2026-2027

TRADITIONAL

PARENT & STUDENT POLICIES

GRADES PRE-K4 - 12TH

HERE, YOU ARE KNOWN.

ACSI ACCREDITED

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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.

Mrs. Michele Woodman
Head of School

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Bracken Christian School 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.

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 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 that 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.

- To develop in each student a distinctively Christian intellect and heart.
- To teach the basic biblical doctrines and principles given in our school's Statement of Faith.
- 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.
- To purposefully and effectively integrate subject matter and all learning experiences with a biblical worldview.
- To teach toward academic excellence in Math, English, Science, Social Studies, and other areas.
- 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.

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. Release of tuition will be denied resulting in full payment for the annual tuition amount.
- 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. Families are still responsible for the tuition payments for the remainder of the school year. (see Financial Policy below)

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.

Program Transfer - STREAM to Traditional

If a student chooses to transfer from the STREAM Hybrid Program to the Traditional program within Bracken Christian School, the transfer must be completed no later than the last day of the first semester. In order to complete the transfer students may be required to shadow and assess within the Traditional program. A family interview with the Principal may be conducted and a decision will be made by the Bracken Christian School admissions team.

Program Transfer - Traditional to STREAM

Due to the accelerated pace, structured home-day requirements, and extensive onboarding necessary for both students and parents, Bracken Christian School does not accept new STREAM enrollments after the third week of instruction.

Enrollment Guidelines

- All new STREAM students must be fully enrolled and attending by the end of Week 3 of the school year.
- After Week 3, no new admissions or transfers into STREAM will be accepted for the remainder of the academic year.

Exceptions are not granted except in extraordinary circumstances where complete onboarding and academic alignment can be guaranteed; however, late entry should be considered extremely rare and is discouraged.

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 (subject to our Statement on Marriage, Gender, and Sexuality), 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 hosts several fundraising initiatives throughout the school year. Bracken anticipates each parent's participation in helping raise the additional funds needed for designated school projects.

Tuition payments are made through automatic drafts from the family FACTS tuition management service. Account balances must be paid in full monthly, including all tuition and fees (athletic, lunch fees, after-school care, etc). If an account is past due beyond 30 days, a student will not be allowed to attend classes, participate in extracurricular activities or obtain transcripts/report cards until the account is current. Graduating students (K5 and 12th) will not be allowed to participate in any graduation ceremonies, as well as, students participating in promotion ceremonies if tuition and fees are past due. All tuition and fees must be paid in full by June 1st for transcript release.

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
Application and enrollment fees are non-refundable and non-transferable. No exceptions. All incidental fees including athletic fees, lunch fees and student fees are non-refundable and must be paid on a monthly basis.

Tuition Contract
Bracken Christian School makes financial and employment decisions based on anticipated enrollment. Teacher employment is set based on the number of students per class. When a family withdraws anytime following enrollment and prior to the end of the school year it causes a financial hardship on the school. Therefore, withdrawals for reasons other than those stated below will result in the payment of the full annual tuition.

We offer annual, semi-annual and monthly payment plans with all balances paid in full by May 1st for 12th grade and June 1st for Pre-K - 11th grades. If you choose a monthly payment plan, your payment schedule will run from July 1st-June 1st of the academic school year. You will be charged a one-time payment plan fee from FACTS. $25 for annual/semi-annual and $55 for semi-annual and monthly payments.

Texas Education Freedom Accounts
We recognize that families may utilize various avenues to fund tuition. However, Bracken's financial policies remain consistent regardless of the funding source. This includes situations in which students receive support through Texas Education Freedom Accounts but later withdraw or are withdrawn for academic or behavioral reasons. In all cases, families remain contractually responsible for the full tuition amount unless the withdrawal qualifies under the early withdrawal criteria outlined below.

Early Withdrawal
Staffing and financial preparations are made for students well in advance of the next academic year, withdrawals are subject to the following fee schedule:

- Withdrawal before re-enrollment submitted - No penalty
- Withdrawal after re-enrollment submitted by April 30, 2027 - No enrollment fee refund AND no penalty assessed
- Withdrawal May 1, 2026 - June 4, 2027 - $2,500.00 penalty assessed per student
- Withdrawal June 5, 2026 - June 30, 2026 - $2,500.00 penalty assessed + July tuition payment per student
- Withdrawal on/after July 1, 2027 - Full tuition penalty assessed per student

Exceptions to the payment of the full year's tuition are granted for company/military transfers required to maintain one's employment, loss of employment, medical hardship and a newly diagnosed learning difference that Bracken is unable to accommodate. A letter documenting such a required move or hardship will be sufficient proof to waive the remaining tuition. Refunds will be mailed at the end of the semester following withdrawal from Bracken provided that all books and athletic issued equipment have been returned in good condition. Bracken Christian School will release and send student records to the

new school upon receipt of an official records request and when all financial obligations have been fulfilled.

Academic or Behavioral Probation
The teacher and principal may assess, through classroom interactions or academic performance, 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. In the event of this occurrence, families are responsible for the full annual tuition. This may only be waived at the PreK level, due to the lack of opportunity for classroom shadowing.

STUDENT BEHAVIOR EXPECTATIONS

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.

Student Code of Conduct
All secondary 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." Elementary students will not be required to sign the *Student Code of Conduct* but the teacher will discuss the age appropriate topics with their students.

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, beastiality, 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)

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 or receive a demerit. This will be clearly defined so that the student is able to understand 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, teachers will provide an overview of their specific class rules, procedures, and management plan.

Personal Communication Devices

In accordance with Texas House Bill 1481, Bracken Christian School prohibits the use of personal communication devices during the day. Secondary students are allowed to bring personal communication devices to school but must be kept in their locker throughout the day. This includes lunch. Devices seen at any time during the school day will be confiscated and turned into the front office. Confiscated devices will need to be

picked up by a parent or guardian from the front office. Exceptions to this policy are for those students who need a device for medical purposes with a written note from their physician. Students that have earned off campus lunch privileges may take their devices with them but must place them in their locker when returning to campus. Elementary students are prohibited from bringing devices to school except those needing them for medical purposes with a note from their physician.

Policy on Cheating

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

Students shall not engage in AI plagiarism, which refers to the use of artificial intelligence or automated tools to generate or produce academic work without proper attribution or authorization. AI plagiarism includes but is not limited to, the use of AI-based text generation models to copy, paraphrase, or present someone else's work as their own, without proper citation or acknowledgement.

Examples of AI plagiarism include utilizing AI language models, such as chatbots or essay generators, to create essays, assignments, or any other academic content without sufficient originality or proper citation. Students are expected to uphold the principles of academic integrity, which include the use of their own ideas, proper research and citation practices, and the acknowledgment of external sources.

Engaging in AI plagiarism not only undermines the educational process and the development of critical thinking skills but also violates the ethical standards of academic honesty. Students found in violation of this policy may face appropriate disciplinary

actions, including but not limited to academic penalties, loss of credit, and/or other consequences as determined by the school administration.

Behavior Off Campus and Online

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.

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, social media 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.

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:

- 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.
- For the second offense, students will be administratively withdrawn from Bracken.

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 given a copy of the results. Failure to comply with this request could result in the student being withdrawn.

DISCIPLINE CONSEQUENCES

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.

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.

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
- Personal Communication Device Violations
- Class Disruptions
- Gum, Candy, or any food in unauthorized areas

- Littering
- Roughhousing/Horseplay
- Public displays of affection

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

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 :

- Truancy
- Verbal harassment
- Leaving school without permission
- Improper response to authority or other students
- Use of profane language
- 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
- 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, vaping or possession of vape products or tobacco, 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.

Offense	Number of Demerits Received
D Level	Possible Warning or one (1) demerit received per infraction
C Level	Up to 3 demerits per infraction
B Level	3 with mandatory In-School Suspension
A Level	NA: Student Dismissed from BCS

Total Demerits Received Per Semester	Probable Consequences
0 with Warning	Teacher Documents Warning in FACTS
1-2	Parent Communication from Teacher. Documentation in FACTS Detention (Lunch or Afterschool)
3	In addition to above: Multiple Detentions (Lunch or Afterschool) Student conference with administrator Possible In-School Suspension Documentation in FACTS
5	In addition to above: Parent conference with administrator Mandatory Detentions

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 service detention. Students may also be assigned a lunch detention. All detentions will include some level of service 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. Monitoring will be provided by a substitute teacher and a fee in the amount of $100 per day will be charged to the student's account to cover the current substitute teacher pay rate.

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. Note: In the case of student discipline dismissals, the Head of School is the final authority with no appeals to the Board of Directors.

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.

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 full annual tuition and all outstanding balances owed to Bracken Christian School. Records will not be released until all payment has been received.

STUDENT ISSUED CHROMEBOOKS

Chromebooks are issued to secondary students, grades 6th through 12th, and classroom sets are provided for elementary students, grades 2nd through 5th. The Chromebooks are issued to students for the school year, similar to textbooks. These devices are the property of Bracken Christian School. Every attempt should be made to protect the Chromebooks from liquids and abuse. Bracken ensures proper security measures while on our networks. However, when a Bracken device is taken off campus, BCS is not responsible for fire walls/security on your home or other network.

