

2022-23
BRENTWOOD CHRISTIAN SCHOOL
PARENT STUDENT HANDBOOK
Elementary School
A Ministry of the Brentwood Oaks Church of Christ



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1. Core Beliefs, Mission, Goals, and Governance

1.1 Core Beliefs

Brentwood Christian School's educational philosophy grows out of its understanding of the Christian faith.

- We believe that God reveals himself in the Bible as the Creator, Sustainer, and Redeemer of all things.
- We believe that the Bible is authentic and authoritative.
- We believe that God has created human beings in his image with minds to know the truth and hearts to desire the good.
- We believe that we have been made for a relationship with our Creator who is the source of the many goods and truths which surround us.
- We believe that we have sinned against the Creator. Openly and through indifference, we have rebelled against God and his purposes for the creation and for our own lives. Sin has distorted our view of God, of creation, of ourselves, and of our fellow man. As a result, we have sought lesser goods and partial truths in place of the One who is both Truth and Good.
- We believe that God discloses himself in human history, culminating in the Incarnation—life, death, and resurrection of his Son, Jesus, the Christ—as recorded in Scripture. In Christ, God restores our hearts and minds and reconciles us to himself.
- We believe that true education leads us to know and desire God as the origin and goal of all our countless goods and truths, and we believe that all goods and truths should be pursued, mastered, and enjoyed as God's gifts. Christian education provides a context within which the desires of our hearts and the pursuits of our minds are integrated into a whole. Furthermore, Christian education involves moral education and the integration of biblical faith with all of the disciplines in a manner enabling us to view ourselves, all persons, and our world through the eyes of faith.
- We believe that parents have the primary responsibility for rearing their children to become men and women of faith, a process which can be completed only within the church where God's Spirit is present in the call to selfless love. Therefore, we believe that teachers must personally exemplify this faith and that Christian education involves character as much as it does facts and skills. Such education not only develops the abilities and talents which God gives each student to serve the common good, but also results in dispositions, attitudes, disciplines, and conduct reflective of trust in the Creator, Sustainer, and Redeemer of the universe.

1.2 Mission

- The mission of Brentwood Christian School is to lead students to love God and to nurture them in a Christ-centered academic environment that emphasizes excellence and inspires them to develop their God-given talents for lives of Christian leadership and service.

1.3 Goals

- The overarching goal of Brentwood Christian School is to foster in each student excellence in Christian faith and conduct and excellence in learning. ([See Appendix A: Goals](#))

1.4 Governance

- Brentwood Christian School's Board of Trustees is composed of members who are committed to Christian education, believe in the mission of Brentwood Christian School, and are willing to give of their time, talents, and resources to support the school. Meetings are held eight times a year. Anyone who wishes to attend or address the board may request a place on the agenda by contacting the chairman in writing at least two weeks in advance. Meeting dates are included on the school calendar.

2. Communications

2.1 Website

- Brentwood Christian School (BCS) maintains a website accessed at <http://www.brentwoodchristian.org>. This site contains information on academics, athletic events, and other important school information.

2.2 BCS on Social Media

Parents and students are encouraged to follow BCS on:

- Facebook – Brentwood Christian School
- Instagram – brentwoodchristian
- Twitter – BrentwoodChristian (@BCSBears)

2.3 FACTS Management Parent Web

FACTS Management System – FACTS Family Portal

BCS utilizes the FACTS Family Portal within our FACTS Student Management System, a restricted Internet-based school management system. Upon enrollment, the admissions office will provide instructions for each new student and his or her parents explaining procedures for creating new student and family accounts. The FACTS Family Portal may be accessed at <https://factsmgt.com/>.

The FACTS Family Portal is used to maintain, report, and manage:

- Parent contact information
- Grades
- Report Cards
- School reference documents
- In addition, the school will employ the Parent Alert feature on Family Portal to contact all parents by their chosen means (text, telephone message, or email) regarding any closing, late

start, or early dismissal. Preferences for receiving this information is determined by opting in via the Family Portal account preferences and can be changed at parent discretion.

2.4 Change of Contact Information

IMPORTANT: All family contact information is self-maintained within the FACTS Family Portal. Please access the FACTS Family Portal and enter new information if you change home address, home phone number, cell phone number, work number, or any other contact information.

