

# BRACKEN

CHRISTIAN SCHOOL

## Parent and Student Policies and Procedures Grades PreK4-12

**2023-2024**

(September Update)

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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 new to Bracken, 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.

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Bracken Christian Schools conducts reviews of policies periodically and changes are made as needed. While it is inevitable that there will be differences of opinion as to the effectiveness and appropriateness of certain policies, the final determination of disputes within the handbook will be made by the administration.

## **SECTION A**

### **ALL SCHOOL GENERAL INFORMATION**

## DOCTRINAL FOUNDATION

### Statement of Faith, Philosophy, and Policy

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God, and that all beings are born with a sinful nature.
- We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.
- We believe God created every human from their creation as male or female. "So God created man in His own image, in the image of God He created him; male and female He created them" – Genesis 1:27. "On the day when God created man, He made him in the likeness of God. He created them male and female, and He blessed them and named them "mankind" on the day when they were created." – Genesis 5:1b-2
- We believe marriage is between one man and one woman. "And He answered and said, "Have you not read that He who created them from the beginning made them male and female, and said, 'for this reason a man shall leave his father and his mother and be joined to his wife, and the two shall become one flesh'? So they are no longer two, but one flesh. Therefore, what God has joined together, no person is to separate.'" – Matt 19:4-6.
- We believe that "same sex marriage" or "same sex relations" is viewed as an abomination to God (Leviticus 18:22). "Therefore God gave them up to vile impurity in the lusts of their hearts, so that their bodies would be dishonored among them. For they exchanged the truth of God for falsehood, and worshiped and served the creature rather than the Creator, who is blessed forever. Amen. For this reason God gave them over to degrading passions; for their women exchanged natural relations for that which is contrary to nature, and likewise the men, too, abandoned natural relations with women and burned in their desire toward one another, males with males committing shameful acts and receiving in their own persons the due penalty of their error." – Romans 1:24-27
- We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in "that blessed hope", the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

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 1984, 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.

## **POSITIONAL FOUNDATION**

### **Purpose**

We believe the process of educating is not neutral. 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 Statement**

Bracken Christian School partners 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 communities for Christ.

### **Vision Statement**

We champion students to thrive in the classroom and to come alive in Christ

### **Core Values**

Christ-centered, Community, Discipleship, Compassion and Service

## **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 all students, thus equipping them for their role in God's plan for their lives and for their proper place in society.

Bracken Christian School is a non-denominational school in its teachings and offers an educational alternative to parents from a wide range of Christian experiences and church involvement. 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. 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 the philosophies and forms 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 and heart.
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 Math, English, Science, Social Studies, and other areas.
6. To offer students the opportunity to develop and excel in other non-academic areas such as sports, arts, music, and speech.

## **ADMISSION POLICY**

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. 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.

### **Probation Period**

New students start with a nine-week probation period. If, during this period, the teacher and principal assess that the student has an academic or behavioral problem that could be detrimental to the student or classroom, Bracken reserves the right to remove that student.

### **Reversal of Acceptance**

The reversal of acceptance will be enforced in the following instances:

- There is evidence that information provided to the school has been falsified. In the event that an obvious attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records, as well as, from verbal comments made during interviews.
- A student fails to show up for school when anticipated and no contact with the school has been made to account for the absence. If a student is absent for five days without parental notification, that student may be withdrawn and their space given to another student.

### **Learning Differences**

Bracken does not employ special education teachers or staff. We do not offer special education classes nor do we guarantee the implementation of an Individual Educational Plan (IEP) or 504 recommended by another school or educational source.

We may consider accommodations to academic instruction 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 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 accommodations will be considered. We may also recommend or require attendance at an approved Learning Center. Bracken is a challenging college preparatory school and our courses geared to prepare students for college admittance and success.

### **Non-discrimination Policy**

The School shall not discriminate against any qualified person on the basis of that person's race, color, national or ethnic origin, age, sex, or handicap, while remaining aligned to the above Statements of Faith and Holy Scripture. This policy is applicable to all admissions, academic, and employment policies; to all scholarship and loan programs; and to all athletic and other school administered programs. A qualified person is defined as one who meets pre-established and published bona fide criteria for admission, acceptance, or employment.

## **FINANCIAL POLICY**

Bracken is a non-profit organization and maintains a tax exempt status. The school receives no federal assistance nor is it endowed or supported by any other organization or church. For this reason, the school operates several fund-raising programs and anticipates each child's and/or parent's participation in helping raise the additional funds needed for designated school projects.

Tuition payments are to be made through automatic drafts from the family FACTS tuition management service. If circumstances occur that force you to delay a payment, please communicate with the Student Account Representative so that special arrangements can be made. Upon a missed payment the family will be notified and arrangements must be made to resolve the issue. Students may be refused admittance to class if payments are one month in arrears.

It is our policy to charge \$30.00 for all checks returned to us by a bank. If two checks are returned, the account will be on a cash basis. If a NSF charge occurs, the family's account will be billed \$30.00 by FACTS per attempt. When an invoice is 30 days past due, a \$50.00 late fee is charged by BCS.

### **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.

### **Early Withdrawal**

Exceptions to the payment of the full semester's tuition are granted for company/military transfers required to maintain one's employment, 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 are at the discretion of the administration. After the first month's tuition has been deducted, tuition refunds will be prorated according to days attended. 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.

## **GRIEVANCE PROCEDURE**

It is Bracken Christian School's goal to partner with families in order to provide spiritual and academic success for each student. In all cases, we will strive to interact with parents and students with the utmost respect, confidentiality and in a Christ-like manner. We require the same consideration be shown to all agents of Bracken Christian School, including faculty, staff, administrators and board of directors. If any concerns or grievances should arise, follow the steps outlined below.

The grievance/complaint procedure for Bracken Christian School 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: "If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen *to you*, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector." 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 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).

Openness- 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 the problem does not reappear. Once addressed to the Principal level, if no resolution has occurred, the problem may be dealt with by the Head of School.

### **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:

### **VISITORS**

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.
- Parents and Visitors are invited to attend Chapel.

All visitors and parents must check in at the office immediately upon entering the campus and let the receptionist know which classroom they are scheduled to visit. They will then be asked to sign in and wear a visitor's badge. Visitors must go directly to the classroom 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.

### **LUNCHES AND SNACKS**

Students may bring sack lunches and drinks to school or may purchase lunch from vendor provided meals on campus. Lunch choices are a la carte and vary in price. Lunch orders must be placed by 8:00 pm each day, unless otherwise instructed.

Students in 1st through 5th grades are permitted a mid-morning snack, i.e. an extra piece of fruit, crackers, or juice, may be included in their lunches. Students in grades PreK4 through Kindergarten will be provided a mid-morning snack, which will be coordinated by the room parent. Students should not share food as other students may have special dietary needs or food allergies.

Microwaveable items should be included only for children old enough to use the microwave by themselves and should require no more than one minute to heat.

### **VOLUNTEERS**

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 Helping Hands, a parent volunteer program. 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.
- Administration has the final authority over the allowance of volunteers and their responsibilities.
- Volunteers working with students will need to complete a background check.
- The teacher will notify parents early in the year as to whether they will be a homeroom coordinator or a field trip coordinator.
- No parent may be a homeroom coordinator for more than one classroom.
- 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. During enrollment/re-enrollment, parents may choose not to have family information included in the FACTS SIS online directory.

### **TEXTBOOKS**

Books issued to students remain the property of Bracken Christian School and should be treated with care. Every attempt should be made to protect books from liquids 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

#### **Student Responsibilities**

- Write the student's name inside the front cover of the textbook in ink.
- Keep textbooks covered at all times. Book cover tutorials are available through the textbook department

- Do not remove Bracken Christian School barcodes
- If a book issued has missing pages, damage, excessive writing throughout, or the cover comes off the textbook should immediately be given to the Textbook Coordinator for repair or replacement. Repairs should not be made by student/parent.
- Return books to the textbook coordinator at the close of the semester or when the student withdraws from school.
- Keep books in good condition. Misuse due to carelessness or neglect will be charged to the student account.
- Students will be expected to pay for any lost, destroyed, or damaged books issued to them. Any student failing to return all books shall forfeit their right to free textbooks until the books previously issued but not returned are paid for.

#### **Textbook General Information**

- Book checks will be scheduled throughout the school year.
- An email or letter will be sent to parents informing them of lost or damaged books and any fees that will be assessed to their account.
- Seniors must have all fines cleared before their diploma will be issued.
- All fines must be clear for students to be exempt from their final exams.
- A late fee charge of \$10.00 will be assessed for each book returned after the final exam day.
- STREAM students may be required to purchase some textbooks due to the nature of the program.