Replacement cost for the following items will be at fair market value:

- Chromebook Replacement
- Chromebook Case
- Chromebook Charger

Student Responsibilities:

- Do treat the devices with care
- Do leave the Chromebook in the locker during the school day when not in use
- Do report any damages or defects to the school principal or IT Director
- Do return the Chromebook in the protective case and charger to the coordinator at the end of the school year
- Do not remove the protective case from the Chromebook at any time
- Do not leave the Chromebook in a classroom or hallway unattended
- Do not take the Chromebook outside unless a teacher requires the class to do so
- Do not take the Chromebook to lunch
- Do not put stickers on the case or Chromebook
- Do not remove the white stickers that were placed on the Chromebook or protective case at the time the device was issued
- Do not share the Chromebook with another student
- Do not use a charger other than the one provided unless it is one of the 45-watt chargers available on campus
- Students will be expected to pay for any lost or damaged case, chargers, or Chromebook issued to them

ACCEPTABLE USE POLICY OF TECHNOLOGY

Bracken Christian School (BCS) recognizes that integrating technology into daily learning empowers students to communicate, collaborate, and gain essential digital skills for lifelong success. BCS provides access to technologies for both student and staff use. The policy outlines the behaviors and expectations when using school technology. School-owned devices are ONLY for academic enrichment and enhancement of the learning process.

Carefully read the following Acceptable Use Policy. All students and staff will be held accountable for failure to comply with this agreement.

Acceptable Use

- Use of BCS technology resources on and off campus will be held to the same appropriate conduct standards outlined in the policy handbooks.
- Devices should not be used for non-professional pastimes, such as , but not limited to: personal online shopping, video games, social media, etc.
- All BCS devices are subject to BCS's network firewall filtering policies.

- Bracken Christian School is not responsible for off-campus use. Content is secured at the campus network level and Bracken has no control over off-campus networks.
- All device cameras and microphones are to be used for appropriate educational purposes. Personal video calls should not be used.
- BCS-owned devices are not to be used as storage of personal data (files, pictures, music, videos, etc.)
- Devices on campus may not be used at any time to:
    - Store or transmit illicit materials
    - Store or transmit proprietary information belonging to another company
    - Harass others
    - Engage in outside business activities
    - Etc.
- Personal mobile devices can be used to access the following school-owned resources: Google Workspace and FACTS.
- BCS has a zero-tolerance policy for using mobile devices while operating any type of automobile; hands-free communication is the only exception.
- BCS Students may not use any device or technology to copy or capture an image or the content of any teacher-assigned assessments (tests or exams).
- BCS Students and Staff must comply and be aware of all copyright laws and follow the copyright laws (plagiarism).
- BCS Students and Staff may not attempt to harm equipment, material, or data.
- BCS Students and Staff may not knowingly infarct a computer or network with a virus.
- Any violations of the Acceptable Use Policy guidelines should be reported to a school administrator.

Stipulations

All Bracken-owned Chromebooks are enrolled in the Google Admin Console before they are assigned.

- This means that they are fully monitored and controlled by the IT department while on the school network.
- If any activity is observed that violates the acceptable use agreement terms, the device will be disabled until an investigation clears the user's device for re-activation on the domain.
- The BCS IT Department uses the Google Admin Console to control content uniformity across campus users.
- By acknowledging the receipt of this policy document, parents consent to any additional Bracken Christian School Administration-approved Additional Google Services, such as Google Earth, Google Translate, and YouTube, used for educational purposes.

Support

In the event of loss of function, damage, theft, or any other general malfunction of a device, the user will bring the device to or notify the BCS IT Department to file a report.

The report will be reviewed and the appropriate action will be taken to repair or replace the device.

Privacy and Security

- BCS technology resources shall be used responsibly, safely, and securely.
- Individual logins, passwords, or access to BCS technology shall not be shared with others.
- BCS Students and Staff shall sign off or log off all BCS equipment, software, and internet sites once they are finished with their session to protect the integrity of their logins, passworks, and access.

Compliance, Sanctions, and Disciplinary Matters

- Non-compliance of this policy exposes both students and staff and the school to security risks.
- If a breach of this policy occurs, the school may discipline the user in line with the school's disciplinary procedure at the discretion of the Head of School.
- The user may be held liable for damages or repairs to their issued device.

Security

- Strong passwords are recommended for devices. A strong password includes uppercase and lowercase letters, numbers, a special character, and is longer than eight characters.
- Personal smartphones, watches, laptops, and tablets are not allowed to connect to the network unless approved by the IT Department.
- BCS-issued devices may be remotely wiped if:
    - The device is lost or stolen
    - The IT Department detects a data or policy breach, a virus, or similar threat to the security of the company's data and technology infrastructure.

Risks, Liabilities, and Disclaimers

The IT Department reserves the right to disconnect any device from the network without warning or notification. In the rare case of a remote wipe, BCS is not responsible for loss of private data.

- Lost or stolen devices must be reported to the IT Department within 24 hours.
- BCS reserves the right to take appropriate disciplinary action up to and including expulsion for noncompliance with this policy.

The internet is an association of diverse communication and information networks. There is a possibility to encounter inappropriate material. While BCS makes every effort to prevent access to this material and does not condone such access, it is impossible to guarantee zero access. If unsuitable material is accidentally accessed, immediately exit the content and report it so appropriate measures can be taken to block that information.

Bracken ensures proper security measures are in place on our campus networks. However, when a Bracken device is taken off campus, BCS is not responsible for firewalls and security when the device is used off campus.

Damage Costs

Replacement cost for the following items will be at fair market value:

- Chromebook Replacement
- Chromebook Case
- Chromebook Charger
- iPad Replacement

Pre-K4 through 2nd Grade Student Devices

Each classroom has a set of iPads that are used in teacher-supervised learning centers. Each classroom has an interactive panel for education instruction. Second graders may occasionally use Chromebooks at the teacher's discretion.

3rd Grade through 5th Grade Student Devices

Each classroom has a class set of Chromebooks stored in a cart. Each student will have their own Chromebook to use in the classroom. Chromebooks are used only under the teacher's direction and supervision. Each classroom has an interactive panel for educational instruction.

6th Grade through 12th Grade Student Devices

Chromebooks are issued to each secondary student for the entire school year. These devices can be used on and off campus for educational purposes. These devices are the property of Bracken Christian School. Every attempt should be made to protect the Chromebooks from liquids and abuse. Every secondary classroom has an interactive panel for educational instruction.

STEM Class Student Devices

The classroom has a set of Chromebooks stored in a cart. These Chromebooks are used for specific teacher-let STEM projects. The classroom has an interactive panel for educational instruction.

Student Responsibilities

- Do treat the devices with care
- Do leave the Chromebook in the locker during the school day when not in use
- Do report any damage or defects to the IT Department
- Do return the Chromebook in the protective case and charger to the IT Department at the end of the school year
- Do not remove the protective case from the Chromebook at any time
- Do not leave the Chromebook in a classroom or hallway unattended
- Do not take the Chromebook outside unless required by a teacher
- Do not take the Chromebook to lunch
- Do not put stickers on the case or Chromebook

- Do not remove the white stickers that were placed on the Chromebook or protective case at the time the device is issued
- Do not share the Chromebook with another student
- Do not use a charger other than the one provided unless it is one of the 45-watt chargers available on campus
- Students will be expected to pay for any lost or damaged case, chargers, or Chromebook issued to them

ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY

Purpose: To provide clear, Christ-centered guidance on the ethical, safe, intentional and educational use of Artificial Intelligence (AI) by students, staff, and volunteers at Bracken Christian School.

Principles and Biblical Foundation

Bracken Christian School affirms that technology - including AI - can serve God's purposes when used with wisdom, discernment, and love for neighbors. Our guiding principles are:

- Purpose & Stewardship: Use AI to advance learning, support teachers, and strengthen our Christian formation in ways consistent with Scripture (Col. 3:17; 1 Cor. 10:31).
- Human Dignity: Protect the dignity of each person; AI must never be used to dehumanize, ridicule, or harm others (Gen. 1:27; Phil. 2:3-4).
- Integrity & Honesty: Preserve academic honesty and personal integrity; students must own their work and disclose AI assistance.

Scope

This Policy applies to:

- All students, faculty, staff, contractors, and volunteers using school-owned devices, networks, official school accounts, or any device used on or off campus for school work.
- Any AI tools used for curriculum, assessment, administration, communication, or extracurricular activities, whether cloud-based, on-device or vendor-hosted.

Definitions

- Artificial intelligence (AI): Technology that performs tasks that typically require human intelligence, including generative systems that create text, images, audio, or other outputs.
- AI Tool Inventory: A publicly maintained list of AI tools approved for school use. Acceptable Use Rating Scale: A scale that classifies permitted AI uses by level (see Acceptable Use Rating Scale below).

Policy Statement

Bracken Christian School permits the responsible, supervised use of AI when it:

- Aligns with curricular and spiritual goals.
- Protects student privacy and complies with PERPA, COPPA, and applicable state law.
- Preserves academic integrity and learning outcomes.
- Is transparent and disclosed as required by this policy.

AI is a tool to support - not replace - teachers, pastoral care, or the growth and development of students.