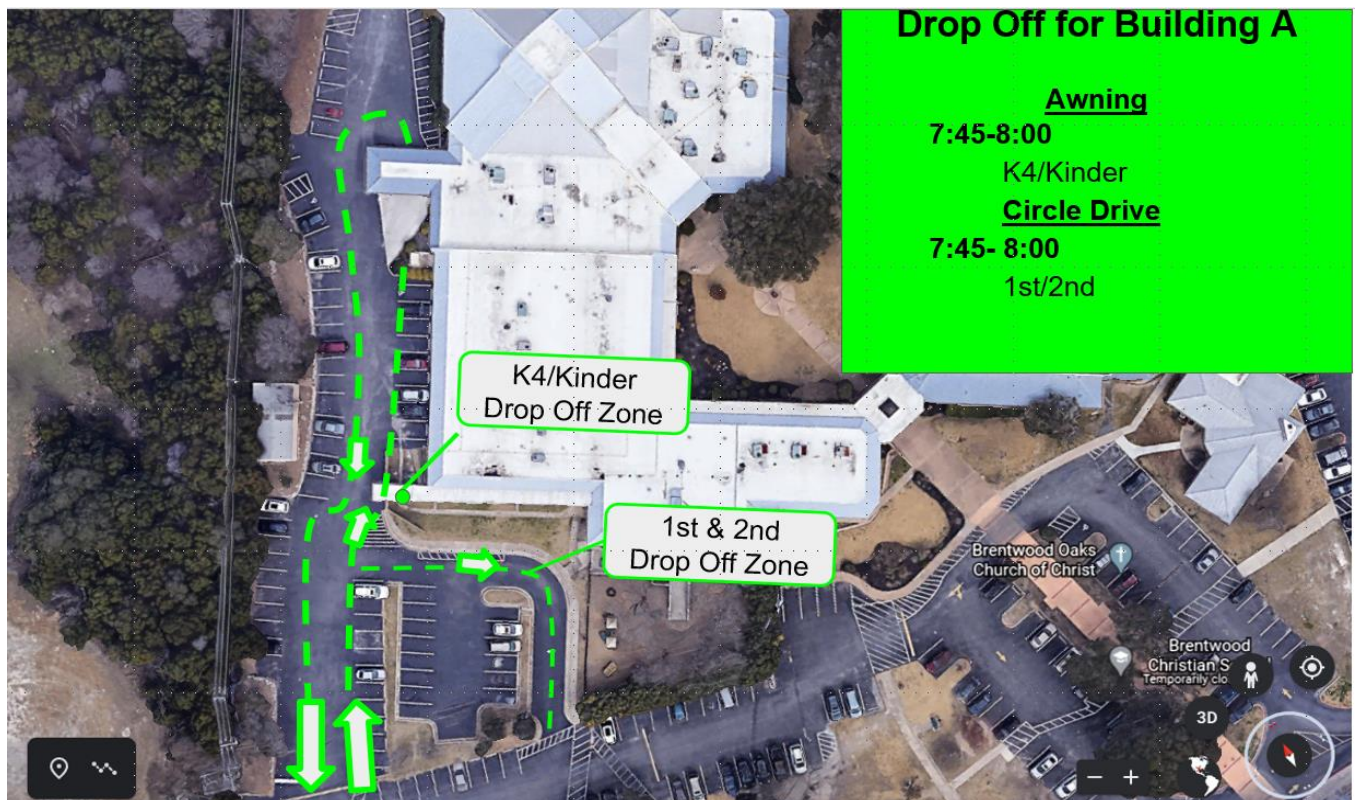
2.5 Parent/ Teacher Communication

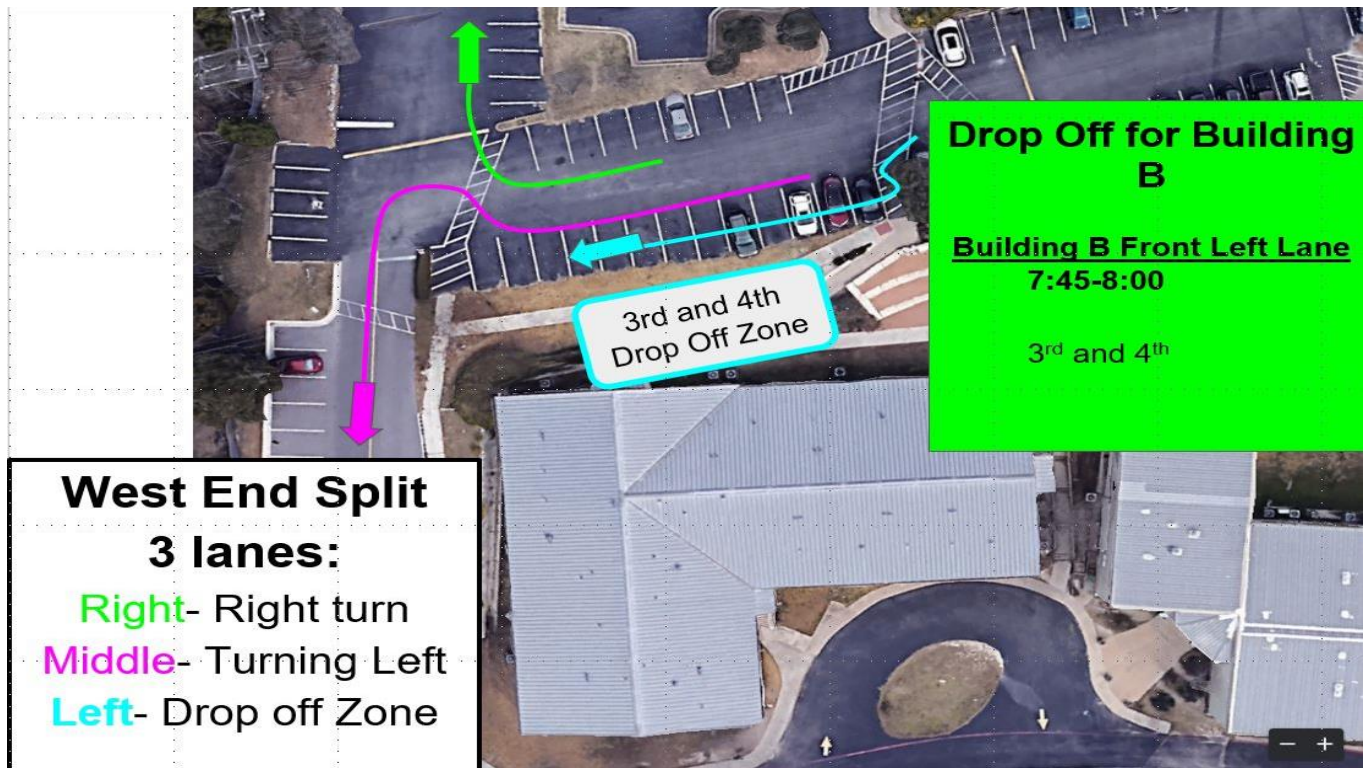
- Teachers communicate with parents regularly through weekly Friday letters. Parents are responsible for reading these letters to be informed about what is happening in their child's classroom and at school.
- All parents should be out of the school building by the 8:00 am bell.
- Teachers will not engage in impromptu conference before school begins or at the end of a school day.
- Parents may request a conference with a teacher but it must be scheduled ahead of time.
- Communications with teachers, other than scheduled conferences, should occur only through email or calls through the elementary office.
- Communications with a teacher, whether written or oral, should be respectful in tone and written within the framework of Christ-centered communications.
- Formal Conferences: During the fall semester, there will be a formal conference day scheduled after the end of the first quarter. During the spring semester, a formal conference day will be scheduled to discuss student progress and achievement test results. See the school calendar for these dates.
- After school conferences must be scheduled in advance with the teacher and will occur after 2:45 for lower elementary and after 3:45 for upper elementary.
- Any and all complaints to and/or about a teacher must follow the Complaint Policy outlined in [Appendix C](#).