#### **Textbook Fine Breakdown**

<b>DAMAGES</b>	<b>Replacement Cost **</b>
Torn pages	25% of replacement cost
Minor Ink or Pencil marks	\$1.00 / page
Major Ink or Pencil marks	25% of replacement cost
Loose bindings	50% of replacement cost
Minor water damage (no mildew)	50% of replacement cost
Missing pages	100%
Broken spine	100%
Obscenities - drawn or written	100%
Damages that prevent re-issuing books (including ANY mold or mildew)	100%

**\*\*** Replacement cost is based on the price charged by book suppliers and may include the cost of shipping.

*If a student pays for a book in full, the student is entitled to keep that book.*

## **LIBRARY**

Located in the Betty Kight Administration building, the library is open Monday through Friday and available when classes are not being taught. PreK4 through 5th grade students have a scheduled library time. Kindergarten and 1st grade students may check out one book to keep in their desk. Parents of Kindergarteners and 1st graders may contact the librarian to check out books to be taken home. Students in grades 2nd through 12th, may check out books for two weeks from the check-out date. Lost or damaged library books/materials will be assessed a replacement fee.

### **The Student Passport Program**

BCS has partnered with the Mammen Family Public Library (MFPL) 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 offers college entrance exam preparation. Sixth through 12th grade students will be afforded the opportunity to use some of the services available through the MFPL remote 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**

Lost and Found items are located in the elementary office. 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 of donation.

## **HEALTH SERVICES**

### **Clinic**

The school clinic is located in the Robin's Nest Elementary Building. Clinic service hours are 8:00 a.m. - 3:30 p.m. Please contact the school nurse with any questions or concerns you may have concerning student health, medication, injury, or immunizations.

### **Clinic/Medicine/Communicable Diseases**

Students who have had fever, diarrhea, or are vomiting in the last 24 hours must not be sent to school. If a student becomes ill while at school, 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 pick the child up. If a student develops a fever or exhibits symptoms of an illness or conditions of a communicable disease (rash, pinkeye, head lice, etc.) the parents will be asked to pick the child up within 1 hour.

Any medication a student requires during the school day should be given to the Nurse to dispense. Medicine must be kept in the original container. Students may not carry medication on their person or keep it in their backpacks, lunchboxes, or lockers. 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 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. During enrollment/re-enrollment parents may give or decline consent for the administration of over the counter medications such as pain relievers.

### **Special Health Needs**

If a student has a special health need, such as asthma, allergies, or diabetes the physician must 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 requires 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. The school nurse will send a referral should a problem be noted. Vision, Hearing, and Scoliosis screenings are scheduled annually in accordance with State Law. Bracken Christian School shall obtain written parental consent for any additional testing, treatment, or 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”**.
- Bracken Christian School meets 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 log results
  3. Have a written fire and disaster plan
- Bulverde/Spring Branch Fire Department conducts annual inspections of the Bracken Christian School premises.

### **Covid Protocol**

The Covid Protocol can be found on the school website and is updated as need arises.

## **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 and the Department of Social Services. The employee 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.

## **CHILD FIND SERVICES**

The goal of Comal ISD's Child Find services is to locate, identify and evaluate all children with disabilities who are in need of Special Education and Related Services who reside within the Comal ISD boundaries, including those attending private schools. Referrals can be made by a parent or guardian, Early Intervention Agency, an adult student (18 - 21 Years), or campus staff. If you suspect that your child may not be developing the same as his or her peers, or if your child has been previously diagnosed with a disability, you may call the Comal ISD Child Find contact at 830- 221-2042. As a private school, Bracken Christian School has limited resources for children with learning differences. Please see the BCS S.H.I.E.L.D section for more information.

### **Harassment Policy**

Any form of harassment, including sexual harassment, is strictly 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 conditions necessitate the delay or canceling of school, the following protocol will be used:

- The Administrator or designee will review the conditions and determine if it is necessary to delay or close school.
- If the determination is made to delay or close school, Bracken Families, Students, and Staff will be notified via email and Parent Alert text.
- Should extracurricular activities be impacted, parents will receive an e-mail or Parent Alert text with appropriate information from the Athletic Director or Coach.
- Should an early release be necessary, staff, parents, and students will be notified via email and Parent Alert text as to the reason and time of release.

## **NON-SOLICITATION POLICY**

Students and parents may not personally benefit from the sale or trading of items. Nor are they allowed to solicit sales for outside Bracken fundraisers or events.

## **PARENTAL EXPECTATIONS AND RESPONSIBILITIES**

At Bracken Christian School, our mission is to 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 communities for Christ.

In order to maintain a healthy partnership with families, the below guidelines must be followed:

- Demonstrating respect for all students, staff, volunteers, and members of the school community
- Supporting the efforts of school staff in maintaining a safe and respectful learning environment
- Showing an active interest in their child's school work and progress
- Communicating regularly with faculty and staff about your child's progress
- Assisting staff in dealing with disciplinary issues involving their child in a Christ-like way
- Helping their child be neat, dressed appropriately, be well rested, prepared, and ready to learn
- Ensuring that their child attends school regularly and on time

- Promptly reporting their child's absence or late arrival to the school office
- Being familiar with all handbook regulations
- Respecting the teacher's personal time by communicating using the teacher's school email address and refraining from texting the teacher's personal cellular phone
- Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the school hallways, the parking lot, or via social media/electronic mediums. Bracken Christian School follows Matthew 18 principles
- In keeping with Matthew 18, the appropriate steps for discussing classroom related issues is to 1) set up a conference with the teacher to discuss matters. 2) If the issues are not resolved after the meeting with your child's teacher, a meeting should be set up to discuss the issues with the respective principal. 3) If your concerns can not be addressed by the Classroom Teacher or the Principal, you should contact the Head of School
- Any aggressive, confrontational, disruptive or demeaning behavior toward faculty or staff members may result in removal from Bracken Christian School

**SECTION E**  
**ELEMENTARY (PreK4-5<sup>th</sup> grade)**

## **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: BJU Press, Purposeful Design (ACSI), and other Christian publishers. Additional textbooks, resources, and novels (which may include secular curriculum materials) may be used to advance the educational mission of the school.

### **Grades**

All grades are recorded numerically and placed in FACTS SIS and in transcripts as numerical grades. Bracken does not assign letter grades, with the exception of PreK4 through 1st grade. 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 waiting for completed assignments 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:

- Drill - students need solid drilling to master material essential to their educational progress
- Practice - following classroom explanations, practice is often necessary to ensure full understanding
- Remedial activity - as weak points in a student's grasp of a subject become evident, homework is often given to overcome such difficulties
- 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 family time. While we have an obligation to the family to help train each student and make him/her academically fit to advance to the next level of training, homework is necessary for continued student success. Consequently, the following guidelines are given to BCS teachers:

- Pre-K – No homework
- Kindergarten through second grade – 15 to 30 minutes daily (to include reading)
- 3rd through 5th grade – 30 to 50 minutes daily
- No homework over holiday weekends, extended breaks (Christmas, Spring), and no due dates immediately upon return from extended breaks (exception for long-term projects).
- For STREAM students, home day lesson plans are considered to be daily work, not homework.

### **Student Guidelines**

Students are expected to do all homework assigned and turn 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 catch up with all the work that was assigned during their absence. 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 emailed via FACTS SIS email every 3 weeks during the grading period.

## PARENT-TEACHER CONFERENCES

There will be a day set aside for parent-teacher conferences after the first grading period of each semester. This conference day is on the calendar to allow parents an opportunity to visit with a teacher about their child's progress. However, the parent or teacher may schedule additional conferences when concerns or problems arise. 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. Parents should first contact the teacher to schedule a conference, prior to contacting a member of the administrative team. This pattern is the biblical admonition established by Jesus in Matthew 18:15-17.

## REPORT CARDS

Report cards are posted on FACTS SIS at the end of each quarter and are available for printing from FACTS SIS until progress reports are posted the following quarter. Final report cards are available to print from FACTS SIS for a 2 week period after posting. Report cards will not be available on FACTS SIS at the end of a quarter or year if the financial account is not current or the student 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.

## STANDARDIZED TESTING

All students in grades 1st through 5th are given the IOWA Test of Basic Skills annually to determine progress and scholastic strengths and weaknesses. We request that families prioritize this week and do not schedule extracurricular activities that would cause absence. The results of these tests, as well as overall results of the school, will be made available to parents. The school shall obtain parental consent for all other testing or observation of students.

## AWARDS

To encourage academic excellence, proper behavior, and to recognize student's achievements, the following awards will be given to 1st through 5th grade students at the end of each quarter.