Acceptable Use Rating Scale (AURS)
Teachers will indicate which level of AI use is permissible for each assignment. The school adopts on AURS to clarify permitted student uses:

- Level 0 - No AI Use: AI is not used for the assignment. (No disclosure required.)
- Level 1 - Idea Generation Only: AI may be used to brainstorm ideas or prompts. Students must disclose use and provide links/screenshots if requested.
- Level 2 - Editing/Revision Only: AI may be used to edit grammar or suggest restructuring; students must disclose and provide original work plus AI outputs.
- Level 3 - Task with Teacher Oversight: AI may be used for specified tasks under teacher direction; AI outputs must be cited and student reflection submitted.
- Level 4 - Full AI Use with Reflection: Deeper integrations that require explicit teacher approval, explicit citation of AI outputs, and a student reflection about what the AI contributed and what the student contributed.

Disclosure & Citation Requirements

- Students and staff must clearly disclose when AI has contributed to an assignment, project, or communication following the AURS level assigned.
- Disclosures should include: the AI tool name, a brief description of how it was used, and (where applicable) links or screenshots of the AI interaction.
- Teachers will model disclosure and teach students how to reflect on and cite AI contributions.

Prohibited Uses
AI use is prohibited for:

- Creating or distributing deepfakes, forged documents, or materials intended to deceive.
- Harassment, bullying, impersonation, or content that denigrates a person's dignity or religious beliefs.
- Circumventing academic integrity, including submitting AI-generated work as original without disclosure.
- Uploading or exposing personally identifiable information (PII) of students or staff to third-party AI systems unless the vendor contract explicitly permits and secures such data and parental consent is obtained when required.
- Producing doctrinal or theological statements presented as official school teaching without review by appropriate school leadership.

Misuse, Reporting & Safety Response

- The school will maintain a confidential/anonymous reporting channel for suspected misuse of AI.
- Reported misuse will be investigated; student supports such as counseling and restorative meetings, and disciplinary steps will be applied consistently with student conduct codes and our Christian values.
- Any harmful or unsafe AI use will be reported to school leadership immediately.

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.

CAMPUS SECURITY

Bracken Christian School has increased campus security in response to current events involving schools. In an effort to keep our students safe we have implemented numerous protocols for faculty, staff, students, parents, and visitors.

Raptor Technologies
The Raptor Emergency Management software provides features to help Bracken be equipped for any emergency, such as:
- Practice and analyze drills
- Activate an emergency response with a mobile panic button
- Connect with 9-1-1 via text/call
- Share critical information with staff and first responders
- Account for each individual on campus

- Reunify students with authorized guardians
- Integrate with visitor, volunteer systems

Raptor Visitor Management software has been put in place at both of the Bracken Christian School campus offices. This system enhances the ability of the school to monitor and account for all persons on the campus at any time. Although this may create an inconvenience for visitors and parents, it will help in keeping unauthorized persons from accessing the campus and students. Ways in which it helps guard against unsafe individuals on the campus include:

- Screen against sex offender registries
- Generate accurate reports
- Confirm guardianship for safe student release
- Create photo visitor badges
- Track student tardiness and early dismissals

Personal Protection Officers

Bracken Christian School has partnered with Paraclete Consulting Group to supply two full time security Specialist officers to provide comprehensive security and consultation regarding all aspects of campus and student safety. Paraclete Consulting is a provider of licensed security professionals who have become an integral part of the day to day culture of our campus.

Locked Doors

All Interior and Exterior doors will remain locked at all times. Faculty will be required to devise a classroom system in order to facilitate student restroom use, office visits etc. Security personnel will perform door checks throughout the school day. Faculty that have repeat/frequent occurrences of unlocked doors will have this taken into consideration at contract renewal.

Gates

The Bracken Christian School campus perimeter is fenced for added security and during school hours the three gated entrances are locked. The gated entrances will be open 6:30 am - 8:30 am for student drop-off and 2:30 pm - 4:00 pm for pick-up with the outside gates being INGRESS ONLY and the center gate being EGRESS ONLY. For this reason and for safety concerns, the East gate next to the Marquee should never be used as an egress. Gate times will be posted at each entrance.

Traffic Flow

- Drop-off and pick-up traffic should flow in through the two outside gates and out through both sides of the center gate.
- During school hours when the gates are closed, the traffic should flow in the center gate with the security kiosk and out the center gate with the security kiosk.
- Please make note that the center gate with the security kiosk will be both entry and exit when all three gates are locked.

- The center gate with the security kiosk will be EXIT ONLY 2:30 pm - 4:00 pm when all three gates are open allowing the right lane to turn right and the left lane to turn left.
- At no time should the 1st gate next to the marque be used as an exit.

Visitor/Guest Expectations

Bracken Christian School is a closed campus to all outside visitors, including alumni of BCS, except under the following conditions:

- Alumni may come during Chapel and lunch hour only.
- Prospective students may contact the Admissions Office to schedule a shadow day.
- 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.
- Visitors must not go directly to a 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.

Campus Entry Process During School Hours

- When you arrive and the center gate with the security kiosk is closed
    - Press the button next to the camera on the kiosk to call the school office
    - Inform the office of the reason for your visit
    - Office staff will direct you to the appropriate area to sign in and open the gate remotely
- Once you gain access to the campus, we ask that you park in the closest parking area to where you were instructed to sign in
    - Elementary building for PreK - 5th grade
    - 500 building for 6th - 12th grade
- Report directly to the appointed office
- Press the button next to the camera at the main door of the appropriate building to gain admittance
    - You will be asked to provide your State issued ID (driver license or identification card) which will be scanned into the Raptor Visitor software
    - You will be asked for the reason for your visit
    - If you are picking up a student
    - Your identity will be verified through the Raptor/FACTS integration system
    - The student will be called to meet you in the office. You should NOT go to the classroom to retrieve your student or call/text your student to meet you

    - Teachers are not allowed to release a student unless the office has notified the teacher to do so
    - If you are visiting or meeting someone on campus
    - A visitor ID tag will be printed that will display your name and photo, the reason for your visit, and what area of campus you are approved to visit
    - The visitor ID tag should be worn in a visible area at all times while on the school campus
    - Proceed to the area stated on your tag, if you need to visit an additional area, please inform the office so they can update the system
    - A visitor ID tag is not a "free to roam the campus" pass
- Upon your departure, return to the office to turn in your visitor ID tag and be logged out of the system
- If the center gate is open when you arrive to campus, proceed to the 2nd bullet point above

STANDARD RESPONSE PROTOCOL

Bracken has adopted the "I Love You Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling this protocol. The SRP is based on an all hazards approach as opposed to individual scenarios. The premise is simple - there are five specific actions that can be performed during an incident: Hold, Secure, Lockdown, Evacuate, and Shelter

HOLD - "In Your Classroom or Area"
Students are trained to clear the hallways and remain in the area or room until the "All Clear" is announced. They are to do business as usual. Adults and staff are trained to close and lock the door, account for all students and adults, and continue to conduct business as usual.

SECURE - "Get Inside. Lock Outside Doors."
Students are trained to return to the inside of the building. Adults and staff are trained to bring everyone indoors, lock the outside doors, increase situational awareness, account for students and adults and then conduct business as usual.

LOCKDOWN - "Locks, Lights, Out of Sight"
Students are trained to move away from sight, maintain silence, and do not open the door. Adults and staff are trained to recover students from hallways if possible, lock the classroom door, turn out all the lights including projectors, move away from sight, maintain silence, do not open the door, and prepare to evade or defend.

EVACUATE - "To A Location"
Students are trained to leave stuff behind if required to, if possible bring their phone, and follow instructions. Adults and staff are trained to bring roll sheets and Go Bag, lead

students to evacuation location, account for students and adults, and Report injuries or problems using Red card / Green Card method.

SHELTER - "State Hazard and Safety Strategy"
Hazards might include tornadoes, Hazmat, earthquakes, or tsunamis. safety strategies might include evacuate to shelter area, seal the room, drop cover and hold, or get to High Ground. students, adults, and staff are trained in appropriate hazards and safety strategies, accounting for students as an adults, and reporting injuries or problems using the Red Card / Green Card method.

PARENTAL SRP GUIDANCE

In the event of a live incident parents may have questions about their role. Every effort is made to conduct classes as normal during a SECURE event. Additionally, parents may be asked to stay outside during a SECURE event depending on the situation. It may not be safe to release the students. The natural inclination for parents is to go to the school during a lockdown. Understandable, but perhaps problematic. If there is a threat inside the building law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to lock down as well. The school recognizes the importance of communication between parents and students during a lockdown event. Parents should be aware, though, during the initial period of a lockdown, it may not be safe for students to text their parents. In some cases, students may be evacuated and transported off-site for a student parent reunification. Bracken's off-site reunification location is Arlon Seay Elementary. School wide text and email communications will be sent to parents in this event. Proper pick up instructions at the reunification site will be communicated by administrators.

EMERGENCY DRILLS

Bracken Christian School will adhere to the following drill schedule:

- Fire Drills - 4 per school year (#1 the first two weeks of school, #2 between Thanksgiving and Christmas breaks, #3 the first two weeks of the second semester and #4 between spring break and the end of school
- Lock Down - 2 per school year/1 per semester
- Shelter in Place - minimum 1 per school year, goal of one per semester
- Secure - minimum 1 per school year, goal of one per semester

Bracken will strive to ensure an even distribution of drills in order to accommodate different campus schedules.