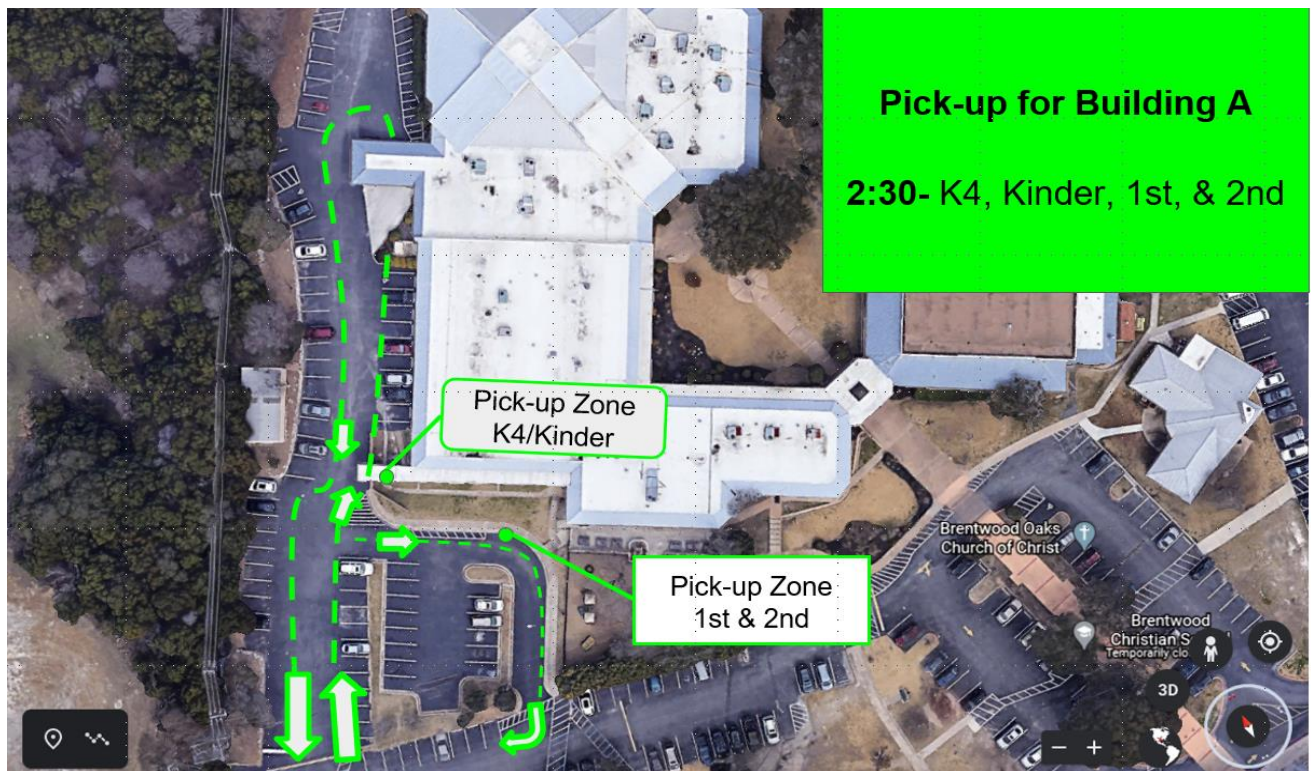
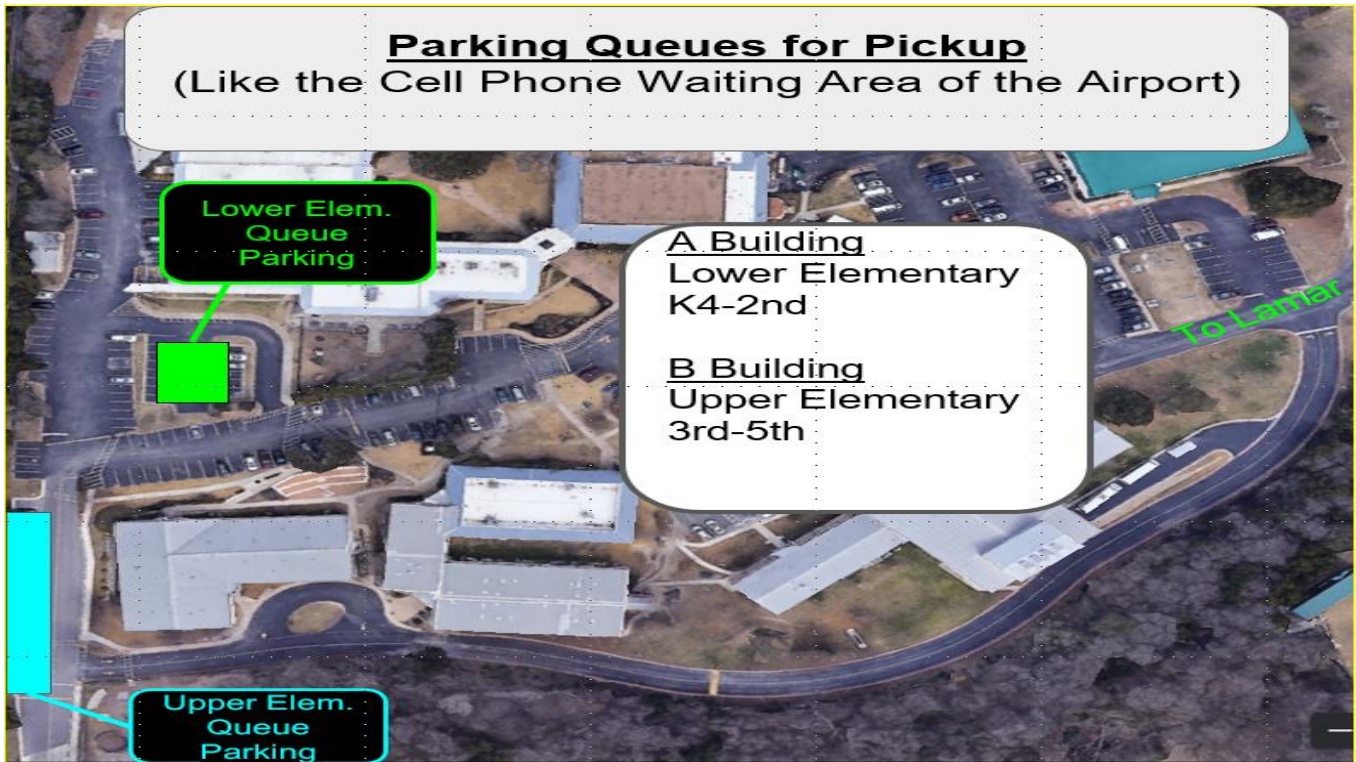
3. BCS Campus, Facilities, Equipment, Books and Student Property

Please take notice of traffic flow and direction while driving on campus, these directions are always in effect, day or night.

Following the traffic pattern map are the maps and directions for Elementary drop off and pickup.









3.1 BCS and BOCC Campus

The campus consists of the following facilities:

- Building A (Lower Elementary): K4 & Kindergarten, Grades 1 & 2, Nurse's Office Elementary Library, , Worship Center, Parlor and Chapel, Drop Off Zone
- Building B (Upper Elementary): Elementary Office, Grades 3 – 5, Elementary Computer Lab, Extended Day Office and Classroom, Drop Off Zone
- Building C (Secondary): Grades 6- 12, Administrative Offices, Secondary Library, Secondary Office, Computer Lab, High School Office, Middle School Office, Drop Off Zone
- Center for Science and Arts: Auditorium, Band, Choir, Science Classrooms
- Family Life Center (FLC): Cafeteria, Elementary and Middle School Gym, Athletic Offices
- Athletic Center: Primary Basketball/Volleyball Gym, Locker Room, Weight Room
- Athletic Fields (Football/Flag Football/Soccer/Baseball)
- Playgrounds for Lower and Upper Elementary

3.2 Campus and Facility Use

- Students will be financially responsible to replace or repair damage caused to facilities or equipment.
- No food and drink (other than water in a closed container) may be consumed in the classroom without teacher permission.
- No chewing gum on campus.

3.3 Library Use

- Library fines will be levied on students with overdue books.
- Library technology must remain in the library.
- Library hours are the same as school hours.

3.4 Textbooks and Library Books

- The replacement cost of Library and textbooks that are lost, damaged, or destroyed must be paid for by that student and will include the cost of shipping, handling and processing fees. Any damage to a textbook will result in a fine at the end of the school year.

3.5 Vending Machines

- Elementary students are not allowed to purchase food or drinks from the vending machines, except with teacher permission.