- **High Honor Roll:** Students who maintain a minimum 95 average in their academic classes and who have maintained a satisfactory or above in conduct (Quarterly)
- **Honor Roll:** Students who maintain a minimum 88 average in their academic classes and have maintained a satisfactory or above in conduct (Quarterly)
- **Star Student:** Given at the discretion and judgment of the teacher within the context of their classroom to the student who demonstrates the highest academic achievement (Quarterly)
- **Christian Character:** Given to 2nd through 5th grade students at the discretion and judgment of the teacher within the context of their classroom (Quarterly)

At the end of the school year the following year end awards will be given to the following:

- **High Honor Roll:** Students who have a yearly average that meets the criteria stated for High Honor Roll.
- **Honor Roll:** The student(s) whose yearly average meets the criteria stated for Honor Roll.
- **Star Student:** Student having the highest average in their class.
- **Christian Character:** Given to student in the class who has exhibited the most Christlike character throughout the year
- **Perfect Attendance:** Awarded to the student(s) who have zero recorded absences for the academic year.
- **Faithful Attendance:** Students having missed no more than three days of school throughout the year

## **GRADUATION**

Graduation ceremonies will be held for Kindergarten, ~~5th~~ and 12th grade classes at the end of the school year. Promotion ceremonies will be held for 5th and 8th grade at the end of the school year.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

The school day begins at 8:00 a.m. All elementary students should arrive at school between 7:30 a.m. and 8:00 a.m. each morning. PreK4 - 1st grade students should be dropped off under the carport, all other elementary students may be dropped off at the front entrance. Elementary students who arrive early will have designated areas in the hallway to wait until the classroom is open.

No students are to be dropped off before 7:30 a.m., as no adult supervision will be provided until that time. Parents should not seek to visit with teachers at arrival time without an appointment. This is an important time for teachers to prepare for their day's lessons and for them to greet and help 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 for delivery.

### **Dismissal**

PARENTS PLEASE REMAIN IN YOUR VEHICLES THROUGHOUT THE PICK UP TIME, this causes additional delays and safety issues.

- The campus will be closed to parents / visitors from 3:00 - 3:30 pm. If your child needs to leave early, please do so prior to 3:00 pm. No adult will be allowed to walk into the building from the front or portico door to pick up your students from 3:00 - 3:30 pm.
- The parking spaces along the curb will not be available for parking beginning at 2:45 pm. They are for dismissal only.
- Lower Elementary Gates will open at 2:30 pm. For Pre-K pick up ONLY. If you are not a PreK - Kinder parent please do not arrive before 3:00 as this creates a traffic backup.
- All students will be dismissed using the two car lines.
  - Car Line A: Pre K - 2nd Grade: Portico
  - Car Line B: 3rd - 5th Grade - Front of Elementary School
- PreK - K will begin dismissal at 2:45 pm. These students will be sitting inside the building and will be escorted out by a teacher who will buckle your child in their car seat. If you are able to move your car seat to the right side this will expedite your child exiting and entering the vehicle. PLEASE ONLY EVER LET YOUR CHILD LEAVE FROM THE RIGHT SIDE.
- 1st and 2nd grade will begin dismissal at 3:05pm from the portico. These students will be sitting in the hallway on the first floor.
- 3rd - 5th grade will begin dismissal at 3:15pm from the front of the elementary building.
- Families with multiple elementary students: The older siblings will be sent down to wait with the younger sibling at 3:10 pm. Those families will only have to drive through the portico for dismissal. If your family is in this situation, please plan your arrival time accordingly.

If there is a delay in dismissing your child, you will be asked to pull into a parking spot and wait. A faculty member will walk your child to your car.

- As parents enter the lower elementary gate an employee will read your car rider name tag and convey to administration for dismissal. Parents will be instructed to drive all the way down the sidewalk without leaving gaps to wait for their child.

Students who are not picked up by 3:30 p.m. will be placed in after-school care and your account will be charged accordingly. (See "After-School Care" for applicable charges)

If someone other than those on the authorized list needs to pick up a child, the parent must call the school office prior to the time when the child is to be picked up. That individual will be required to come to the office and provide a photo ID in order to pick up the student. 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, the parent must come to the office to sign the child out of school. Someone in the office will retrieve the child from the 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

Regular attendance is essential to success. Students that have an excessive number of absences, which reach over 10% of school days, may not receive credit for the year and may not be permitted to enroll for the coming school year. Parents should contact the Elementary Office by 9:00 a.m. if their child is going to be absent. We request that parents notify the school as soon as possible to allow teachers adequate time to compile make up work. Make up work may be picked up from the student(s) respective office.

We understand that most absences including sickness and or a death in the family can not be foreseen and will be excused. Absences that are scheduled in advance should be reported to the school so that appropriate make-up work can be prepared by faculty. This enables teachers to prepare the 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 pre-arranged will be considered unexcused. Any exceptions will need to be made by the principal of your student(s) respective school. Personal/family days should not be looked at as days that can be "spent". We encourage students to be present in school and limit unnecessary absences.

Students who arrive to class later than 8:00 a.m. are considered tardy and must get a tardy slip from the office. Effort should be made to have students at school on time. When a student is late they miss the opportunity to organize themselves and begin their day feeling prepared. Frequent or chronic tardiness is not acceptable as it can often be disruptive to the class. At the 6th tardy within one quarter, a half day absence will be assessed. The principal will monitor excessive tardiness.

### Tardy/Absence Guidelines:

- Arrival after 8:00 a.m. but before 9:00 a.m. = 1 Tardy
- Arrival after 9:00 a.m. but before 12:00 p.m. = ½ Day Absence
- Arrival after 12:00 p.m. = 1 Day Absence
- Departure between 12:00 p.m. and 2:00 p.m. = ½ Day Absence
- Departure after 2:00 p.m. = 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 p.m. – 5:30 p.m., Monday through Friday for children whose parents work beyond regular school hours. **Please Note: After school care is not provided on early release days.** Families will be charged \$3.00 for each student picked up between 3:30 p.m. and 4:00 p.m. From 4:00 p.m. to 5:30 p.m. the charge will be \$5.25 per hour per child. Charges are rounded up to the nearest quarter hour of attendance. From 5:30 p.m. until 5:35 p.m., parents will be billed \$1.00 for each child for every minute they are

late. After 5:35 p.m., 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 use. The one-time fee is applied 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 the after-school care room 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. Parents will be called to pick up their child if the child is 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 before 3:30 p.m. Only a parent or legal guardian may add or remove names to the student's check-out list. Older siblings, Bracken students, may be on the check-out list and may pick-up their younger siblings, however, 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 accordance with Elementary school policy, no cell phones, trading cards, toys, video games, portable DVD players, headphones, or any other electronic devices are permitted in after-care. Should a student come with a device, Bracken Christian is not liable for any lost or damaged items.

Please note that After-School Care is considered an extracurricular activity, therefore we can not guarantee that medical staff will be available.

### **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 misbehaves 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 of those 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 restoration.

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:

- Eliminate behavior that takes away from the learning environment.
- Be a warning to other students from falling into this behavior.

- Help instill self-discipline
- Train hearts to want to please God and thus do good
- 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 a classroom management system 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 in regard to their behavior and to show that the student has exhausted the class procedure and there is a need for the Principal to intervene. Thus, each teacher creates their own management plan of rewards and consequences which is approved by the Principal. At Warrior Roll-out, elementary teachers will provide an overview of their specific class rules, procedures, and management plan.

### **School Expectations**

A disciplined environment is a prerequisite to an environment that will allow maximum learning to occur. While the teacher has an individual classroom management plan, the school has the following overall expectations regarding student responsibilities to both their classmates and staff. In addition to any stated individual classroom rules a teacher may have, all Bracken students are expected to do the following:

- Use "sir" and "ma'am" when speaking to adults.
- Be obedient and respectful to all that are in authority.
- Be obedient and respectful to visitors and substitute teachers.
- Be cooperative and respectful of other students and their property.
- 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.

### **Being Sent to the Principal's 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 a severe offense such as fighting, inappropriate language, etc. In which case, a student may go directly to the Principal.

### **Process**

The Elementary Principal will meet 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, 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.