Media Consent for Bracken Christian School
Bracken By enrolling my child at Bracken Christian School, I understand that my child's image may be used in the school's yearbook, social media, and website. Bracken Christian School regularly features photos of student life, including chapel programs, field trips, academic and athletic competitions, newsletters, service projects, and exemplary student work such as art, poetry, and interviews. These images may be shared on the school's website (brackenchristian.com), FACTS Family Portal, BCS Weekly Communication, Facebook, Instagram, and other promotional materials.

Additionally, BCS may use videos showcasing student life during chapels, open houses, Campus Previews, and similar events. For privacy, BCS will never use a student's full name in conjunction with their image on the website or YouTube.

Student Privacy and Care Policy
Bracken Christian School takes great care to protect the privacy of students and will use images in a responsible and respectful manner.

At the time of enrollment or reenrollment, parents will have the option to consent or deny media consent for their student(s).

TEXTBOOKS

Bracken Christian School seeks to provide a comprehensive education that teaches students to critically think for themselves in the discovery of Truth. While engaging with various topics and issues, some course resources, especially those in the secondary grades, may present concepts or positions that may not align with a biblical worldview. While BCS does not necessarily endorse or support these concepts and positions, these concepts or ideas are intended to support high levels of critical thinking balanced with a biblical worldview. You can expect the BCS faculty will present the biblical perspective for these topics and issues.

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.

Textbook Fine Breakdown

DAMAGES	Replacement Cost **
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. Pre-K4 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 ebooks, 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.*

LUNCH AND SNACKS

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

Parents may take their child off campus for lunch by meeting their child in the office and signing them out. Students leaving with parents for lunch must sign in upon return.

Elementary
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 Pre-K4 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.

Secondary
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.

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. Parents may 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, car insurance, and current 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. If a student does not attend a scheduled field trip, no childcare will be provided or fee refunded. An alternative assignment to replace the field trip content will be given to the student. 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 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. Bracken typically follows the closures of Comal ISD unless there is a campus specific reason for delay or cancellation.
- 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.

SCHOOL DIRECTORY

An online family directory is available in the FACTS SIS Parent Portal. During enrollment/re-enrollment, parents may opt out of having family information published.

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.

NON-SOLICITATION POLICY

Students, parents and employees may not personally benefit from the sale or trading of items or services. Nor are they allowed to solicit sales for outside of Bracken fundraisers or events. School property or resources may not be used for personal gain. The posting/distribution of any materials must be submitted to and approved by administration. (This includes, but is not limited to fliers, posters, social media posts, etc.)

STUDENT RECORDS

A student's records 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.

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:

- Bracken Christian School maintains the following education records directly related to students:
    - Academic records
    - Personal information records
    - Disciplinary records
    - Health records
    - Standardized testing records
- Access to educational records is limited to the following:
    - Parents of students under 18
    - Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
    - Students age 18 or over
    - Officials of this school who have a legitimate educational interest
    - State and local officials to whom information is required to be reported
    - Certain testing organizations
    - Accrediting organizations
    - Appropriate persons in connection with an emergency
    - Pursuant to subpoena or court order

    - School to which a student seeks or intends enrollment
- 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.
- 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.

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. This includes class GroupMe's, which will be actively monitored. If a parent is not following the protocol, they will be removed from the GroupMe for the duration of the school year.

- 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

Parent Drivers & Chaperones

- It is important for volunteers to realize that they are acting as Christian role models. Please be an example by demonstrating maturity in actions, attitudes and dress. Music or videos are to be Christ honoring and not a distraction to the driver. A classroom Faculty will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only those parents who have signed up *in advance* as drivers or chaperones may attend.
- Only students enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip.
- Please allow the Faculty to make vehicle assignments for students. Faculty may have special reasons they may not be free to explain for assigning specific seating arrangements.
- Please arrive at school at least 10 - 15 minutes before departure and report to the assigned area.
- Seat belts must be worn at all times. Only one person is permitted per working seat belt.
- Chaperones are responsible for the behavior of those students assigned to them. Behavior that is not acceptable at school is not acceptable away from school.
- Chaperones should remain with the students for whom they are responsible. Do not group with other adults and allow students to “do their own thing”.
- Know exactly how many students are in your small group and count them frequently. Be sure that all are present before moving from one place to another, especially before going home.
- Students are to return with the same person and vehicle that transported them to the event. Only the sponsoring Faculty can make an exception. Exceptions are generally reserved for emergency situations only.
- Drivers and chaperones should refrain from purchasing special treats for the students they are supervising unless all the students on the trip benefit equally.
- Student’s behavior is not to be distracting or loud. Students are to keep their hands and feet to themselves.
- If an emergency situation occurs and help is needed, students should never be sent for help without an adult nor be left at the vehicle without an adult.
- Students are to enter and exit the vehicle only when the engine is not running and the vehicle placed in “park” or the emergency/parking brake engaged.

- Students are to enter and exit the vehicle from the curbside unless the vehicle is in a protected parking area.

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.

Bracken Christian School is committed to providing a Christ-centered academic environment where all individuals treat one another with dignity, respect, compassion, and integrity. Every person is created in the image of God (Genesis 1:27), and therefore any form of harassment is a serious violation of biblical standards and school expectations. Any form of harassment - whether verbal, physical, visual, written, digital, or technological - is strictly prohibited. This includes but is not limited to:

- Harassment
- Sexual harassment
- Bullying or intimidation
- Degrading, threatening, or hostile conduct
- Harassment via digital platforms, electronic messages, school devices, social media, or artificial intelligence (AI) tools

Bracken Christian School will take immediate and appropriate action to prevent, address, and correct any violations of this policy.

Harassment includes any unwelcome conduct that:

- Creates an intimidating, hostile, humiliating, or offensive environment
- Interferes with an individual's academic, spiritual, or extracurricular participation
- Targets aspects of a person's identity, dignity, or personal boundaries

Harassment may be verbal (spoken words), nonverbal (gestures, images), written (notes, messages), or digital (email, text, social media, AI-generated content).

Sexual Harassment

Sexual harassment includes any unwelcome sexual conduct, requests for sexual favors, sexually suggestive comments, jokes, images, or behavior that creates a hostile or inappropriate environment. This applies to in-person and electronic interactions.

AI-Generated Harassment or Misconduct

As technology evolves, harassment may occur through digital tools, including AI. The following behaviors are strictly prohibited:

- Creating or sharing AI-generated images, audio, or videos of students or staff without consent
- Producing "deepfakes", altered photos, or manipulated media intended to embarrass, harass, or deceive
- Using AI tools to generate offensive, threatening, sexual, or bullying content
- Impersonating another individual using AI systems
- Using AI to create anonymous or automated harassment

These behaviors will be treated the same as traditional harassment and disciplined accordingly.

Scope

This policy applies to:

- All students, staff, administrators, volunteers, contractors, and visitors

- On-campus and off-campus behavior when connected to school activities
- All school-owned devices, networks, accounts, and digital platforms
- Personal devices when behavior impacts the school community

Reporting Procedures
Bracken Christian School encourages prompt reporting of all concerns. Reports may be made to:

- A teacher
- A coach or staff member
- The school counselor
- The principal or head of school
- Any trusted adult who can forward the concern

Anonymous reports will also be accepted and investigated to the extent possible. All reports will be handled sensitively and confidentially, consistent with the need to investigate and respond appropriately.

Commitment to a Safe and Christ-Centered Community
Bracken Christian School is committed not only to enforcing rules but to cultivating a culture of love, respect, and accountability. We strive to restore relationships and protect the dignity of every member of our community in accordance with Scripture and our mission.

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."

Level One Grievance Procedure

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, principal should speak to the Head of School, the Head of School may 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 - 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 - 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.

Level Two Grievance Procedure

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.

Level Three Grievance Procedure

The Board of Directors is the final school authority with the exception of student discipline appeals. In this case, the Head of School is the final 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.

ELEMENTARY
Pre-K4 - 5th 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 Pre-K4 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.

Grading Guidelines

- A student's final grade should be based on a variety of evaluations. Grades should be arrived at as objectively as possible, using a rubric is ideal.
- Students should know from the beginning how they will be graded in each subject. The year is divided into 4 quarters of approximately 9 weeks.
- All grades are numerical grades based on a scale of 100 percent.
- Students are not to report grades orally to the Faculty or be called to the Faculty members desk by grade to report. Nor are grades ever to be posted even when a code system is used to replace a student's name.
- Each subject must have a minimum of 2 grades per week with the focus being on the student demonstrating mastery of the subject.
- Homework grades may not count more than 15% of the quarter grade.
- Homework is at the teacher's discretion. If homework is graded, then it should not count for more than 15%.
- Test grades may not count more than 40% of the quarter grade.
- No single grade may count more than 20% of the quarter grade.
- A quiz is not to count the same as (or more than) a test. Special projects and reports may count as a test grade.
- Homework assignments do not have to receive a numerical grade but should be checked for completeness.
- All assignments, quizzes, tests, reports and projects must be graded and recorded in FACTS within one week of being turned in.
- Students earn the opportunity to retest by going to extra tutoring sessions, completing new or missing work, showing test corrections, or meeting with the teacher if that student gets below a 70 on a test. If the student passes the retest

then a 70 shall be recorded to designate the student's mastery of the material. If the student fails the retest, then the higher of the two tests should be recorded.
- If 50% or more of a class fails a summative, then that unit must be retaught.