3.6 Personal Property

- Students are responsible for their personal property. They should bring to school only items directly related to school activities. They should not bring disruptive, distractive, or dangerous items to school.
- No weapons of any type are allowed at any school event or function or on the BCS campus at any time.
- All personal items should be labeled with the child's name (including items such as clothing and electronics). The school will return labeled items to the appropriate owner. Unlabeled and unclaimed items will be donated to a charity or discarded.
- K4 and Kindergarten children should bring a labeled rest mat.
- Students should not bring large amounts of money or valuables to school.
- Students should not bring inappropriate reading materials.
- Students should not bring toys, electronic entertainment devices, or sharp objects to school, unless given specific permission in advance for a special activity. Any items which are distracting or disrupting for the class may be confiscated, banned, or removed.
- No games with themes and depictions of violence will be allowed at school. No games of any sort should be brought to school without a teacher's explicit permission.
- Smart watches and cell phones must be powered off or in airplane mode during all school hours.
- Cell phones must be stored out of sight during all school hours.

3.7 Elementary Lost and Found

- Most elementary lost and found items will be placed in the lost and found bin in the Building B, Elementary Office. Items left in the cafeteria or gym may be placed in the lost and found bin in the Family Life Center (FLC). Electronics, jewelry, and other items of value will be kept in the Elementary Office. Lost items that are unlabeled or unclaimed will be donated to a charity or discarded with notice of discard date given to the community.

4. Driving and Parking on Campus

- BCS may be accessed through the main entrance located on Lamar Blvd or the rear entrance located on Knoll Park Drive.
- The inner campus speed limit is 15 mph unless otherwise posted.
- Please refer to the map in section 3 for directional flow of traffic and maintain the proper traffic direction at all times while on campus
- Parking is only permitted in marked parking spots, subject to parking signage. Curb or grass parking is never permitted in and around the Memorial Garden.
- All parking violators' automobiles are subject to towing.
- Neither church nor school is responsible for the damage to vehicles or injuries to persons involving vehicles on the BCS property.

4.1 Alternate Modes of Transportation

- No motor-powered vehicles may be driven on Brentwood Oaks property unless the driver is properly licensed and the vehicle meets state inspection requirements.
- Skateboards and skates are not allowed at school.
- Bicycles must meet local codes and must be parked at the bicycle rack.

5. Safety, Security and Emergency Procedures

5.1 Closed Campus

- BCS is considered a closed campus during regular school hours. It is our desire to have a safe and healthy environment for our staff members, students, and those visiting our campus.

5.2 Supervision

- All students are responsible to the supervision of any BCS faculty member or other adults on staff in the Brentwood Oaks facility.
- Faculty/staff must provide a pass or be presented a pass for a student to leave direct supervision.
- Students are not allowed to leave campus during the school day except when approved by the office.

5.3 Visitors

- All visitors (including Minors accompanying their parent/guardian during school hours) must sign in and receive a visitor badge from the appropriate office.

5.4 Extended Day Program

- Care is available from 7:00 a.m. to 7:50 a.m. and from 2:30 p.m. to 6:00 p.m. at an additional charge. A special rate is available for children in the same family or carpool who get out of school at different hours. Drop-in care is available by advance arrangement. Call the office for additional information.
- Students who are enrolled in Extended Day on a regular basis must be picked up by the agreed-upon time or be subject to an additional late charge. Extended Day closes at 6:00 p.m. and there is a \$10.00 late fee for every 5 minutes after 6:00 p.m. Please pick your child up on time and avoid late charges.

5.5 Supervision for After-School Hours

- Parents are responsible for the supervision of their younger children or their BCS students after they have been dismissed from school or school activities. They may supervise them on campus while their other children are still in school or participating in other after-school activities.
- All students on school property must be under the supervision of a teacher or sponsor, in the physical presence of a parent, or in the Extended Day Program. Students may not wait unsupervised on the playground, in the Athletic Center or Family Life Center or in hallways. Parents are not permitted to wait in the hallways with their children except in bad weather.
- After the 2:30pm dismissal bell, students in building A will be dismissed directly to their parents in the car pickup zone or walk-up pick up zone.
- Parents may not enter the buildings until school dismissal is complete – 2:45 for lower elementary and 3:45 for upper elementary.
- Any student not picked up by 2:45pm will be escorted by the teacher to the Extended Day program. Parents who pick up their lower elementary students at 2:30pm and want to wait on campus for their upper elementary or secondary students to be dismissed at 3:30pm, must wait outside with their younger children and supervise them at all times.
- After the 3:30pm dismissal bell, students in building B will be dismissed directly to their parents in the car pickup zone or walk-up pick up zone.
- Any student who is not picked up, directly involved with an athletic event, or under supervision by 3:45pm will be taken to Extended Day. Exploring the woods, playgrounds, or other areas of the campus is not allowed.
- Extended Day is required for students who must stay after 3:40pm. It may be paid for by the month (through enrollment) or on an “as needed” basis (drop-in rate). Any student who must be “rounded up” and escorted to Extended Day will be charged double. If students are scheduled to stay after 3:40pm for an after-school program or event, and it is canceled at the last minute or dismissed early without prior notice, they must report to Extended Day but will not be charged until after the time they are supposed to be picked up.
- Elementary students are not allowed to be under the supervision of an older sibling before or after school.

5.6 Early Dismissal or Cancellation Due to Weather

- In the morning before school convenes, Brentwood Christian School will employ the Parent Alert feature on Parent Web to contact all parents by their chosen means (text, telephone message, or email) regarding any closing, late start, or early dismissal. **Parents need to ensure that Parent Web has current contact information.**
- All schedule changes are determined by the administration on a case by case basis.

5.7 Locked Exterior Entrance Doors

- Entrance doors are equipped with a call box. Entry into each building is gained by pressing the call button and answering identifying questions.
- Allowing an un-badged individual access to a building is not permissible.
- No exterior door may be propped open.
- Tampering with or disabling any locking mechanism in any fashion is not permissible.

5.8 Emergency Procedures

- Parents need to be familiar with the school emergency procedures. Knowing where to go to pick up your child will save time and reduce anxiety. Emergency procedures are in place to protect all the students and the school will follow these procedures during an emergency.

5.9 Emergency Response

- In general, BCS will respond to emergencies by moving students to the safest possible location.
- During fires or earthquake, students will be moved out of the classrooms to a safe assembly area away from buildings.
- During a lockdown or shelter in place, students will be moved indoors.
- During a lockdown, students will be sheltered in a locked classroom away from anything that can hurt them.
- During an emergency when the campus must be locked down, parents will not be able to pick up their children until the school campus is declared to be safe by law enforcement.
- Parents on the campus during a lockdown will not be allowed to leave the premises and must remain in lockdown with students and staff.
- In the event of an emergency, parents should not come to the school unless otherwise notified directly by the school.
- Parents should not come to the school during a lockdown.

5.10 Emergency Preparedness

- BCS works diligently to make sure that students and staff are prepared for an emergency and has a detailed Emergency Plan that provides guidance for the school staff in an emergency. The school conducts regular drills that meet or exceed the state mandated requirements, and accommodates persons with disabilities.
- BCS utilizes the following drills in its emergency preparedness program
 - Fire Drill – The school practices this procedure once each semester.
 - “Lockdown” Drill – On a regular basis, schools practice how they will respond to a threat on

- or near the campus.
- Shelter in Place Drill / Tornado Drill – On a regular basis, schools practice how they will respond to an environmental hazard on or near the campus.