## UNIFORMS

All students at Bracken Christian School wear a school uniform. They are required to be in uniform during school hours and respect the school uniform both in and outside of 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 PreK4 – 2nd

- Navy Peter Pan Knit Dress - purchased from The Speckled Goats; length must be no more than 2 inches above the knee
- Navy Modesty Shorts **required** under dress but should not be visible below the hemline
- **Navy** Leggings allowed in cold weather
- Khaki or Navy Uniform Pants or Uniform Shorts - purchased from any uniform retailer; not excessively tight; shorts length no more than 3 inches above knee; **must match BCS Style Book in style and color**
- Solid Black or Brown belt - standard buckle; no additional color or ornamentation; required to be worn with pants or shorts for 2nd grade
- Navy, White, or Gray Knit Polo (short or long sleeve) with current school logo - purchased from The Speckled Goats; **old versions of BCS logo are not allowed**
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Solid Navy, White, Black, or Gray socks - no other colors or ornamentation; no knee high or higher lengths
- Hair accessories may be Navy, White, Gray, or Bracken plaid; simple and small in style; must compliment the uniform; no feathers, jewels, animal ears, or other decorative pieces

### Regular Uniform Dress – Girls 3rd – 5th

- Plaid Skirt - purchased from The Speckled Goats; length must be no more than 2 inches above the knee;
- Navy Peter Pan Knit Dress - purchased from The Speckled Goats; length must be no more than 2 inches above the knee
- Navy Modesty Shorts **required** under dress but should not be visible below the hemline
- **Navy** Leggings allowed in cold weather
- Khaki or Navy Uniform Pants or Uniform Shorts - purchased from any uniform retailer; not excessively tight; shorts length no more than 3 inches above knee; **must match BCS Style Book in style and color**
- Solid Black or Brown belt - standard buckle; no additional color or ornamentation; required to be worn with pants or shorts
- Navy, White, or Gray Knit Polo (short or long sleeve) with current school logo - purchased from The Speckled Goats; **old versions of BCS logo are not allowed**
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Solid Navy, White, Black, or Gray socks - no other colors or ornamentation; no knee high or higher lengths
- Hair accessories may be Navy, White, Gray, or Bracken plaid; simple and small in style; must compliment the uniform; no feathers, jewels, animal ears, or other decorative pieces

### **Regular Uniform Dress – Boys PreK4 – 5th**

- Khaki or Navy Uniform Pants or Uniform Shorts - purchased from any uniform retailer; not excessively tight; shorts length no more than 3 inches above knee; **must match BCS Style Book in style and color**
- Solid Black or Brown belt - standard buckle; no additional color or ornamentation; required to be worn with pants or shorts for 2nd grade through 5th grade
- Navy, White, or Gray knit polo with current school logo - purchased from The Speckled Goats; **old versions of BCS logo are not allowed**
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Solid Navy, White, Black, or Gray socks - no other colors or ornamentation; no knee high or higher lengths

### **Outerwear - Boys and Girls All Grades**

- All outerwear worn inside the building must be purchased from the campus spirit store and must contain the Bracken Logo.
- Outerwear worn on extreme weather days outside at recess may be any heavy jacket, hat, gloves, etc. Style and design must be appropriate in a Christian school setting. All other days outerwear must include the Bracken Logo.
- Hats or hoods are not to be worn in the building and outside only on cold days.
- A uniform shirt must be worn under uniform sweaters, sweatshirt, and hoodies

### **Spirit Dress**

- Bracken-issued or spirit store purchased shirts
- Jeans:
  - Must be full length blue denim; any stitched or attached designs must be limited to pocket areas only
  - No holes, rips, tears, or large frays
  - Must fit modestly and appropriately in length, size, and rise on the waist
- Bracken uniform shorts may be worn with a Bracken shirt
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Any color sock is allowed as long as it is appropriate in a Christian school setting
- Belts are not required unless deemed necessary to hold up pants
- Spirit Dress outerwear may be worn inside the building so long as it is purchased from the campus spirit store and must contain the Bracken logo.

### **Field Trip Dress**

- Field trip dress code will be determined by the teacher depending on the type of activity
- Official Bracken "Field Trip" t-shirt; check with office or spirit store for clarification
- Jeans or uniform shorts (see guidelines for Spirit Dress)
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals

## **DRESS CODE**

As a student in a Christian school, our students represent not only Bracken Christian School but also their Lord and Savior Jesus Christ. These guidelines are put in place as a way of teaching Bracken students how to dress respectfully, modestly, and appropriately in any given situation whether they are at school, at a school event, or outside of school.

### **Uniform and Non-Uniform**

- Pants and shorts, both uniform and non-uniform, should not allow underwear (or worse) to become visible by others at any point or under any situation (sitting, squatting, bending over, etc.) They should also not be inappropriately tight or short.
- Shirts, both uniform and non-uniform, must be modest and appropriate in fit, style, and neckline at any point or under any situation (raising arms, leaning over, etc.). Strapless, spaghetti strap, or other like tops are not allowed.
- All shirts should be worn with only the very top button open and should be tucked in to the pants so the belt is clearly visible
- A white undershirt may be worn under the uniform shirt.
- Uniforms must be worn correctly at all times, including before school, after school, and off campus.
- Uniform clothing should be in good condition and free from tears, rips, frays and other signs of excessive wear.
- Uniforms and other approved Bracken items should be worn as purchased and not modified or altered in appearance. Alterations may be made for sizing purposes only.
- Any clothing that promotes, advertises, shows, or represents any inappropriate language, action, or idea will not be allowed at any Bracken event regardless of location.
- Skirts should not be shorter than the school uniform skirt (2 inches above the knee)
- Flip-flops, sandals, or other open-toed or open heeled shoes are not allowed

### **Hair**

- Boys' hair needs to be well kept, not excessively bushy or shaggy, and be cut above the eyebrow, ear, and shirt collar.
- Both boys and girls should keep their hair in a solid natural color and avoid “faddish” or attention drawing styles.

### **Accessories**

- 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
  - Animal ears
  - Flowers
- Girls only may wear one traditional earring in each ear and only in the ear lobe.
- Gauges, spacers, nose rings/piercings or other forms of piercings are not allowed.
- Jewelry for both boys and girls should not be excessively large and should coordinate with the uniform in color.
- Girls hair accessories may be Navy, White, Gray, or Bracken plaid; simple and small in style; must compliment the uniform; no feathers, jewels, animal ears, or other decorative pieces

Students who attempt to dress in a manner to draw excessive attention to themselves and/or cause a distraction 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 as needed.

ARGUING REGARDING THE UNIFORM POLICY OR DRESS CODE WILL NOT BE ALLOWED. If a student is given a warning regarding a uniform infraction, then the student is expected to rectify the infraction immediately, continue following the policy, and accept responsibility for their actions. Students may seek clarification on the policy or infraction from the Principal.

## **PHYSICAL EDUCATION**

PreK4 through 5th grade students will have Motor Lab or P.E. each day. Elementary girls are required to wear modesty shorts underneath their uniform dress or skirt.

## **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 attend. The school does not provide transportation for Elementary Field Trips. Parents will be asked to help provide transportation or supervision for their child's class. Parents are not to bring other children along on these activities. Parents are needed to help supervise and monitor the students. For the same reason, parents should also avoid grouping together and visiting. Drivers must have a copy of a valid driver's license and car insurance, and Background Check on file with the office. Children are expected to sit quietly and wear seatbelts while in transit to and from a field trip and to follow all school rules.

Field trip fees will be added to the student's account. Under normal circumstances, and without special permission, each class is allowed two field trips per year. Field trips will not be permitted in December or May without special permission from the Principal.

## **SCHOOL PARTIES**

Regular parties for all grades include Christmas, Valentine's Day, and end of year. The teacher will direct the homeroom coordinator in planning classroom parties. Parents should expect to help with at least one party for the school year. All drink containers should have a lid that closes tightly to avoid spills in the classroom. 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 our Lord Jesus Christ.

Birthday celebrations may be held 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 at school. Individual gifts given 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 the class is invited.

## **ELECTRONIC DEVICES/TOYS/SHOW AND TELL/PETS**

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, etc. 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, including but not limited to cell phones, smart watches, video games, iPads, 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/smart watches at any time on campus. No live animals should be brought inside the school building without permission from the teacher and principal.

**SECTION S**  
**SECONDARY (6<sup>th</sup> – 12<sup>th</sup> grade)**

## 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.

### High School Graduation Plan

(Full academic schedule required for all years in High School)

**Bible** (count as elective credit towards Texas state requirements) 1-4 credits

**English** 4 credits (min.)

**Mathematics** 4 credits (min.)

Must include: Algebra I, Geometry, and Algebra II; other courses may be selected from an approved list of math courses.

**Science** 4 credits (min.)

Must include: Biology, Physics or Chemistry; other courses may be selected from an approved list of science courses.

**Social Studies** 4 credits (min.)

World Geography, World History, US History, American Government and Economics

**Foreign Language** 2 credits

Fine Arts 1 credit

Physical Education 1 credits

Electives 5 credits

**TOTAL CREDITS:** 26-31 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 a 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, Spanish, 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 Physical Education or PE equivalent courses, 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], and "M" [missing] are used on the FACTS SIS 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 an assignment.