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

Bracken Christian School seeks to be sensitive to family time with regard to homework. 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-K4 – 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).

No Homework Wednesday

To support youth group and church activities, Bracken will have a "No Homework Wednesday" policy. This does not apply to STREAM Home Campus Day work.

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

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.

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 3rd through 5th are given a yearly standardized test to determine academic progress and scholastic strengths and growth opportunities. 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

GRADUATION AND PROMOTION CEREMONIES

A Kindergarten Graduation ceremony and 5th grade Promotion ceremony will be held 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. Pre-K4 - 2nd 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 TO AVOID DELAYS 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-K4 - 2nd Grade: Portico
  Car Line B: 3rd - 5th Grade - Front of Elementary School
- Pre-K4 - Kindergarten will begin dismissal at 2:45 pm. These students will be sitting inside the building and will be escorted out by a teacher. The parent will be responsible for securing the child in the carseat. 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 it 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. to 5:30 p.m., Monday through Friday for children PreK-4 to 5th grade for students whose parents work beyond regular school hours. Please Note: After School Care is not provided on early release days.

Billing:

- Registration Fee: $50.00 per student (one-time charge)
- Hourly Rate: $10.00 per hour (charges are not prorated within the hour)
- Late Pick-Up Fee: $5.00 per minute after 5:30 p.m.

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.

UNIFORMS

All students at Bracken Christian School wear a school uniform. Students are required to be in uniform during school hours and respect the school uniform both in and outside of school hours. The uniform should be worn neatly and correctly at all times, whether on or off campus. While in uniform the student is representing not only Bracken Christian School but our Lord and Savior.

- 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 PreK-4 – 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
- Pull-On Kick Pleat Khaki Performance Skort - purchased from French Toast 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, under uniform dress or 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
- Neutral colored 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 Crocs, 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 Pre-K4 – 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
- Neutral colored 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 Crocs, 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 outwear must include the Bracken Logo.
- Sweatshirts Monday - Thursday must be Navy, Grey, or White with the Bracken logo and purchased through Bracken Christian School.
- 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 Crocs, no slippers, no sandals
- Sweatshirts may be any color as long as they have been purchased through Bracken Christian School.
- 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

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 Crocs, 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.

DRESS CODE VIOLATIONS

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.

PHYSICAL EDUCATION

PreK-4 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.

SCHOOL PARTIES

Regular parties for all grades include Christmas, Thanksgiving, 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.Teachers need to be cognizant of student allergies and prohibit food items that could cause a health concern for any student. All classroom parents are required to be made aware of these allergies prior to the start of school. 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 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.

SECONDARY
(6th – 12th 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 standard and 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.

Bracken partners with Colorado Christian University (CCU), which is a regionally accredited university. This means that the university's credits are widely transferable, however, you must verify that your receiving school will accept the CCU credits. It is the student's responsibility to research if the course will transfer to their intended college and major. Transfer credits vary based on the selected university and major chosen.

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.)**
Science	**4 credits (min.)**
Social Studies	**4 credits (min.)**
Foreign Language	**2 credits**
Fine Arts	**1 credit**
Physical Education	**1 credit**
Electives	**5 credits**
TOTAL CREDITS:	**26-31 credits**

* 1 year of Bible for each year attending Bracken

** Distinguished Achievement Requirements:

- Student's senior schedule must include H Calculus or Dual Credit College Algebra and an additional Dual Credit math course
- At least 5 of the credits earned must include advanced courses such as Honors or Dual Credit
- This program does not correspond to the Distinguished Achievement Diploma for Texas Public Schools.
- Study Hall, Office/Teacher Aide or extra Athletics credits do not count toward the required electives

ADDING DUAL CREDIT CLASSES TO GRADUATION PLAN

Graduation requirement is a minimum of 4 core class credits for all four years. If a student enters late no early diploma is offered. Students may get a transcript with classes, but not a Bracken diploma if they graduate early.

Dual Credit Information

- Bracken Christian School utilizes Colorado Christian University for all approved dual credit course work.
- ONLY approved classes will be added to the Bracken High School Transcript. (Any unapproved college courses taken either from CCU or another university will NOT be added to the Bracken Transcript)
- In order to utilize this program for Bracken credit, the student must be a full time student (either program)
- Dual Credit grading and homework requirements may differ from Bracken's general policies in these areas

Approved Dual Credit Class Options

- 9th grade - 2 Dual Credit classes maximum - 6 college credit hours maximum
    - To maintain alignment with required high-school coursework (e.g., U.S. History in 11th grade), students may enroll in dual-credit classes that do not substitute for or eliminate courses they are expected to take in later grades

- 10th - 4 Dual Credit classes maximum - 12 college credit hours maximum
    - To maintain alignment with required high-school coursework (e.g., U.S. History in 11th grade), students may enroll in dual-credit classes that do not substitute for or eliminate courses they are expected to take in later grades.

- 11th - 7 Dual Credit maximum (Including any summer classes taken) - 21 college credit hours maximum
    - To maintain alignment with required high-school coursework (e.g., U.S. History in 11th grade), students may enroll in dual-credit classes that do not substitute for or eliminate courses they are expected to take in later grades.

- 12th - 7 Dual Credit Maximum (including summer classes taken) - 21 college credit hours maximum
    - Any classes that will maintain alignment with required high-school coursework

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 added to the student's transcript. 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.

Grading Guidelines

- A student's final grade should be based on a variety of evaluations. Grades should be arrived at as objectively as possible, using a rubric is ideal.
- Students should know from the beginning how they will be graded in each subject. 2. The year is divided into 4 quarters of approximately 9 weeks.
- All grades are numerical grades based on a scale of 100 percent.
- Students are not to report grades orally to the Faculty or be called to the Faculty members desk by grade to report. Nor are grades ever to be posted even when a code system is used to replace a student's name.
- Each subject must have a minimum of 2 grades per week with the focus being on the student demonstrating mastery of the subject.
- Homework grades may not count more than 15% of the quarter grade.
- Homework is at the teacher's discretion. If homework is graded, then it should not count for more than 15%.
- Test grades may not count more than 40% of the quarter grade.
- No single grade may count more than 20% of the quarter grade.
- A quiz is not to count the same as (or more than) a test. Special projects and reports may count as a test grade.
- Homework assignments do not have to receive a numerical grade but should be checked for completeness.
- All assignments, quizzes, tests, reports and projects must be graded and recorded in FACTS within one week of being turned in.
- Students earn the opportunity to retest by going to extra tutoring sessions, completing new or missing work, showing test corrections, or meeting with the teacher if that student gets below a 70 on a test. If the student passes the retest then a 70 shall be recorded to designate the student's mastery of the material. If the student fails the retest, then the higher of the two tests should be recorded.
- If 50% or more of a class fails a summative, then that unit must be retaught.

Dropping a Grade

- There is no requirement to drop any grade.
- If a grade is dropped for one student it is necessary to drop a grade for every student in that class.
- The grade may be for the same assignment or for an assignment with the same weight (i.e. lowest homework grade for each student that quarter).
- No individual grades are to be dropped until the final calculations for the quarterly report card. Do not drop grades for progress reports.

Quizzes, Tests, and Special Projects

- Tests should be announced at least two class periods in advance and all material to be covered on a test completed by the class period preceding the test.
- For projects, a rubric and due dates must be provided and assigned at least 2 weeks in advance.

Homework, major projects, and research papers must be turned in on or before the time due in order to receive full credit even in the event of a school excused absence. This may require the parent to bring the project, report, or assignment to the campus. If the absence is excused due to illness or other circumstances, follow the standard absence policy for late work. .

Late Work Policy

Grading of late homework, major projects, or major research papers will follow these guidelines:

- On-time submission: Work must be turned in at the time the class meets on the original due date to be eligible for up to 100% credit.
- One school day late: Work turned in at the time the class meets on the following school day is eligible for up to 90% credit.
- Two school days late: Work turned in at the time the class meets two school days after the original due date is eligible for up to 70% credit.
- Three or more school days late: Work turned in at the time the class meets three or more school days after the original due date will receive a zero (0).

Projects or research papers counted as a test are not eligible for corrections.

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.

PARENT-TEACHER CONFERENCES

Secondary parents may schedule teacher conferences by contacting the teacher. Parents should first meet with a teacher about a specific problem before requesting a conference with the Principal or Head of School. This pattern is the Biblical admonition established by Jesus in Matthew 18:15.

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.

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.

INELIGIBILITY

At Bracken Christian School, playing sports is a privilege and allows students to represent their faith, family, and school on the field and court. Student athletes who violate the Bracken Code of Conduct may receive additional consequences from their respective coaches. Additionally students who receive either in-school or out-of-school suspension will not be eligible for participation that week or until their next athletic contest takes

place. For serious and/or repeated offenses, students may be removed from their athletic team.

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.

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. 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. 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

Disclaimer: Class rank based on GPA alone does not determine Valedictorian or Salutatorian honors. The student with the highest GPA is not automatically designated as the Valedictorian, nor is the student with the second=highest GPA automatically designated as the Salutatorian. The Traditional student with the highest weighted GPA at the end of the 7th Semester of High School is designated as the Traditional Valedictorian of their Senior Class. The second ranked student is designated Traditional Salutatorian. In order to be considered Traditional 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. In the event that the student(s) with the highest weighted GPA does not meet the eligibility requirements, the next highest student(s) will be designated as Valedictorian/Salutatorian. 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 by Bracken's Code of Conduct. ***Beginning with Classes of 2029, students transferring***

between Traditional and STREAM programs in high school will not be eligible for Valedictorian or Salutatorian.