5.11 Drop Off Procedures

- Students may be dropped off in designated drop-off zones or walked to the door of their classroom between 7:45 and 7:55.
- An opening bell will ring at 7:45 beginning drop off and opening the buildings. A bell will ring again at 7:55 as a signal for all parents to exit the school buildings. The tardy bell will ring at 8:00.
- Parking is not allowed in any designated drop off zone.
- The individual(s) dropping the student off should not exit the car in a drop off zone.
- Drop off zones are located on the map in section 3 of this handbook.

5.12 Pick Up Procedures

- All students will be dismissed directly to the vehicle of the parent or an adult approved by the parent. Students may also be picked up in walk-up areas.
- Parents picking their students up in their vehicle will park in the assigned queue with the pickup placard clearly visible.
- Pickup placards will be provided by BCS and will have the student name as well as the name(s) of adults who have been designated to pick up the student by the parents. Placards colors are designated per the grade level of the student.
- Parking is not allowed in the pick up zones.
- The adult picking up the student must not exit the vehicle while in the pick up zone.
- Pick up zones are located on the map in section 3 of this handbook.

6. Health and Insurance

6.1 Medical Prerequisites

- Medical release & Proof of Insurance
 - All students must have and provide proof of and maintain primary health insurance.
 - All parents or guardians must affirm a medical release provided by the school giving the school permission to secure emergency care. This affirmation is found in the electronic packet. Attendance of any student at Brentwood Christian School is a tacit agreement to the terms of this medical release.
 - There are inherent risks involved in any activity or athletic event and parents/guardians release Brentwood Christian School and Brentwood Oaks Church of Christ, its employees, agents, and volunteers from any and all liability for any injury, or illness, including COVID-19, loss or damage of person or property that may occur during the course of the student's involvement.
 -
- Health Screenings Prior to Attending First Class
 - All students must have proof of state-mandated immunizations and tests in order to remain in school. Each new student must have a physical examination and a health certificate supplied by the school or one containing the same information completed by his or her physician and

returned to the school before classes begin. The certificate must show completion of all state-required immunizations and tests and must declare the student capable of participation in school activities. Any handicaps or factors pertaining to the student's physical capacity to participate in school activities should be included in the doctor's comments.

- State law requires all students to show proof that vision, hearing, and scoliosis screenings have been performed. Brentwood Christian School will arrange for such screenings at the request of the parents. Test results will be distributed to parents and kept in student records. Parents will be billed for the expense.

6.2 Illness

- Students will not be allowed to begin or remain in class if any of the following conditions exist or arise:
 - ANY fever 100 degrees or greater during the 24 hours prior to attendance or occurring at school.
 - Students must be fever free **without medication** for 24 hours before returning to school.
 - Diarrhea or vomiting during the 24 hours prior to attendance or occurring at school.
 - Severe coughing, difficult or rapid breathing (example: asthma/allergy attack).
 - Communicable Disease
 - Communicable disease (suspected pink eye, ringworm, measles, mumps, rubella, Chickenpox, unusual spots or rashes or infected skin patches, flu, etc.) Any student sent home with suspicion of any of the above will NOT be allowed in class without a medical evaluation and a statement from a doctor containing the diagnosis and that the student is under treatment and no longer contagious.
 - Each parent shall notify the school as soon as it is known that the student has been exposed to or contracted a communicable disease. The nurse may request that the parents exclude the student from the school while the student is contagious.
 - Severe itching of the scalp or body (may be symptoms of lice or scabies).
 - Unusual behavior: cranky, listless, general discomfort, or just seems unwell.
 - Illness requiring greater need for care than staff can provide.
 - Injury requiring more treatment than First-Aid.
 - Any illness or condition that requires the student to stay home as determined by the school nurse.

6.3 Nurse's Office

- The BCS Nurse's Office is located in the A Building (Lower Elementary) in room A109 and is open from 8:00am to 3:30pm.

6.4 Medications

- Medications will only be dispensed by the Nurse and only after parent/guardian has completed a Medication Consent Form supplied by the school.
- Over-the-counter medications will be administered to a student only if the medication is provided to the school nurse in its original container and labeled on the outside with the name of the student to whom it is to be given.

- ASPIRIN OR ANY MEDICATIONS CONTAINING ASPIRIN OR ANY DERIVATIVE OF ASPIRIN, WILL NOT knowingly be dispensed to any student under the age of 18. This is a recommendation from the Committee of Disease Control due to the incidence of Reye's Syndrome (a disease that affects the liver and the brain).
- Prescription medications will be dispensed ONLY if:
 - The medication is provided to the school nurse in its original prescription container, properly labeled by a registered pharmacist with the name of the student to whom it is being given to, the doctor's name, dosage amount, time of administration, and expiration date all clearly labeled on the outside cover of the container.
 - The medication is not to be taken to and from the school daily. The parent should ask the pharmacy to provide a second container, which should contain ONLY the amount of medication to be administered at school.
- The elementary office, nurse, or teacher may keep asthma inhalers and Epipens but these items must also have a Medication Consent Form on file with the school nurse.
- Medications sent in plastic bags will not be administered and must be picked up by the parent/guardian or they will be disposed of.
- All medications provided by the parent/guardian should be picked up at the end of the school year or they will be destroyed.
- If during the year a student develops a physical illness that will make it detrimental to the student to continue school, on statement of the student's physician in writing, the student will be dismissed from school. The remainder of the student's annual tuition according to the contract will only be refunded in accordance with the Tuition Protection Program (see 18.4) terms if applicable.

6.5 Special Services

- When teachers or parents suspect that a student is physically or mentally handicapped, emotionally disturbed, language or learning disabled, speech handicapped, or otherwise in need of special education services, the school will aid the parents in securing appropriate further testing at parent expense, and, if necessary, appropriate services, but the school will not provide special education services.
- Whenever possible, specialized guidance and counseling services are needed, the school will aid parents in securing appropriate help from local social service agencies or professional counselors.
- If temporary special services become necessary, these services must be approved by the nurse, in coordination with the principal. If temporary ambulatory services are needed the school will accommodate within its scope, as determined by the school nurse, but will not include restroom assistance. This service must be provided through the parent in coordination with the principal.

7. Daily Schedule, Attendance, Punctuality

7.1 Before School

- Students and parents may enter the school building only after 7:45 a.m.
- Students must not be left unattended or "dropped off" prior to the 7:45 opening bell.
- Parents are not allowed in buildings, including hallways, before the 7:45am bell and must exit the building at the 7:55 opening bell.
-
- Secondary students are not authorized as a supervisor for elementary age students.

7.2 After School

- Coaches, club sponsors, and adult leaders are asked to stay 10 minutes after scheduled end-of-meeting time or end-of-practice time. Students who have not been picked up at that time shall be taken to Extended Day Program and billed accordingly on their student statement.
- Extended Day closes at 6:00 p.m. and there is a \$10.00 late fee for every 5 minutes after 6:00 p.m. Please pick your child up on time and avoid Extended Day charges and/or late charges.
- Parents are not allowed in buildings, including hallways, until dismissal is complete and only if an appointment for conference has been made previously with the teacher. Dismissal is complete at 2:45 for lower elementary and at 3:45 for upper elementary.
- Secondary students are not authorized as a supervisor for elementary age students.