## Grading Scale

GRADE	GPA	GPA	GPA	GPA
	Standard	Honors	Dual Credit	AP - Transfer
95	4.0	4.6	5.0	4.8
94	3.9	4.5	4.9	4.7
93	3.8	4.4	4.8	4.6
92	3.7	4.3	4.7	4.5
91	3.6	4.2	4.6	4.4
90	3.5	4.1	4.5	4.3
89	3.4	4.0	4.4	4.2
88	3.3	3.9	4.3	4.1
87	3.2	3.8	4.2	4.0
86	3.1	3.7	4.1	3.9
85	3.0	3.6	4.0	3.8
84	2.9	3.5	3.9	3.7
83	2.8	3.4	3.8	3.6
82	2.7	3.3	3.7	3.5
81	2.6	3.2	3.6	3.4
80	2.5	3.1	3.5	3.3
79	2.4	3	3.4	3.2
78	2.3	2.9	3.3	3.1
77	2.2	2.8	3.2	3.0
76	2.1	2.7	3.1	2.9
75	2.0	2.6	3.0	2.8
74	1.9	2.5	2.9	2.7
73	1.8	2.4	2.8	2.6

## 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 coursework will be given credit and accepted for inclusion in the student's GPA. Letter grades will have the letters translated to numerical equivalents based on a scale designated by the Administration. Home school coursework may receive credit, but will not be included in the GPA. Our guidelines will determine which courses will be included in all students' GPAs.

## PROGRESS REPORTS

Students will be reviewed for academic progress at the end of each three-week and six-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. Progress reports are printable through FACTS SIS. Progress reports may be mailed upon request.

## **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. This ineligibility will continue for a three week period. 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. Eligibility dates may vary due to school closures.

## **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 more than one nine-week grading period are evaluated by the administration to determine if they should be permitted to continue at Bracken Christian School.

## **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 and the top 10% of the class. 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 Fall semester and after 7 semesters is designated the Valedictorian of their Senior Class. The second ranked student is designated Salutatorian. In order to be considered Valedictorian or Salutatorian a student must complete eight contiguous semesters at Bracken Christian School, maintain a cumulative grade of 94 or better, and be an upstanding member of National Honor Society. 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. Flex students not eligible for Valedictorian and Salutatorian.

## **HONOR ROLL**

At the end of the first 3 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.

### **High Honor Roll**

Those students who receive a grade of 93 or above in all academic classes and have maintained satisfactory conduct and discipline are eligible.

### **Honor Roll**

Those students who receive a grade of 88 or above in all academic classes and have maintained satisfactory

conduct and discipline are eligible.

### 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 grade students taking Algebra I, IPC, and Spanish I will take a semester exam.

#### Exam Exemptions

Students in High School classes may be exempt from semester exams based on the information below:

Grade	Fall Semester - Number of exams that can be exempted	Spring Semester Number of exams that can be exempted
8th	0	1
9th	1	2
10th	2	3
11th	3	4
12th	7	7

Requirements for exemptions:

Semester Grade in Class	Maximum Number of Absences in Class	Maximum Number of Tardies in Class	Maximum number of Demerits
93 or above	4	3	2
90 or above	3	2	1
88 or above	2	2	1

\*Exam Exemption forms must be completed by students and parents and turned into the office by the deadline.

### 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 between 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" withdrawn passing or "WF" withdrawn failing posted to the transcript unless the student is transferring to another school.

Credits earned outside of the BCS academic plan or taken out of sequence or in advance will not be accepted as

part of the student's official credits or recorded on their transcript.

### **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/ONLINE COURSE 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. However, for credit to be calculated into a student's overall GPA, only coursework from an approved school will be accepted. The school reserves the right to deny credit for correspondence/online and/or home school work.

### **HOMEWORK POLICY**

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. 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.

### **TUTORING**

#### **Teachers**

All teachers will make every reasonable effort to assist students with academic problems. The student should come in for help during a teacher's posted tutoring time or make alternative arrangements. 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.

#### **BCS SHIELD**

Working through the National Institute of Learning Development (NILD), BCS SHIELD is for students with average to above-average intelligence who struggle with skills such as math facts, spelling, difficulty organizing personal space and time, or spend an unreasonable amount of time on homework. The goal of the program is to equip students with learning differences to succeed academically and in life as independent learners.

### **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.

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 coursework 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 set by the teacher and communicated to the student, then the student may not expect another opportunity to make up the work. Therefore, a student who ignores, for whatever reason, opportunities to make up work can expect to receive a zero.

### **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**

All homework not turned in when due may receive a grade of zero.

Major projects and research papers that are assigned days or weeks in advance can 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 that even if a student is sick the day the project is due or absent due to a school function, the project may be required to 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 can follow these guidelines:

Work not turned in at the time the class meets is considered late that day and has 25 points deducted from the received grade. Work not turned in by the next class period has another 10 points deducted. If the assignment is not turned in by the 3rd class period the student receives a zero for the assignment.

If a teacher has alternative requirements, these will be posted in the syllabus.

### **REPORT CARDS**

Report cards are posted on FACTS SIS at the end of each quarter and are available for printing from FACTS SIS until progress reports are posted the following quarter. Final report cards are available to print from FACTS SIS for a 2 week period after posting. Report cards will not be available on FACTS SIS at the end of a quarter or year

if the account is not current or the student 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.

### **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](http://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**

Senior diplomas will not be handed out during the graduation ceremony but will be mailed to graduates after they have fulfilled all 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 upcoming 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 10<sup>th</sup> 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" (withdrawn passing) or "WF" (withdrawn 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" (withdrawn passing) or "WF" (withdrawn 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 Dual Credit class will be counted toward this number by the state.

### **HIGH SCHOOL PROMOTION**

Students in high school must continually demonstrate that they are making progress toward graduation. In the event a student fails an academic class necessary for graduation, the student 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.

## **STANDARDIZED TESTING**

Parents should make every effort to keep this week free of activities that would cause their child to miss school or do poorly on the tests.

### **Achievement Tests**

All students in grades six and seven are given the IOWA Test of Basic Skills annually 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. The school shall obtain parental consent for all other testing, treatment, and observation of students.

### **PSAT 8/9**

This test is given to 8th and 9th grade students each year as a preparation for the SAT. During the junior year only, the PSAT is scored for the National Merit Scholarship Competition.

### **PSAT**

This test is given to 10th and 11th grade students each year as a preparation for the SAT. During the junior year only, the PSAT is scored for the National Merit Scholarship Competition.

### **SAT and ACT Testing**

This test is given to 11th and 12th grade students annually. Information regarding the testing dates, locations, and applications for the SAT and ACT are available from the Academic Advisor, as well as preliminary activities to help students do their best on these exams.

## **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 7:30 a.m. for students. The buildings & MS locker area are closed at 4:00 p.m. Students not participating in extracurricular activities are required to leave the campus after their last class. The gym is not open after school hours for use by students who are not participating in an extracurricular activity.

## **ATTENDANCE**

Regular attendance is essential to success. Students that have an excessive number of absences, over 10% of a class, 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, 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 appointments, or 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 office each day the student is absent. Students absent more than five (5) consecutive school days must bring a note from a

doctor in order for the absences to be considered excused.

Upon returning to school, a student must go to the office where the student will attain 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 unexcused unless the teacher is notified otherwise. Students with unexcused absences receive a zero on the work due during their absence.

To request make-up work that the parent would like to pick up by the end of the day; please call the office before 9:00 a.m. The parent may also email the student's teachers to request information about the student's missed assignments or check FACTS SIS. 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 90% of the scheduled classes in order for the student to receive credit. If any high school student is absent more than 10% per scheduled class per semester, the student may lose credit in that class even if the absences are excused. In order to receive credit, a student must make up all absences exceeding that number. In the event a student's absences exceed this, the student 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 guidelines, 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 turned in prior to departure. Students are not to be given extra time to complete assignments due to their involvement in an extracurricular activity. Unless otherwise arranged with the teacher, assignments not turned in before a class 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 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 must 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 and a copy must be given to the office for attendance. 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 school will allow a student five (5) days excused absence per year for family needs if these conditions are met:

- The student completes a Pre-Approved Excused Absence Request (PEAR form)
- Parents provide evidence that this time dedicated to meeting family needs significantly benefits family relations and/or yields important educational benefits

- 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 livestock 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, fieldtrip, 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, the student must present a note to the office or a phone call must have been received by the office from the student's parent before the student is given permission to leave. This applies to students who have turned 18. 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 student should visit the school nurse for assessment and treatment if appropriate. If the illness necessitates the student be sent home, the school nurse will contact parents to pick up the student or permission to let the student leave campus. Students are not permitted to contact parents due to illness and permission to leave campus.