At each student's initial meeting with the school academic advisor, the Valedictorian and Salutatorian requirements will be explicitly reviewed with both the student and parent present. All students in grades 8-12 and their parents will receive the Valedictorian/Salutatorian policy and will be required to acknowledge their understanding by signing the form.

Additionally, any correspondence from the National Honor Society sponsor inviting students to membership will include the following statement:
"As a reminder, one of the requirements to be named Valedictorian or Salutatorian at Bracken Christian School is membership in the National Honor Society."

HONOR ROLL

During the 4th quarter, 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 TOTAL Tardies per semester	Maximum number TOTAL of Demerits per semester
93 or above	5	3
90 or above	4	2
88 or above	3	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, however, if a student has an average of below a 70 for one semester, but the year average between both semesters is above a 70, a full 1 credit may be added for the course. 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.

CREDIT RECOVERY

Students can take classes online from an accredited high school (Keystone Online, TTU K12 Online, etc.) *get approval from the Academic Advisor prior to registration.

If the schedule allows students can also double up on core classes during the school year to be on the same progression as their classmates.

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.

No Homework Wednesday
To support youth group and church activities, Bracken will have a "No Homework Wednesday" policy. This does not apply to STREAM Home Campus Day work.

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 S.H.I.E.L.D.
Bracken Christian School believes that God has uniquely gifted every student. The S.H.I.E.L.D. program provides support for students who learn differently or who need additional academic help. Services include tutoring, dyslexia therapy, targeted intervention, and academic accommodations. Additional fees apply for S.H.I.E.L.D. services.

If a student has a diagnosed learning disability, they may be eligible for certain accommodations. Formal documentation is required to access these supports.

Parents are encouraged to contact S.H.I.E.L.D. staff if they suspect their child may have a learning disability. When appropriate, S.H.I.E.L.D. staff will guide families in pursuing further evaluation.

Our goal is to equip students to grow as confident, independent learners while strengthening their academic skills and God-given potential.

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 responsible for turning in all assignments that day. Tests, quizzes, or other coursework missed should be made up no later than the end of the following day subsequent to the student's return.

Students have a limited number of days based on their number of absences to make up work. Students are responsible for coordinating with their teachers to make up any work that was missed, including tests and exams.

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

CLASS SCHEDULING

The goal is that each spring, all students are scheduled for the upcoming year. Schedule changes made after that time are subject to class, space and faculty availability.

HIGH SCHOOL DROP & ADD POLICY

Students may make course changes, with parental permission, up to the 14th calendar day of school. In order to drop or add a class, students must submit an Add/Drop Form. This form must be approved by the Academic Dean. 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 14th calendar day of school, 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.

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 6th and 7th are given a yearly standardized test to determine academic progress and scholastic strengths and growth opportunities. 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/NMSQT
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.

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. In addition, 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. An 8th grade Promotion to High School ceremony will be held at the end of the school year.

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

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.

SENIOR GRADUATION

Bracken Christian School seniors who have met the majority of their required classes are eligible for early release or late start, based on scheduling. Four classes are required in order to receive a Bracken diploma.

A Senior Graduation ceremony will be held at the end of the school year. Students who have disciplinary actions pending, incomplete grades, or who have failed to meet the graduation requirements by the date of graduation may not be allowed to participate in the graduation ceremony.

NCAA GUIDELINES

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

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

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. Secondary students may not be dropped off at school prior to 7:30 am due to safety concerns unless they are involved in a supervised event or athletic practice. The buildings open at 7:30 a.m. for students. The buildings & Middle School 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.

Students who return without prior parent contact will receive an unexcused absence, and any work due during that time may earn a zero.

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.

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/Extended Travel

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.

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
- Extended absences are a detriment to your child's education and are strongly discouraged

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, field trip, etc.) do not need to complete 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 have to 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.
- 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.

COLLEGE VISIT DAYS

High school students 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.

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.
- 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 and approved each semester.

These are privileges and thus can be revoked based on any number of factors including: attendance, discipline, academic record, etc.

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 plan and participate in all activities and events for underclassmen during the retreat. Seniors should use this time to 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. Every effort is made for the trip to be covered by Senior Trip fees, however, additional fees may be assessed.
- Graduation and Graduation Rehearsal. Seniors will attend and participate in both the Rehearsal and Graduation ceremony.

UNIFORMS

All students at Bracken Christian School wear a school uniform. Students are required to be in uniform during school hours and respect the school uniform both in and outside of school hours. The uniform should be worn neatly and correctly at all times, whether on or off campus. While in uniform the student is representing not only Bracken Christian School but our Lord and Savior.

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 Modesty Shorts may be worn under skirt but should not be visible below the hemline
- Pull-On Kick Pleat Khaki Performance Skort - purchased from French Toast must be no more than 2 inches above the knee;
- 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
- Neutral colored 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 Crocs, 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
- Neutral colored 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 Crocs, 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
- Sweatshirts Monday - Thursday must be Navy, Grey, or White with the Bracken logo and purchased through Bracken Christian School.
- 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
- Sweatshirts may be any color as long as they have been purchased through Bracken Christian School.
- 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 Crocs, 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

Athletic Class Uniforms

Bracken 6th - 12th grade PE students, boys and girls, are required to wear a Bracken t-shirt and Bracken athletic shorts during PE and Strength & Conditioning classes. T-shirts may be either navy or gray and must be an official Bracken purchased shirt. Both athletic shorts and t-shirts can be purchased from the Spirit Store located in the Elementary building. During colder weather, PE students may wear non-Bracken black, navy, or gray sweatpants and any approved Bracken outerwear. Students not wearing appropriate PE dress will have points deducted from their daily PE grade.

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 Crocs, 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.
- 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 the 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 the 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 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?	1st Offense: Warning. Student will be sent to the restroom to fix the issue. 2nd Offense: Demerit issued
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.

MIDDLE SCHOOL, HIGH SCHOOL, AND SENIOR RETREATS

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 required to attend school retreats. In the event a student is excused by Administration from the retreat, the student is required to be on campus that week. 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 cleaning cabins, etc.
- 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

Retreat fees are non-refundable. For more specific retreat policies or rules please contact the school office prior to the trip for further details and instructions.

STUDENT ORGANIZATIONS

Various student organizations exist on campus and are available for membership. Please see specific organization bylaws for more information.

GENERAL SECONDARY INFORMATION

On Campus Driving/Parking

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 a Student Parking Permit Application obtained from the school office.

- 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 at the time of the submission of the application.
- Students are required to post a BCS issued parking permit in their car to park on campus, as well as a current State inspection/license sticker.
- A fee of $10.00 will be charged to the student account as part of the permitting process.
- 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.
- Students must adhere to the driving and parking regulations of the school. Failure to comply will result in the loss of privileges.
- During school hours (7:30am - 4:00pm), students must park in secondary student designated parking areas only.
- Students are only allowed to drive themselves for off campus lunch.

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. Contact the High School/Administration office to obtain a Verification of Enrollment (VOE).

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 top of the lockers or on the shelves in the hallway and breezeway, if needed.

No stickers or tape should be used on any surface of the locker. Magnets should be the only thing used to secure items, decorations, etc. to the locker surfaces.

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.

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.
- Students will wear teacher directed dress as is appropriate for the field trip activity.

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 themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ.

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 are activities designed to honor BCS 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 (Prom) 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.

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 required 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 accruement 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.

In the event a student is excused by the Administration from the senior trip, the student is required to be on campus that week.

Students are responsible for appropriate behavior and attire. 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 senior trip. All expenses incurred to return home early will be the responsibility of the parent(s). Since the senior trip is mandatory there will be no refunds given unless there are extenuating circumstances that are approved by the administration.

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.

For Transcript requests, please go to our school website and order through Parchment or contact the Academic Advisor. The first transcript is free; each additional transcript will cost $3.00. Allow five days for transcripts to be completed. Rush transcript 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.

SAT and ACT scores WILL NOT be included on the Transcript but will need to be ordered directly through collegeboard.org. College transcripts from any dual credit courses taken at Bracken Christian School will need to be ordered directly from the Colorado Christian University website.

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

WARRIOR

2026-2027 ATHLETIC MANUAL

WARRIOR ATHLETICS

Philosophy

An Athletic program in a Christian School exists to guide the young people involved in a better understanding of their relationship with the Lord Jesus Christ. Many circumstances arise in the preparation for and during athletic competitions that offer opportunities for God's principles to be applied in the lives of the athletes. A goal of the Christian school athletic program is to seize these opportunities. Dedicated coaches help young people relate the victories and defeats, the hard work, and teamwork to their daily walk with the Lord.

Col. 3:23-24 And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance, for you serve the Lord Jesus Christ.

This verse states the philosophy of athletics for Bracken Christian School, in that everything we do within the athletic department will be done unto our Lord Jesus Christ. Our staff, athletes, fans, and parents are to glorify the name of Jesus Christ through their words, attitudes, and actions, both on and off the field or court. We must provide opportunities of Christian encouragement and discipline for our students through our athletic programs. All policies and procedures that are brought out by the athletic department are done so with the intent of teaching and instilling Christ-like qualities in the students for them to put into use in their daily lives.