7.3 Pledge of Allegiance

- All classes will begin the day with the Pledge of Allegiance.

7.4 Attendance

- It is expected that all students will be in regular attendance each day. Provisions are made to excuse students for necessary absences. Punctuality and regular attendance are fundamental for academic success and the development of responsibility in school and life.
- Parents must call the elementary office when the student is absent. Office personnel will notify teachers of reasons for absence.
- Student absences will be recorded in half-day increments.

7.5 Excused Absences

- Excused absences include illness of student, death in family or severe illness requiring presence of student, a doctor appointment that cannot be made outside school hours, approved voluntary absences, or an emergency as defined by the principal. Though such absences are excused, they still count as absences on the student's attendance record.
- Any student missing 12 or more days of school during the course of a year may be in danger of failing to be promoted to the next grade.
- After 8 absences, medical verification of all absences is required.

7.6 Absence and Tardiness for Scheduled Appointments

- Parents are encouraged to schedule doctor, dental, and orthodontic appointments during non-school hours. When this is not possible and a student is absent any part of the day for such appointments, students must be signed out from the elementary office and then picked up in the office.
- Students must be checked out no later than 2:00pm for lower elementary and 3:00pm for upper elementary. Students may not be checked out of school after this time.
- An email notification must be sent to the elementary office no later than 8:00am the day of the appointment.
- Call the elementary office upon arrival to campus to check a student out for a scheduled appointment.

7.7 Voluntary Absences

- The school calendar is distributed to families to assist in scheduling and planning. If an absence cannot be avoided, parents must complete a Voluntary Absence Form, available in the elementary office or online, at least one week prior to the absence or two weeks before absences of two or more days. Any voluntary absence taken without proper notification and permission from the teacher and principal will be considered unexcused and will result in zeros for any missed work.
- A voluntary absence will not be approved if a student has low grades and/or excessive absences or tardies.
- As soon as permission has been granted for a voluntary absence, arrangements for the completion of the assignments should be made with the teachers before the absence. If work is not completed according to a schedule determined by the teacher, students will receive zeros for all work missed. Please note that not all missed activities can be made up, and students may receive alternative assignments for some missed learning experiences.

7.8 Tardies

- Students should have materials in their places and should be in their seats when the 8:00 bell rings or the student will be counted as tardy.
- Students arriving after 8:05 am must report to the elementary office for a tardy slip.
-

7.9 Practices, Rehearsals, and Other After-School Activities

- Participation in extracurricular activities may require after-school practices, rehearsals and additional work. Participation in these additional practices is required for continued membership on a team or group.
- To the extent possible, practice schedules will be made available at the beginning of the sports season or about six weeks before a performance. Other activities (such as PSIA or Math Pentathlon practices) will be arranged between the sponsor and students. Changes in the schedule may be necessary from time to time.
- No school related activities will take place on Sundays or on Wednesdays after 5:30pm.
- The Non-Uniform Dress Policy applies to all practices, rehearsals, and other after-school activities not requiring a specific uniform.

7.10 P.E. Participation

- A written statement from a physician or parent, including the nature of the problem and/or any specific limitations, is required for *any* excuse from physical education participation. On the basis of the statement, the P.E. department will modify any or all of the student's activities that day. Students who ask to be excused frequently or because of a chronic condition must have a doctor's statement on file. Alternative assignments may be made.

8. Lunch

8.1 General Lunch Rules

- Each student may purchase a hot lunch from the school cafeteria or bring a nutritious lunch and beverage in a lunch container.

- Students may not order food to be delivered to the cafeteria.
- Students should not bring glass containers or carbonated drinks.

8.2 Birthdays and Parties

- Parents of K4 and kindergarten children may provide refreshments for the class on their child's birthday if it is prearranged with the teacher.
- Birthday parties at school will not be permitted for elementary grades, except that refreshments may be brought to lunch and offered to everyone in the class.
- Siblings are not allowed to attend class parties.
- Invitations to parties outside of class may be distributed at school *only* if all the students in the class are invited.
- Eating and drinking are not allowed in school buildings (except on non-carpeted areas).

9. Appearance and Uniforms

- The BCS uniform policy requires students to dress modestly and neatly, keeping clothing from being the primary expression of individuality or social status. A student's appearance must not be distracting, therefore harmful to the learning environment.

9.1 General Appearance

- Hair should be kept neat and appropriately cut and groomed. If the principal determines that a student's hair is not neatly trimmed, then that student must obtain a satisfactory haircut.
- Boys' hair should not extend over their eyes or over the collar or be worn in a ponytail or a "bun".
- Statement or extreme haircuts such as mohawks or patterns cut into the hair or hairstyles that the principals deem distracting or inappropriate are not allowed.
- Hair may not be dyed unnatural colors
- Headwear (including hats, sunglasses, bandanas) must not be worn inside the buildings by either boys or girls without principal approval.
- Visible tattoos, whether permanent or temporary, are not allowed.
- Studded leather or wallet/belt chains must not be worn to school.
- Boys are not allowed to wear earrings. Body piercing is not allowed except for girls' pierced ears.
- All clothing accessories should be in keeping with the school uniform, respectful of school mission, and not distracting. Any accessory deemed inappropriate by the principal will be taken from the student and may be picked up at the end of the school day in the elementary office.
- Elementary students will not wear makeup.

9.2 Modesty

- Students, parents, and guests are expected to be dressed modestly at all times.
- Shirts must be long enough to tuck into and stay inside the waist of pants or skirts.
- Low-cut blouses are not allowed.
- No halter-tops, tank tops, or bare-shouldered tops or dresses are permitted.
- Form fitting exercise/stretch pants (i.e. spandex and/or yoga pants) are not allowed without shorts being worn as a cover, this also applies to parents and campus visitors.
- Short skirts, dresses, and shorts are not allowed; the appropriate length is no more than three inches above the knee cap (standard sized post it note).

- Students in grades 3-5, boys and girls, must wear a dark colored t-shirt or swim shirt over their swimsuit at any swimming or water activity.
- Underwear must not be showing.
- Clothing must not be form fitting.

9.3 Uniforms

- Unless expressly permitted, BCS requires all BCS students to wear approved uniform pieces during school hours and on field trips.
- Approved uniform pieces will be purchased from Dennis Uniforms (www.dennisuniform.com) or at a school Uniform Resale event.
- Field trip t-shirts must be purchased and worn when prescribed by the teacher.

9.3.1 Daily Uniform

- Students may wear the chapel uniform any day. On days when students do not attend chapel, they may choose to wear:
 - Khaki shorts
 - Khaki or long black pants
 - Green, navy blue, black, or white crested polo (long or short sleeve)
 - Crested oxford shirt (long or short sleeves)
 - Girls: Khaki shorts, capris, or scooters
 - Girls: White blouse
 - Girls: One-piece green dress
 - BCS T-shirts and spirit wear may be worn only on Fridays or special days approved in advance by the administration.
 - Field trip t shirts must be worn on the day of the field trip.