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.

### **First Period Tardies**

Being present when school begins is part of developing responsible behavior. Students should also realize that being late is disruptive to others in the class. If there are extenuating circumstances (e.g., car trouble) 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.

### **Consequences for Being Tardy**

- Two first period tardies will be allowed without penalty. Upon the 3rd tardy, disciplinary action will ensue such as demerit(s).
- For the 3rd first period tardy and all other class tardies, disciplinary action will ensue (a demerit).
- The 5th tardy to any given class will be changed into an absence for that class.

### **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.

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 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 high school office, a PEAR form must be completed, and the student must be passing all classes to be eligible to attend college visits and must have completed all assignments if the absence is to be excused. Juniors may be given the opportunity to take spring college tours. Juniors and Seniors are allowed a total of four excused absences per year for college tour days. 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**

Senior privileges include:

- 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 off-campus lunch privileges. Students are to check in and out in the Secondary office.
- Senior exam exemption. Seniors may qualify for exemptions from taking a midterm and final exam for any class, based on the exemption policy for High School (see "Semester Exams"). 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 or be allowed to re-arrange exam schedules.
- Extended Retreat
- Senior Trip (see EXTRA-CURRICULAR ACTIVITIES)
- Senior early release. Students who are on track for meeting graduation requirements may be eligible for early release. The Senior Early Release agreement must be fully completed. This must be approved and completed each semester.

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 RESPONSIBILITIES

Senior expectations and responsibilities include:

- Seniors will be leaders on campus by setting an example of Christ-like behavior, encouragement, discipleship, and overall leadership for all Bracken students, teachers, and staff.
- Attending Senior and High School Retreat. This 5 day, overnight retreat is part of the curriculum for Seniors. They are expected to participate in all activities, encourage and disciple underclassmen, and be an overall example of Christ-like behavior toward their peers.
- Participate in Coronation - an event is to honor the Senior, their parents, family, teachers, and peers.
- Senior Chapel. Seniors will work together to present a Chapel program for the Middle School and High School students in which they will pray for, encourage, disciple, and exhibit Christ-like behavior.
- Field Day. Help the organizers of Field Day plan, implement games and activities, and help with clean up while being enthusiastic and encouraging towards the student body as a whole.
- Attend Senior Trip. This is considered part of the curriculum for the Senior class and they are expected to attend.
- Graduation and Graduation Rehearsal. Seniors will attend and participate in both the Rehearsal and Graduation ceremony.

## 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. 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."

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:

- Threatening or assaulting another student or staff member
- Unexcused absences from classes, chapel, or assemblies
- Cheating, copying or plagiarizing the work of others
- Lying to a teacher or to the administration
- Profanity, obscene or suggestive language or gestures
- Disruption of classroom activities
- Willful destruction of school property
- Fighting
- Possession of pornographic or occult material
- Rebellious attitude
- Disrespect for staff members
- Use of or possession of alcoholic beverages, tobacco products, or drugs and/or drug related paraphernalia of any kind, including vaping items.
- Public displays of affection that include, but are not limited to: caressing, kissing, hugging, hand holding, etc.
- Possession of dangerous objects or weapon
- Leaving school campus without permission
- Theft or stealing of any kind
- Harassing another student, physically, verbally, or through social media

- Being in an unauthorized area or building of the campus
- Behavior involving a criminal offense
- Evidence of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pedophilia, and use of pornography. (Matthew 15:18-20; 1 Corinthians 6:9-10)
- Inappropriate use, comments, or pictures on student's personal social media sites
- Possession, or knowledge of others possessing, any articles on campus that are considered dangerous or potentially destructive. School officials will confiscate all such items found on campus.
- Any conduct which is harmful to the Christian development of the student, as well as, to other students in the school

It is the goal of this school that students respond to a series of submissive choices in their 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 to God, as well as, have consequences for sinful choices that will aid in the process of spiritual maturity.

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

- Trusting your life and soul to Jesus Christ (John 3:16)
- Read your Bible daily. It is the only way to know God's truth.
- Attend church regularly (Heb. 10:25)
- Forgive one another...again and again (Matt. 18:21-22; 2 Cor. 2:7-8)
- Seek out those you may see struggling with sin. Pray with them and for them. (1 Pet. 4:9-10)
- Honor and show love to your parents. They are sacrificing for you to be here and love you more than you know right now.
- If you see someone lonely, worried, or sad...go comfort them. (2 Cor. 1:3-4)
- If you see someone discouraged, scared, or fearful...go encourage them. (Ps. 56:10-11)
- If you see someone struggling with academics...try to help them. (Eph. 5:1-2)
- If you are experiencing any of the above...tell your parents, teachers, or classmates so they can pray for you and help you.
- Always be ready to give an answer for the hope you have in Christ Jesus. Share your faith with others.
- Show honor and respect to the leadership, faculty, and staff of 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.
- Behave yourself when it comes to your body. Don't be involved in any activity that may cause someone to question your claim to be a Christian. (1 Cor. 6:15; Rom. 14:13)
- 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)
- 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)
- Avoid the temptation to skip class, chapel, or assemblies or leave campus without permission.
- 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)
- 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)

#### **Student Behavior On and Off Campus and On the Internet**

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, which must be used with discernment and whose use should reflect a Biblical worldview.

Any student that posts inappropriate content on social media or elsewhere, at any time, is subject to disciplinary action from Bracken Christian School. Additionally, students that engage in cyberbullying may 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 these 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, student's property, or school property, while the student is on campus. These searches may occur 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. The school reserves the right to search a student or student's property while involved in a school sponsored activity even if off 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. 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.

## **STUDENT DISCIPLINE CONSEQUENCES**

Any discussion concerning disciplinary consequences for violations of a code of conduct must recognize that not all violations are equal; therefore, they should not be treated as such. It is important to apply a disciplinary consequence that is appropriate in comparison to the offense. It is also important that the disciplinary system keep in focus the goal of nurturing and instructing young men and women toward self-discipline and maturity. With this in mind, the following guidelines will be used to help determine the consequences when a student violates BCS's student expectations.

**CLASS "D" OFFENSE** - Probable Consequence: Verbal warning, demerit and/or detention(s) with possible work detail, appropriate restitution, and possible loss of exemptions or privileges.

Some conduct issues or responses have a minor effect on both the individual and the community as a whole, and the appropriate consequences for such minor indiscretions will be a verbal warning or a demerit. These demerits should bring to the student's attention his/her area of poor judgment and encourage the student in the direction of making wise choices.

If a student accumulates three demerits, which indicates that demerits are not helping the student toward proper behavior, then the student will be assigned a detention.

Some Class “D” offenses may have additional consequences added to the demerit if warranted.

Examples:

- Dress code violations
- Talking in class,
- Gum, candy, or food in any unauthorized area,
- Running in the buildings
- Throwing paper or trash on campus
- Mischief in the classroom or in other school areas

**CLASS “C” OFFENSE** - Probable Consequence: Mandatory three (3) detentions with possible work detail, appropriate restitution, and loss of exemption.

Some students will make choices that show a lack of proper respect for the student's expectations, and these choices have a greater effect on the individual and the community as a whole. As such, the appropriate consequences for such minor violations will be three (3) detentions. These detentions should cause the student to consider his improper actions or choices and encourage him in the direction of making wiser choices in the future.

Examples :

- Unexcused absences from class
- Roughhousing
- Verbal harassment
- Leaving school without permission
- Improper response to authority or other students
- The use of profane language
- Public display of affection
- Use of restricted electronic equipment without permission
- Some instances of cheating.
- Repeated Class “D” offenses.

**CLASS “B” OFFENSE** - Probable Consequence: Mandatory suspension, appropriate restitution, and loss of exemption.

Some students may make choices that show a serious lack of proper compliance with the student expectations, these choices have a serious effect on the individual's personal character and the life of the community as a whole. The appropriate consequence for such major indiscretions will be a mandatory suspension. This suspension should cause the student to consider the serious nature of his/her decision and clearly impress on him the need for immediate behavior change.

Examples:

- Cheating (copying another's work, plagiarism)
- Physical abuse of others (including threats to other students),
- Rudeness or profanity to an adult
- Fighting,
- Slander or verbal threats, including racial slurs

- Improper touching or gestures
- Stealing,
- Vandalism
- Cyber-bullying
- Vaping or possession of vape products or tobacco.
- Repeated Class “C” Offenses.

