seniors.
PARENT-TEACHER CONFERENCES

A time for Parent-Teacher Conferences is scheduled on the school calendar at the end of the first quarter. Parents may schedule additional conference times by calling/emailing the teacher or asking the office to leave a note for the teacher to contact them. Parents should first meet with a teacher about a specific problem before requesting a conference with the principal or administrator. This pattern is the Biblical admonition established by Jesus in Matthew 18:15.

RECORDS

Notice to parents and students--Bracken Christian School hereby gives public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

A. Bracken Christian School maintains the following education records directly related to students:
   1. Academic records
   2. Personal information records
   3. Disciplinary records
   4. Health records
   5. Standardized testing records

B. Access to educational records is limited to the following:
   1. Parents of students under 18
   2. Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
   3. Students age 18 or over
   4. Officials of this school who have a legitimate educational interest
   5. State and local officials to whom information is required to be reported
   6. Certain testing organizations
   7. Accrediting organizations
   8. Appropriate persons in connection with an emergency
   9. Pursuant to subpoena or court order
   10. School to which a student seeks or intends enrollment

C. Bracken Christian School policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential or irrelevant material is deleted.

D. Bracken Christian School policy limits the right of access to education records to the persons and under the circumstances indicated above. BCS policy provides that explanations and interpretations of records are available upon reasonable advance notice.

If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
TRANSCRIPTS

A student’s official transcript will not be sent to another school until the student’s account is current and all the obligations owed to the school are fulfilled. These obligations include but are not limited to disciplinary actions, books, fees, uniform and/or equipment. Transcripts can be requested through the Office of the Registrar. The first transcript is free; each additional transcript will cost $3.00. Allow five days for transcripts to be completed. Rush transcripts may be requested for urgent deadlines with a $5.00 rush transcript fee but may not be available during the summer. Rush transcripts may or may not be available for same-day pick up. Transcripts will have all SAT and ACT test scores sent with the transcript unless a specific written request is made indicating which scores to send and which scores not to send.

OFFICIAL TRANSCRIPTS ARE SENT DIRECTLY TO THE COLLEGE OR SCHOLARSHIP PROGRAM TO WHICH THE STUDENT IS APPLYING. Questions regarding education records shall be directed to the registrar. No transcripts or grades will be released until all a student’s accounts are current and school obligations are fulfilled.

STUDENT ORGANIZATIONS

National Junior Honor Society is a merit-based organization for 8th and 9th grade. Students are selected based upon an overall 90 GPA and faculty and advisory council approval.

National Honor Society is a merit-based organization for 10th through 12th grade. Students are selected based upon an overall 90 GPA and faculty advisory council approval. National Honor Society members are committed to ministry service projects in the school and the community.

Student Council is set up to serve their school by developing leadership within the student body, by serving as a liaison between students and administration, by providing social and service projects, and by helping promote an attitude in the school that is honoring to the Lord and supportive of Christian education. Qualifications for these positions include: spiritual leadership, passing all subjects, and demonstrating a willingness to work.

TEXTBOOKS

The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of Bracken Christian School and should be treated as such. Hardbound books must be covered at all times and every attempt should be made to protect them from water and abuse. If a book is damaged or destroyed, a student will be fined according to the following guidelines:

- Lost books or damaged beyond use: cost to replace the book from the publisher
- Damaged but usable: 10 – 25% of the original cost depending upon the damages

Students may not purchase books from the school since publishing companies often change editions, and replacement in a future year might be impossible.
STUDENT SERVICES

Computer Lab
Students needing to use computer lab services must check with the teacher for available days and times. No students are allowed in a computer lab without a teacher present. No food or drinks will be allowed in the computer room.

Computers and Student Assignments
- Students may never use a teacher’s or office computer for any personal or school work, this includes printing of an assigned paper.
- Students are not allowed to miss a class to use a computer to complete an assignment.
- Computers in the computer labs or library may only be used under the supervision of a teacher or staff trained to use those computers.
- Students may not use a computer in the lab or library when a class is meeting in that room.
- Students are to only print their papers (on a computer in the computer labs or library and only when supervised by faculty or staff) before or after school or at lunch, never during class.
- Students must pay for the cost of the printing.
- Teachers will not accept a report or project on CD, disk, or memory stick, etc. Papers should be presented as a printed hard copy.
- Students are responsible for papers meeting due dates and times even when permission is given to email in their assignment.
- Problems with the school’s computers or student’s computers do not serve to allow extended time to turn in assignments.

Obtaining a driver’s license
Students will be given an excused absence to take a driving test or to obtain a license. However, please refer to attendance section for more information regarding absences allowed.

Lost and Found
Any material (books, shoes, purses, clothes, etc.) that is left out overnight will be turned in to the lost and found. Clothing and articles in lost and found will be disposed of periodically. Notices will be emailed prior to disposal dates. Items may be donated or disposed of in the trash. A final announcement will be made prior to the day it is removed.

Student Lockers
Each student will be given a locker in which to keep school supplies and books. It is the student’s responsibility to keep items in their lockers secure. Locker cleanups may be done at the discretion of class sponsors; locker checks may be done at the discretion of class sponsors and/or the administration. Lockers are property of the school and should be treated with respect and cared for properly. Students are not to mark on lockers, use adhesive materials or use other materials which cannot be easily removed. Magnets should be used to hold papers/pictures on locker walls.

Excessive damage to a locker will be charged to the student and records will be held until such charges are paid. The administration will not be responsible for a lock it must remove if it finds it necessary to search a locker. No open food or drink containers are to be stored in lockers.
Students should take books needed for homework assignments with them after school as access to locker areas in both the 400 & 700 buildings may be restricted after 4PM.