9.3.2 Chapel Uniform

- Elementary students, K4-5, will be required to wear chapel uniforms. In addition, students will be required to wear the chapel uniform for periodic all-community chapels and on some other occasions as designated by the administration. Please check the BCS dashboard and communication from teachers regarding occasional changes in the chapel schedule.

Girls:

- Plaid pleated jumper or skirt for all girls.
- White blouse or oxford shirt (long or short sleeve), or white pique polo

Boys:

- White polo shirt or white crested oxford shirt (long or short sleeve; must be worn on formal occasions)
- Khaki or black long pants (with belt for all pants with belt loops)
- Boys will be allowed to wear shorts on chapel days in the hottest months of the school year. In August, September, and October, and then again in March, April, and May, boys may wear either short khakis or long khakis and long black pants on chapel days. In November through February, only long pants are acceptable on chapel days.

9.3.3 Outerwear

- The only outerwear approved for wear anywhere on campus during school hours will be items produced by Dennis Uniforms, BCS PTF, or BCS Booster Club (coats, jackets, windbreakers, hoodies, sweatshirts). Personal coats may be worn outside when temperature falls below 40 degrees Fahrenheit but must be removed and hung on their hook when entering the building.
- When worn in any school facility, hoodies may not be pulled over the head.

9.3.4 P.E. Uniform

- Girls should wear shorts under jumpers or skirts for P.E. class. All students should wear rubber-soled shoes in P.E.

9.3.5 Uniform Guidelines

- Skirts and pants must be totally zipped or fastened.
- Oxford shirts must be tucked in with no more than the top two buttons unbuttoned.
- Clothing worn underneath regular uniform pieces must be white or black and, must not have writing which shows through the uniform top, and may only show at the collar. Undershirts must be tucked in.
- Clothing must not be modified other than alterations necessary for fit. Pieces should not be frayed or contain holes.
- Shoes should be appropriate for physical education and play. Students should not wear shoes that emit distracting sounds. Shoes with wheels are not to be worn anywhere on campus. Shoes must have a closed toe or a closed heel or strap securing the shoe to the foot. Students may not wear flip-flops, floppy open-backed shoes, or any type of high heel shoes.

9.3.6 Formal and Semi-Formal Attire (Non-uniform) Policy

- The 5th-8th Athletic Dessert Reception - Appropriate dress includes dress shirt (tie optional) and slacks or nice dress jacket and slacks for boys and modest dresses or dress outfits such as one would wear to church or modest semi-formal dresses for girls.
- Dress for the 5th grade graduates on the last day of school includes dress shirt and slacks for boys, and modest dresses such as one would wear to church for girls.
- Casual clothing is not appropriate. Students who are inappropriately dressed will not be admitted.

9.3.7 Non-Uniform Attire

- The following policy applies to all school related activities for which the administration has stated that uniforms are not required, such as athletic events or retreats. In some cases, dress requirements will be distributed for specific events.
- Clothing with suggestive or distasteful wording or art is not acceptable.
- Swimsuits worn to any school-sponsored swim parties must be modest according to the standards of school sponsors.
- Girls and boys in grades 3-5 must wear dark T-shirts or swim shirts over their swimsuits.
- Girls must not wear bikinis.
- Boys must not wear form-fitting swimsuits.

10. Student Behavior Policy

Brentwood Christian School's influence among the student body and in the surrounding community depends on the conduct of the students. The following personal behavior policies are designed to help develop biblical, Christ-like character and self-discipline, on and off campus.

10.1 General Behavior

- BCS students are expected to behave in ways that exhibit Christian character and promote the values of BCS at all times, whether at school or not.
- Students must remain in school areas while on campus. Students are not allowed in the church library, office, or workroom without a pass. They are not allowed to use the restrooms near the church auditorium at any time.
- Students are not allowed in the teacher workrooms, unless as an aide supervised by a teacher.
- Students are only allowed in the auditorium for chapel or a special class activity.

10.2 Bullying, Harassment, and Intimidating Behavior Policy

- BCS is committed to maintaining at all times a learning and working environment free of bullying, harassment, and intimidation. Therefore, bullying, harassment, and/or intimidation of or by any parent, volunteer, student or guest is strictly prohibited.
- In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to the Teacher and/or Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken.
- BCS will not retaliate against a student reporting suspected bullying, harassment, or intimidation, and should any member of the BCS community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately.

- Sexual harassment of or by any parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited.

10.3 Group Behavior

- Secret and/or unauthorized organizations of students and group behavior that is designed to exclude or harass other students are prohibited. This includes the possession of any written material or electronic communications designed to exclude or harass other students.

10.4 Unacceptable Student Behavior

- Any behavior that is disrespectful to others, disrupts the learning environment, or is a violation of a school policy is considered to be unacceptable and will lead to disciplinary action.

10.5 Responses to Behavioral Problems

- Teachers will work with students in the classroom to resolve and change unacceptable behaviors. Any student guilty of serious misconduct will be sent directly to the principal's office.
- [See Appendix B: Disciplinary Action](#)

10.6 Behavioral Probation

- If probation is imposed, the principal will determine the nature, duration, and terms of the probation.
- If a student is placed in In-School Isolation (ISI) for a partial or full day of school, parents will be responsible for the expenses incurred \$50 for a half day and \$100 for a full day of ISI.

10.7 Internet Use

- Students and their parents must sign and submit the school Internet User Agreement.
- Use of social media is not allowed on devices at school unless under the direction of a teacher.
- E-mail use at school must be for school-related purposes.
- Teachers are not permitted to participate in social media with students. Teachers are not expected to participate in social media with parents.

10.8 Social Media

- Students and parents must be judicious when posting to social media or the internet. Students and parents are not to share confidential information concerning BCS, its staff, students or parents.
- Students and parents are accountable for what is posted online. Students and parents must not post commentary deemed to be proprietary, copyrighted, defamatory, libelous, obscene or posts that are contrary to the mission of BCS. If what is said or posted can be perceived as bullying, harassment or intimidation, it will have consequences.
- Student behavior policies apply to online social media platforms.

10.9 Music/Dance Policy

- Music that is suggestive or tends to appeal to the lascivious nature is not allowed during any school activity. Lewd music is prohibited.

- The school maintains the right to supervise the kind of music performed by any group of students at any time.
- The school does not sponsor dances.
- Students are not allowed to listen to music of any kind (Christian or non-Christian) during the school day without permission.

10.10 Cell Phones

- Cell phones may be brought to school only if they remain off and out of sight during class time and assemblies.
- Individual teachers may choose to have students use their cell phones during class for specific activities.
- If a cell phone is used, seen, or heard at any other time during school hours without permission it will be confiscated.
- Smart watches must remain in either the off position or in airplane mode during class time and assemblies. Use of smart watches for any function other than a watch requires pre-approval by the teacher.

10.11 Distribution of Publications

- No publications, surveys, or printed materials may be distributed within the classroom without previous permission from the administration. Notices distributed in the classroom must indicate who is distributing them.

10.12 Appeal of Disciplinary Action

- The decision of the principal on discipline matters is final with the exception of long-term suspension or expulsion where parents may appeal to the president.