Offered Sports

The following sports will be offered when coaches and facilities are available.

- Girls Middle School (6th-8th)
  Cheerleading
  Volleyball
  Cross Country
  Basketball
  Track and Field
  Tennis
  Softball
- Boys Middle School (6th-8th)
  Cross Country
  Football
  Basketball
  Track and Field
  Baseball
  Tennis

Girls High School (9th-12th)
Cheerleading
Volleyball
Cross Country
Basketball
Track and Field
Golf
Tennis

Boys High School (9th-12th)
Cross Country
Football
Basketball
Track and Field
Golf
Baseball
Tennis

Athletic Fees

Athletic fees are required to help pay a portion of the cost of equipment, uniforms, referees, and other expenses of the athletic department. Athletic fees are charged on a per sport basis.

Note: All Athletic Fees are non-refundable once a student is selected and assigned to a team, regardless if they have played or participated in an actual contest.

RULES AND GUIDELINES

Athletic Associations

- Middle School - Middle school teams participate in the Independent Schools Athletic League, or ISAL. This league governs and regulates our team sports for our middle school program.

- High School - High school is a member of the Texas Association of Private and Parochial Schools or T.A.P.P.S. This organization sets all of the rules, regulations, schedules, and events of our high school athletic program.

Team Selection

- Middle School
    - Our desire is for all middle school students who wish to try out for a team to have the opportunity.
    - We have structured our middle school athletic classes in such a way as to maximize the number of opportunities for our students in these grades.
    - Considering our limited space and available coaches it may sometimes be necessary to limit the number of athletes on a team, or to make what is commonly known as “cuts”.
    - Making cuts is a last resort measure for any of our teams, especially in the middle school program. However, they are sometimes needed in order to maintain a manageable number of players for our limited staff and facilities to accommodate.

- High School
    - High school teams are obviously more competitive and thus more selective, than middle school teams.
    - Each varsity coach at the high school level is allowed to set their team roster at whatever size they wish to keep.
    - Many factors go into the selection of a team, and each coach weighs every possibility very heavily before making any decision.

- Any cuts made by a coach must first be shown to the Athletic Director before any announcement can be made.
- If enough interest is present, a junior varsity team may be formed to facilitate the extra players who do not make the varsity team.
- It is the coaches' decision as to which players make the varsity team and which will play on the junior varsity team. The only rule regarding who plays on each team is that a senior cannot play on a junior varsity team.
- Players may play on both teams if it is necessary to do so in order to form the junior varsity team. However, a player who starts for the varsity team may not play for the junior varsity team on the same day. Players who play on both teams are limited in the total number of games they can play during the season (see TAPPS).

Quitting A Team

It is our goal to teach all of our students Christ-like attributes in everything that we do at Bracken Christian School. We feel that responsibility, integrity, loyalty, and honoring commitments, are all attributes that we wish to instill in our athletes. We also believe that students and parents need to realize that participating on an athletic team, whether in middle school or high school, is going to require some effort and sacrifice of time and resources. When a student decides that they want to play on a team and begins a season they are making a commitment to that team.

If after the season begins the athlete decides that they wish to quit the team, they need to realize that they are hurting the team by not honoring the commitment that they made when the season began. We feel that a student needs to take seriously the decision to play for a team, and if they make that choice then they need to do everything in their power to honor their decision.

At the beginning of the school year as well as the beginning of every new sport season, athletes are given by the coach of each team several forms that need to be filled out prior to the first game. One of these forms is the ATHLETIC PARTICIPATION CONTRACT. In that contract, both the student and the parent agree to make every effort to fulfill their commitment to any team they try-out for during the course of the school year. Except in the case of a very few exceptions, failure to fulfill the commitment (which in this case is finishing the season in good standing) may result in the athlete losing all athletic eligibility at Bracken Christian School for one calendar year. For example, if a student starts and then quits a spring sport, they will remain ineligible until that specific sport starts again the following year. All Athletic Fees are still owed and considered non-refundable in the event someone quits a team once they are selected and have participated on that team. This rule may seem harsh, however, we feel that if a student cannot keep a commitment as simple as playing on a sports team, then how will they be able to honor larger commitments later on in life.

Playing Time

All coaches understand that it is in their own best interest to get each player as much game time experience as possible. However, if a coach keeps a large number of players or has a team with a wide range of skill levels, then promising playing time to every athlete in every game may not be in the best interest of the team. Playing time is determined by the coach and is based on many factors. Participating on a team and more specifically playing in games, should never be viewed as a right, but rather as a privilege.

Practices

- Middle School
    - Most, but not all, team practices for the middle school are held during their P.E. period. Coaches may call additional practices if necessary due to the limited amount of practice time during the P.E. period.
    - If additional practices are called the coach will give sufficient notice to athletes and parents before the practice.
    - Based on gym or facility limitations practices may also be held prior to school for certain sports.

- High School
    - All team practices for high school are held either before or after school hours.
    - Most practices are after school beginning around 3:30 and last anywhere from 1-3 hours in length.
    - If gym availability or coaching schedules warrant it, some practices may be later in the day (i.e. 5:30 p.m. – 7:30 p.m.), before school, or on Saturday.
    - These are all possibilities that both students and parents need to consider before they commit to playing for a team.

Eligibility

At Bracken Christian School, playing sports is a privilege and allows students to represent their faith, family, and school on the field and court. Student athletes who violate the Bracken Code of Conduct may receive additional consequences from their respective coaches. Additionally students who receive either in-school or out-of-school suspension will not be eligible for participation that week or until their next athletic contest takes place. For serious and/or repeated offenses, students may be removed from their athletic team.

As an Athletic Department, we understand that athletics serves a vital role in the education process only when it is kept in the proper perspective of the school's overall objectives. Athletic success is meaningless if it is not paired with academic success. For

that reason, we at Bracken Christian School follow a strict eligibility policy to ensure a strong character and academic base for all of our student-athletes.

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.

After three weeks	Progress Report Warning
After six weeks	Ineligible until next grade check
End of quarter	Ineligible until next grade check

The school follows a quarterly grading system for all students. All student grades will be checked every three weeks to check for any class average below 70. During the three-week period of ineligibility, the athlete may continue to practice with the team. However, they may not participate in any games or competitions. If after any period of ineligibility, the student has brought their average back up to 70 or above in all classes they will be removed from ineligibility and will be allowed to play with the team. Semester averages do not play a part in determining athletic eligibility.

Students who have incomplete work, due to any excused absences, will have their eligibility status based on whatever amount of work is completed at the end of the grading period. The overall grade for that period will reflect all completed work done to that date. If the completed work is at a passing average then the student will be eligible for the next three-week period. If the completed work is not at a passing average then the student will become ineligible until all incomplete work is made up, and the average is above passing.

Athlete Conduct

As an athlete at Bracken Christian School students need to realize that they are continually representing their team, their school, and most importantly their Savior, Jesus Christ. The way that players conduct themselves in all settings, whether it be on the court, on the field, in the classroom, or even on their own away from school, sends a message to others of how the rest of the team, the school, or other Christians must normally act. With that type of responsibility, we place a high value on monitoring the

conduct of our athletes to where they understand the importance of carrying themselves in a Christ-like way.

If a coach, teacher, or administrator notices an athlete acting in a way not becoming a positive example to others then that person will report the act to the coach and/or the Athletic Director for whatever disciplinary actions are warranted. Punishments may range from a verbal warning to expulsion from the team, depending on the severity of the action. If any suspension or expulsion from the team is viewed as being needed, then the Administrator, Principal, or Dean of Students will be notified if any action is announced.

Student-athletes playing status in both M.S. and H.S. can and will also be affected by any demerits that the student receives during school. We feel that participating in athletics is a privilege, not a right, and that with that privilege comes a certain amount of responsibility. The beginning of that responsibility is that we expect our student-athletes to be positive examples of proper conduct, attitude, and responsibility in the classroom. Excessive demerits can and will affect an athlete's individual game and possibly overall season eligibility on their respective team(s).

Practice & Game Participation

Participation in all practices and competitions is expected and required for all athletes. This may sound odd to some. However, there always seem to be those who feel that these are both optional events. Any absence from practice that is either not cleared with the head coach prior to practice or not due to a sudden illness or emergency involving them or an immediate family member is considered unexcused and will result in a minimum one-game suspension from the next regularly scheduled game or match. The only excuses for missing a game or competition would be either if the athlete were sick or if there were some form of family emergency that needed immediate attention. Missing a game or match for any unexcused reason will also result in a consequence determined by the team coach. If a HS athlete is also a cheerleader, she will be required to participate in her athletic games/tournaments before cheering at a game.

As a department of the school, we realize the final authority of the parent regarding their children. However, I hope that parents realize that by circumventing the authority that they have given us to help educate their children that they can often do more damage than good. By using the threat of limiting participation in athletics as a punishment tool at home, undermines the efforts of the coach in teaching valuable lessons to their team. It is our request that parents not arbitrarily use athletics as a convenient form of punishment for issues that take place outside of school.

School Attendance
Athletes must be in school for at least half (4 class periods) of the school day in order to be eligible to participate in athletic competition that same day. The only exception is if a student misses more than half of the day for any school-sponsored activities, such as a field trip or a service project. Missing more than half a day for any non-school sponsored event is not considered excused and may cause an athlete to miss that day's game.