#### **CLASS “A” OFFENSE** - Probable Consequence: Dismissal

Some students may make choices that show a complete disregard for the student expectations and the community of BCS. These choices have a serious effect on the safety and/or life of the community as a whole, and the appropriate consequence for such major violations will be probable dismissal from BCS. This dismissal should cause the student to consider the serious nature of his/her decision and clearly impress on him or her that some decisions in life warrant community responses of a severe nature.

Examples: Any violation which transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, blatant immorality, bringing weapons on campus, and other serious violations of the law. This would also include coming on campus under the influence of drugs or alcohol or exposing others to pornography.

#### **EXPLANATION OF CONSEQUENCES**

Below is a description of the most common consequences issued for failure to meet the student expectations. Other consequences may be issued as well, including but not limited to loss of privilege, restrictions, probationary status, etc.

##### **Demerits/Verbal Warnings**

In school or during school-related activities, the expectation of students’ conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. A Faculty member or administrator’s request for a student’s attention or behavior change should be responded to quickly and appropriately. This request is considered a **verbal warning** with the expectation of the student’s quick and timely compliance. Failure to do so will cause a **demerit** to be recorded in RenWeb/FACTS. This documentation will be kept in the student’s file. An accumulation of demerits will cause additional actions to be taken.

##### **Detention**

Detention days and times will be designated by the Administration. **These detentions preclude all other school-related activities.** The detention time is for reflection on one’s conduct or behavior, and therefore school or personal work during this time will not be allowed. A student may be assigned a morning detention for excessive late arrivals to school, and an after-school detention, or a work detention. Students may also be assigned a lunch detention. All detentions will include some level of work detail.

##### **Restitution**

Restitution or reimbursement for loss, damage, or injury is a part of Biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. Appropriate restitution will be made a part of every decision where it applies, and continued enrollment at BCS will be contingent upon meeting that obligation.

### **Suspension**

In-school suspensions will be served on campus for the academic day assigned by the Administration. During the in-school suspension, the student will do schoolwork at a monitored desk during normal school hours. A fee of \$75 may be assessed to ensure that a student is properly monitored.

Out-of-school suspensions may be warranted in certain situations. Students suspended out-of-school will be required to complete any work missed due to the suspension. Students will also be required to take any quizzes or tests on the day they return to school.

Students who are suspended from school may not participate in extracurricular activities or be on campus after hours until the full suspension is served.

### **Dismissal**

The school may ask for the dismissal of any student whose conduct is detrimental to the school's reputation and good name. The Head of School will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the student expectations. Final determination in the matter of separation lies with the Head of School.

The student or his/her Parent may appeal that decision in writing to the Board of Trustees; however, the decision of the Head of School can be reversed only if the decision, in the opinion of the Board of Trustees, is arbitrary and/or capricious. Dismissal of a student remains in effect for one calendar year from the date of removal. Parents may appeal for their child to re-enter the school at the end of this specified period of time.

**Students expelled or dismissed for disciplinary reasons may not attend extra-curricular events sponsored by BCS and may not be on school grounds during the semester of dismissal. A student may make an appeal to attend campus activities at the end of the semester.**

### **VAPE PEN POLICY**

Recent changes to Texas State Law regarding vape pens and electronic cigarettes from House Bill 114 states the conditions under which a student may either be removed from class and placed in a disciplinary alternative education program, or expelled from a school for the possession, use, or delivery of marihuana or e-cigarettes on or near a public school property or at certain school events.

Bracken Christian School does not offer an alternative education program so as a way to enforce this new law while also maintaining a continuity of education, students who violate the vape pen and electronic cigarettes will be disciplined as follows:

1. For the first offense, students will receive five consecutive days of out of school suspension. During these five days, students will not be allowed to attend any classes or Bracken extracurricular activities.
2. For the second offense, students will be administratively withdrawn from Bracken.

### **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 obligations 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. Bracken reserves the right to discipline students for off campus behaviors.

## 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:

- Use “sir” and “ma’am” when speaking to adults.
- Be obedient and respectful to all that are in authority.
- Be obedient and respectful to visitors and substitute teachers.
- Be cooperative and respectful of other students and their property.
- 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.

### Cell Phones / Electronic Devices

Including but not limited to cell phones, smart watches, headphones, earbuds. Cell phones must be in the lockers during the school day unless otherwise requested by faculty for classroom use. Secondary students are permitted to use cell phones and the above stated electronic devices during their lunch period. If this privilege is abused for any reason, administration may revoke these privileges at any time.

### Cell Phone Violation Step Process

Violation	Consequence
1st Offense	Phone is picked up by the teacher and returned to the student at the end of the day. Incident is documented in FACTS as a warning.
2nd Offense	Phone is picked up by the teacher and given over to the admin office. Incident is documented by the teacher in FACTS and one demerit is assigned. Phone must be picked up by a parent/guardian.
3rd + Offense.	Phone is picked up by the teacher and given over to the admin office. Incident is documented by the teacher in FACTS and one demerit is assigned. Phone must be picked up by a parent/guardian. Lunch detention or other appropriate consequence assigned.

### Loss of cell Phone Privilege

- If a student demonstrates repeated or chronic misuse of a cell phone or other electronic device, or if a student's misuse of a phone or electronic device is of an egregiously inappropriate nature as determined by an administrator, a student may lose his/her privilege of having a cell phone on campus.
- If a student who has lost his/her cell phone privilege brings a phone to school, the principal will conference with parents and discipline will be implemented.

## Policy on Cheating

Cheating and plagiarism will not be tolerated at Bracken Christian School. 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.

- 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
- Giving or receiving information, looking at someone else's work, or allowing someone else to see one's work during a quiz, test, or exam.
- 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 or expelled.

## UNIFORMS

All students at Bracken Christian School wear a school uniform. They are required to be in uniform during school hours and respect the school uniform both in and outside of 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 6th - 12th

- Plaid Skirt - purchased from The Speckled Goats; length must be no more than 2 inches above the knee;
- Navy Peter Pan Knit Dress - purchased from The Speckled Goats; length must be no more than 2 inches above the knee
- Navy Modesty Shorts may be worn under skirt but should not be visible below the hemline
- **Navy** Leggings allowed in cold weather, under the uniform skirt.
- Khaki or Navy Uniform Pants or Uniform Shorts - purchased from any uniform retailer; not excessively tight; shorts length no more than 3 inches above knee; **must match BCS Style Book in style and color**
- Solid Black or Brown belt - standard buckle; no additional color or ornamentation; required to be worn with pants or shorts
- Navy, White, or Gray Knit Polo (short or long sleeve) with current school logo - purchased from The Speckled Goats; **old versions of BCS logo are not allowed**
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGs, no slippers, no sandals
- Solid Navy, White, Black, or Gray socks - no other colors or ornamentation; no knee high or higher lengths

- Hair accessories may be Navy, White, Gray, or Bracken plaid; simple and small in style; must compliment the uniform; no feathers, jewels, animal ears, or other decorative pieces

### **Regular Uniform Dress – Boys 6th - 12th**

- Khaki or Navy Uniform Pants or Uniform Shorts - purchased from any uniform retailer; not excessively tight; shorts length no more than 3 inches above knee; **must match BCS Style Book in style and color**
- Solid Black or Brown belt - standard buckle; no additional color or ornamentation; required to be worn with pants or shorts for 2nd grade through 5th grade
- Navy, White, or Gray Knit Polo (short or long sleeve) with current school logo - purchased from The Speckled Goats; **old versions of BCS logo are not allowed**
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Solid Navy, White, Black, or Gray socks - no other colors or ornamentation; no knee high or higher lengths

### **Outerwear - Boys and Girls All Grades**

- All outerwear worn inside the building must be purchased from the campus spirit store
- Hats or hoods are not to be worn in the building and outside only on cold days
- A uniform shirt must be worn under uniform sweaters, sweatshirt, and hoodies

### **Spirit Dress**

- Bracken-issued or spirit store purchased shirts
- Jeans:
  - Must be full length blue denim; any stitched or attached designs must be limited to pocket areas only
  - No holes, rips, tears, or large frays
  - Must fit modestly and appropriately in length, size, and rise on the waist
- Bracken uniform shorts may be worn with a Bracken shirt
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals
- Any color sock is allowed as long as it is appropriate in a Christian school setting
- Belts are not required unless deemed necessary to hold up pants
- Any outerwear may be worn as long as it is appropriate in a Christian school setting

### **Field Trip Dress**

- Field trip dress code will be determined by the teacher depending on the type of activity
- Official Bracken "Field Trip" t-shirt; check with office or spirit store for clarification
- Jeans or uniform shorts (see guidelines for Spirit Dress)
- Rubber sole, non-slip shoes appropriate for PE and playground; no wheels, no lights, no reflective materials or other such ornamentation; no open toe or heel, no UGGS, no slippers, no sandals

## **DRRESS CODE**

As a student in a Christian school, our students represent not only Bracken Christian School but also their Lord and Savior Jesus Christ. These guidelines are put in place as a way of teaching Bracken students how to dress respectfully, modestly, and appropriately in any given situation whether they are at school, at a school event, or outside of school.