Students who miss school due to a school sponsored event are responsible to turn in any homework that will be due while they are gone before they leave for the event. Homework not turned in before the class they are missing will be counted as a late homework and will receive a zero. Upon their return to school, students need to find immediately out what homework they missed while they were gone and make arrangements with the teacher as to the day that that work will be due. Athletes may not receive extended time on the due dates of work assigned while they are absent from a class for an athletic event. 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.

P.E. Equivalency Credit
High School students must earn 1.0 credit in P.E. to meet the state and BCS graduation requirements. These credits can be earned by participation in P.E. class during 8th grade or by participation in TWO full seasons of any HS sport. **The completion of two HS sports will earn the student their full 1.0 credits of P.E. and meet all state and BCS graduation requirements.** A student not completing a full season of an eligible sport will not earn credit and will be required to complete the required P.E. class.

Uniform Responsibilities
All uniforms and equipment that we have are viewed as gifts from God, and we ask those who are issued these items to view them the same way. Uniforms are one of our largest expenditures as an athletic department, and so it is important that we try to maximize the life of these items. With that in mind, we ask that athletes and parents use the following guidelines when cleaning and caring for uniforms that they are issued.

- Wash separately
- Wash in cold water
- Line dry – DO NOT TUMBLE DRY!!
- No alterations without permission from the Athletic Director.

Uniforms become the responsibility of the athlete as soon as they are issued until the time they are returned. Any damage that is done during this period, other than normal wear and tear, is the responsibility of the athlete and will be billed to them accordingly. Any lost items will be billed to the athlete at full replacement value.

Traveling

We will always try to utilize school vehicles for any and all games, practices, or other needed team travel. There are occasions in which either all of the school vehicles are booked for other activities, or qualified drivers are not available for specific vehicles. In those cases, it is the responsibility of the athlete and their family to arrange transportation to and from athletic events. We require all athletes to have on file with the athletic office a TRANSPORTATION FORM, which states how students will be getting to and from games, as well as state who the student has permission to ride with other than a parent or guardian. This form needs to be turned in to the athletic office prior to the first game of the season.

If a team is traveling out of town, then the school will arrange all transportation and housing for the team. Itineraries will be sent to families in advance to notify them how they will be traveling, where they will be staying, and how long the trip will be. Students may be charged a travel fee for such trips. That fee will be based on the cost of the trip and the number of students participating. If a team arrives back at Bracken past midnight, they are excused from the first period the following day and do not need to report to school until second period.

Appropriate dress codes for athletes on either road trips or away games are set by the coach of that sport and will follow the non-uniform casual dress guidelines for the school. In any case, athletes need to be aware that they are representing their team, their school, and most importantly their Savior Jesus Christ in the way that they act and the way that they dress. Any inappropriate clothing will not be accepted.

Lettering & Individual Honors

- High School athletes only may “letter” in a sport
- To “letter” means they have participated in the competition at a significant level on the varsity team.
- Simply being on a varsity team does not assure an athlete of lettering in that sport.
- Lettering requirements are determined differently from sport to sport and are set by the coach.
- The actual letters which the student receives are paid for and furnished by the athletic department.
- Patches for either individual or team accomplishments are additional and need to be paid for by the student. An order form will be available either after the season or later in the school year notifying the athlete of what they have earned which will include ordering information for the student and their family.

Grievance Procedure
As an athletic department, we try to run and organize our events in a manner that will allow all of those involved to receive the greatest possible enjoyment and benefit from. However, we realize that in organizing a department that is as large as our athletic department, that from time to time certain problems, conflicts, and concerns will arise. It is for that reason that we feel it is important to state upfront our position in handling these situations.

Matthew 18: 15-18 is our Biblical reference for handling such issues. If any parent, athlete, coach, teacher, or administrator has a concern over an issue, they have a Biblical responsibility to go first to the person(s) that they have the concern about or with. It is our desire that any problems can then be cleared up, and those involved can move on. If, however, this does not resolve the issue, then and only then, should the issue be brought to the attention of another person. Note that the Head of School is the final authority for all discipline situations. The level of authority at Bracken Christian School is:

- Teacher or Coach
- Principal or Athletic Director
- Head of School
- School Board

HEALTH & SAFETY

Pre-Season Forms
For the safety of our athletes, the following forms must be received by the athletic office before an athlete may compete in the first game of the season.

- Transportation Form
- Athletic Participation Contract
- Medical History & Physical Examination Form
- Athletic Insurance Information Form
- Steroid Policy Agreement

Packets with all of these forms may be picked up in the main office. They are also available on the school website on the athletic department page. These forms are transferable from sport to sport. Only one of each form needs to be completed per child per year. These documents must be on file in the athletic office for a student to be placed on any team.

Physical Examinations
Bracken Christian School requires all Middle School and High School students who wish to participate in any athletic competition to have a current (within 9 months of the

beginning of the selected activity) and complete physical examination that clears them to participate in that activity.

Sports Medicine Philosophy
Bracken Christian School contracts a licensed athletic trainer to assist the student-athletes, coaches, and parents to evaluate, treat, and make informed decisions regarding injuries and illness as they affect participation in athletic activity.

Pain and disability are as unique as the individual afflicted. Functional ability is the cornerstone of determining injury severity. Though there are a few hallmark injuries and conditions that are life-altering (i.e. concussion, internal/organ injury), the athlete's ability to demonstrate physical and sports-specific movements/stress without evidence of disability is the best determiner to return to activity. Significant limping, favoring or attempting to physically modify sports-specific movement should be deemed a disqualifier to return to activity.

At any time the athlete, parent, coach or athletic trainer doubts the safety of the athlete the athlete should be withheld from participation until the condition improves or resolves.

Any condition that warrants being withheld from any or all of one activity, should be the equivalent status is ALL OTHER SPORTS AND ACTIVITIES, to include club sports and "play". For example, an athlete who is unable to run full-speed in basketball and participate in conditioning activities, should not be seen running around the courtyard.

Concussion Guidelines
The athletic trainer, coaches, and other sports officials are trained to identify the signs and symptoms of a concussion. However, athletes should be encouraged to speak up for themselves or others if signs or symptoms are present.

If an athlete exhibits any signs, symptoms, or behaviors that are suspicious of a concussion during activity, the athlete must be removed from play and not be allowed to return to play until they are evaluated and cleared by a healthcare provider. If an athletic trainer or other concussion-evaluation-trained healthcare provider is present an assessment can be made to determine the presence of a concussion. However, in the absence of a healthcare provider the mantra, "When in doubt, sit them out" should be adhered to.

Parents are encouraged to go to the CDC website, Heads Up! to educate themselves on concussions. https://www.cdc.gov/headsup/highschoolsports/parents.html

Any athlete who appears to have a concussion must be assessed by a physician; preferably a physician who is experienced in sports head injuries. Written documentation from that physician AND completion of the concussion protocol will be required to return to activity.

The Bracken Christian School Concussion Management Guidelines and Protocols is available upon request.

Injury & Illness Reporting

The head coach or athletic trainer should be notified as soon as possible of any injury or health concerns that either limit or prevent an athlete from participating in any aspect of the sports activity (practice, conditioning, game/match), or an illness which is contagious. Early reporting will help minimize further injury, and ensure thorough communication between all coaches, the athlete and parents, and the school nurse (if necessary for classroom accommodations).

The athletic trainer is intermittently accessible during the school day for injury evaluation and may be contacted by phone or text for consultation. In the event the athletic trainer is not available, the coach will determine the functional ability of the athlete prior to practice or competition. Parents and coaches will be notified of the athletic trainer's assessment and recommendations to return to activity.

If a condition thought to be minor (or wasn't perceived during activity) worsens overnight/weekend, or an injury occurs outside of Bracken Christian School's sanctioned activity the family is encouraged to contact the athletic trainer for consultation.

Return to Activity

Minor injuries often resolve in a few days, with a normal return to activity in one to two days; however, return to activity is contingent on the ability to demonstrate functional ability. The athletic trainer will work with the coach to ensure the athlete is ready for return.

In the event the injury/health concern is evaluated by a physician or other medical provider, written clearance to return to activity must be submitted to the head coach or athletic trainer prior to further participation. The written clearance must include a return to play/clearance date and be signed by the provider. The note must also include an injury/illness diagnosis and recommendations if the athlete is to participate with exceptions, modifications, or any other contingency.

Athletes with concussions or concussion symptoms must have a written clearance to return to activity, however, the return to activity is to begin the concussion protocol, not to resume sports activities. The prescribed concussion protocol MUST be successfully

completed and documented by the athletic trainer (or a medically-trained member of the concussion oversight team) prior to any competition.

BRACKEN BACKERS

The Bracken Backers is an organization within the athletic department made up primarily of parents that provide additional help and support in the running of the overall athletic program. Anyone wishing to join and serve on the Bracken Backers can contact the school office for more information.

All parents of athletes will be asked to help serve the athletic department at some point during their child's season. This service will be coordinated by the Bracken Backers leadership.

CONCLUSION

It is our hope that this manual has addressed and answered many if not all of your questions about our athletic department. If at any point you have any other questions that are still not answered or are unclear, then please feel free to contact us for a meeting.

Thank you for entrusting your children to us, and we look forward to the privilege and responsibility of serving you and your family.