### **Uniform and Non-Uniform**

- Pants and shorts, both uniform and non-uniform, should not allow underwear (or worse) to become

visible by others at any point or under any situation (sitting, squatting, bending over, etc.) They should also not be inappropriately tight or short.

- Shirts, both uniform and non-uniform, must be modest and appropriate in fit, style, and neckline at any point or under any situation (raising arms, leaning over, etc.). Strapless, spaghetti strap, or other like tops are not allowed.
- All shirts should be worn with only the very top button open and should be tucked in to the pants so the belt is clearly visible
- A white undershirt may be worn under the uniform shirt.
- Uniforms must be worn correctly at all times, including before school, after school, and off campus.
- Uniform clothing should be in good condition and free from tears, rips, frays and other signs of excessive wear.
- Uniforms and other approved Bracken items should be worn as purchased and not modified or altered in appearance. Alterations may be made for sizing purposes only.
- Any clothing that promotes, advertises, shows, or represents any inappropriate language, action, or idea will not be allowed at any Bracken event regardless of location.
- Skirts should not be shorter than the school uniform skirt (2 inches above the knee)
- Flip-flops, sandals, or other open-toed or open heeled shoes are not allowed

#### **Hair**

- Boys' hair needs to be well kept, not excessively bushy or shaggy, and be cut above the eyebrow, ear, and shirt collar.
- Both boys and girls should keep their hair in a solid natural color and avoid “faddish” or attention drawing styles.

#### **Accessories**

- 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
  - Animal ears
  - Flowers
- Girls only may wear one traditional earring in each ear and only in the ear lobe.
- Tattoos, face or body piercings, gauges, spacers, nose rings/piercings or other forms of piercings are not allowed.
- Jewelry for both boys and girls should not be excessively large and should coordinate with the uniform in color.
- Girls hair accessories may be Navy, White, Gray, or Bracken plaid; simple and small in style; must compliment the uniform; no feathers, jewels, animal ears, or other decorative pieces

Students who attempt to dress in a manner to draw excessive attention to themselves and/or cause a distraction 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 as needed.

ARGUING REGARDING THE UNIFORM POLICY OR DRESS CODE WILL NOT BE ALLOWED. If a student is given a warning regarding a uniform infraction, then the student is expected to rectify the infraction immediately, continue following the policy, and accept responsibility for their actions. Students may seek clarification on the policy or infraction from the Principal.

#### **Coronation Ceremony Dress**

High school students may wear the following on Coronation Friday. Middle school students will wear regular

Spirit dress.

**GIRLS:**

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

**BOYS:**

- Must wear slacks or khaki pants. Jeans are NOT allowed.
- May wear either button down or polo shirt, long or short sleeves.
- No tennis shoes.
- All other regular rules regarding clothing styles, accessories, fit, etc. are applicable.

**Coronation Banquet/Dance Dress**

**GIRLS:**

- 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 necklines are not allowed if it drops low enough to reveal cleavage. Top of the 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 MAY NOT be skin tight.

**BOYS:**

- Tuxedo or suit
- Button down dress shirt with tie, slacks, and a jacket.
- No jeans, boots, or polos.

**MS and HS Retreat Dress**

Both MS and HS attend camp during the Fall each year. On camp days, including being dropped off at and returning to school students are to follow these dress guidelines:

- For girls, camp shorts need to be finger-tip length in front, sides, and back. 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. 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 swimsuits must have a colored t-shirt on over the suit at all times, including while swimming.
- Boys must have shirts on at all times, except while swimming.
- Shoes are to be worn at all times, including during all games and free time, unless swimming.
- Shirts/clothes do not have to be Bracken, however it must be Christian appropriate and non-offensive.

## Dress Code Violation Step Process

Violation	Consequence
Can the issue be corrected with a simple trip to the locker/restroom?	Warning. Student will be sent to the restroom to fix the issue.
If the issue cannot be fixed with a short trip to the restroom, then the student will be sent to the administrative office in the 500 building.	1st offense. Warning documented in FACTS by administration. Student must be in dress code in order to return to class. Parent/Guardian notified.
	2nd offense. Demerit received. Student must be in dress code in order to return to class. Parent/Guardian notified.
	3rd offense. Demerit received. Student must be in dress code in order to return to class. Parent/Guardian notified. Additional administrative consequences.

## 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 attach a copy of their 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 their car to park on campus. There is a \$25.00 fee for this permit, which will be billed to the student's account upon submission of the form.
- Once the student's car is parked, the student 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 and parent knowledge and approval.

### Solicitation

The posting/distribution of any materials will be at the discretion of the administration. Students and parents may not personally benefit from the sale of personal items. Nor are they allowed to solicit sales for outside fundraisers or events.

### 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 unless approved by administration.
- Student will wear teacher directed dress as is appropriate for the field trip activity.

### **RETREAT GUIDELINES**

Retreats are a special privilege unique to Christian schools. They provide an opportunity for the spiritual and community development of the school and are considered part of the curriculum. Therefore, students are expected to attend school retreats and will be assessed unexcused absences if they do not attend. Students are responsible for appropriate behavior, attire, and any fees associated with the retreat. School policies apply at all retreats. Students demonstrating inappropriate behavior may be sent home after the parents have been notified and will be assessed unexcused absences and possible discipline procedures following the retreat. 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 lights out 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 – campus rules apply

For more specific retreat policies or rules please contact the school office prior to the trip for further details and instructions.

### **EXTRA-CURRICULAR ACTIVITIES**

#### **Class Parties**

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. A service/mission component will be an integral part of this trip and 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 accrualment 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. All Student Code of Conduct rules apply.

### **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.

### **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.

## **PARENT-TEACHER CONFERENCES**

A time for Parent-Teacher Conferences is scheduled on the school calendar at the end of the first quarter and third 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, uniforms, and 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 the student's accounts are current and school obligations are fulfilled.

### STUDENT ORGANIZATIONS

**National Junior Honor Society** is a merit-based organization for 7th - 8th grades. Students are selected based upon an overall 93 GPA and faculty and advisory council approval. This membership is a privilege and not a right. The GPA only allows the student to be eligible to apply, it does not guarantee acceptance into the organization.

**National Honor Society** is a merit-based organization for 9th through 12th grade. Students are selected based upon an overall 93 GPA and faculty advisory council approval. National Honor Society members are committed to ministry service projects in the school and the community. This membership is a privilege and not a right. The GPA only allows the student to be eligible to apply, it does not guarantee acceptance into the organization.

**Student Council** for High School only 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.

### STUDENT SERVICES

#### Computers

Students needing to use computer services must check with the teacher for availability. No students are allowed

to use a computer without teacher consent. No food or drinks are allowed near computers.

### **Computers and Student Assignments**

- Students may not use a teacher or office computer for any personal or school work.
- Students are not allowed to miss a class to use a computer to complete an assignment.
- Students are to only print their papers before or after school or at lunch, never during class.
- Students must pay for the cost of printing.
- Students are responsible for papers meeting due dates and times even when permission is given to email the 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 License**

Students will be given an excused absence to take a driving test or to obtain a license. However, please refer to the attendance section for more information regarding absences allowed. A Verification of Education may be obtained from the school office.

### **On Campus Driving/Parking**

Students driving and parking on the BCS campus must complete a Student Parking Permit Application obtained from the school office. A copy of the student's current driving license and auto insurance must accompany the permit application, as well as a signature from a parent. A fee of \$25 will be charged to the student account as part of the permitting process. Automobiles parked on the campus must display the issued parking permit, as well as a current State inspection/license sticker.

Students must adhere to the driving and parking regulations of the school. Failure to comply will result in the loss of privileges.

### **Lost and Found**

Any item that is left out overnight will be turned into the lost and found. Clothing and articles in lost and found will be disposed of quarterly.

### **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 the administration. Lockers are the property of the school and should be treated with respect. Magnets should be used to hold papers/pictures on locker walls. Large athletic bags and backpacks may be stored on the shelves in the hallway and breezeway, if needed.

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 damage done to a lock, which must be removed in order to search a locker. No open food or drink containers are to be stored in lockers. Combination and key locks may be used to secure lockers. Combination or a key must be given to administration at the time of installation.

Students should take books needed for homework assignments with them after school as access to locker areas may be restricted after 4:00 p.m.