10.13 Enforced Withdrawal/Dismissal

- The school reserves the right to insist upon the withdrawal of any student who proves to be incapable of adjustment or for other reasons becomes detrimental to the best interests of himself or herself or the other students. The student will be required to withdraw from school upon the recommendation of the principal with the approval of the president.
- The school reserves the right to dismiss any student who in conduct, industry or progress proves not to be in harmony with school standards or policies. This applies as well to conduct taking place outside the school's jurisdiction which nonetheless suggests the student may not be a desirable member of the school community or which reflects adversely on the school's reputation.
- Because adults should be held to a high standard of behavior, students may also be dismissed based on improper actions of their parents.

11. Academics

11.1 Student Grades and Grade Reports

- Parents secure-access will have online access to current grades throughout the school year via Parent Web, an Internet site, contingent upon good standing and no student account holds on the student account.
- Teachers and parents must work together to encourage the physical, mental, social, emotional and spiritual development of each student. Enrichment programs in art, music, physical education

and the library will insure a broad education in addition to-the core curriculum. Exposure to a second language is provided through a weekly Spanish class for students in K-5. Regular Bible lessons will be taught at each level, and Christian principles for daily living are woven through the fabric of each day. Most subjects are taught in the self-contained classroom.

- Standard grades for core subjects will be Excellent (E = 90-100), Satisfactory (S+ = 85-89) (S = 80-84) (S- = 74-79), Needs Improvement (N = 70-73), and Unsatisfactory (U = 69 or below). A grade of I for improving but not yet satisfactory may be given to follow a grade of N or U. Grades for citizenship (conduct) and classroom responsibility will be Excellent (E), Satisfactory (S+, S, and S-), Needs Improvement (N), and Unsatisfactory (U).
- Grades for specials classes (except 5th grade fine arts) – Spanish, PE, computer, library, music (K-4), and art (K-4) – will be a “participation and conduct” grade only. Students in specials classes will receive points for each day they are in the class based on their participation and conduct. Grades will be Excellent (E = 100-96), Satisfactory (S+ = 95-91) (S = 90-86) (S- = 85-80), Needs Improvement (N = 79-76), and Unsatisfactory (U = 75 or below).
- 5th Grade students in the fine arts classes (beginning band, choir, and art) will receive standard grades, which are weighted in the students’ cumulative average for each quarter.

11.2 Report Cards

- Report cards will be posted online for students in all classes each nine weeks. Teachers will take precautions to preserve the confidentiality of grades and to prevent comparison of grades between children, and parents must do the same. Parents of any child whose average is unsatisfactory in any subject will be notified at least once during the grading period. It is possible that a student’s grade may fall to the unsatisfactory level after this point so that parents do not receive notification, but teachers will make efforts to notify parents of declining performance. A printed copy of the final report card with the spring standardized assessment results will be mailed to parents of students at the conclusion of the school year.

11.3 Chapel

- Chapel is held in the church auditorium on Wednesday for all elementary students. If the principal changes the location, notification will be sent prior to the scheduled chapel.
- Parents may join their students for weekly chapel at any time, but must sign in and receive a visitor badge from the Elementary Office. All Community Chapels may be livestreamed for viewing participation.

11.4 Transportation to School-Sponsored Events and Field Trips

- Students are required to ride on school buses for school sponsored events and field trips. Only in the event that school transport is unavailable will students be allowed to ride in private vehicles.
- Students must observe the following rules while on a field trip or school-sponsored event:
 - Students must be seated and use seatbelts.
 - Students must keep all parts of their bodies completely inside the vehicle.
 - Students may not participate in boisterous, unduly loud, or other dangerous behavior.
 - Students must return from a school-sponsored trip in the vehicle in which they departed.

Students may not leave a trip with anyone else unless advance arrangements have been approved in writing or unless the sponsor personally releases the student to his or her parents with prior approval.

- Parents will be asked to sign a medical release and a permission statement for all field trips at the beginning of the year. Lack of written permission will result in nonparticipation in all field trips. A student not being allowed to participate in field trips will be required to submit a Voluntary Absence Form before each field trip and alternative homework will be provided.
- Younger siblings may not participate in class field trips. On no occasion should parents going on field trips, games, or performances take siblings out of other classes to go with them.
- Parents attending field trips must do so with teacher permission. Parents may not join a field trip unannounced.
- Parents attending field trips or other school functions may not consume alcoholic beverages during the event.
- If a driver's vehicle is equipped with a TV and/or DVD player, no movies with ratings other than "G" may be shown, and no TV shows may be viewed unless the teacher specifically approves.
- Vehicles used for transporting students must be in safe operating condition.
- Drivers must abide by posted speed limits and all other applicable driving laws.
- Drivers shall load and unload students at the curbside of the vehicle or in a protected parking area or driveway.
- The School will run annual MVR and/or background checks on all accepted volunteers for field trips.

12. Extracurricular Activities

- BCS is a member of the Capitol Area Private and Parochial Schools (CAPPS) and the Private Schools Interscholastic Association (PSIA) at the elementary and middle school level, the Texas Association of Private and Parochial Schools (TAPPS) at the high school level, and the National Christian Schools Association (NCSA) at both elementary and secondary levels.
 - BCS, CAPPS, and TAPPS are not legally liable for injuries sustained by a student participating in P.E. or athletics programs of BCS.
 - Student participation in extracurricular activities is voluntary and subject to eligibility.
 - There will be a designated administrator or appointee on duty at all times during extracurricular events.
 - All after-school practices and rehearsals for extracurricular activities are closed to the public, including parents and non-participating students, unless otherwise specified by coach or sponsor.
 - Transportation is not provided to CAPPS games or activities.

12.1 Eligibility

- Class work takes precedence over all extracurricular activities.
- Three-week progress reports and report cards: 5th Grade students with failing grades in the first three weeks of each quarter will receive a warning but will *not* lose eligibility. At the 6-week and 9-week grade check of each quarter, fifth grade students with failing grades will lose eligibility. Students may regain or lose eligibility at the next three-week grade-check.
- All six-week progress reports and all report cards: Any 5th grade student can lose or regain eligibility

at the six- or nine-week point in any quarter. One academic grade below 70 (U) or two academic grades below 74 (N) will result in ineligibility. Also, one unsatisfactory citizenship or responsibility grade (U) or two “needs improvement” citizenship or responsibility grades (N) will result in ineligibility.

- Students must attend school the entire day and take full part in regular school activities if they are to be permitted to participate in extracurricular activities. Please note that the principal has discretion, in consultation with the teacher, to declare a student ineligible at any time if the student demonstrates markedly unsatisfactory grades or behavior patterns.
- If a student brings all grades up to above 74 and shows consistent improvement, the principal also has the discretion, in consultation with the teacher, to declare the student eligible again.

12.2 Consequences of Ineligibility

- Ineligible students are not permitted to participate in games or travel with the team to away functions but must continue to adhere to all other requirements of participation in the extracurricular activity.
- Ineligibility should release students from some time commitments of being on a team so that they may spend more time concentrating on schoolwork. When necessary, team membership may be terminated or additional time commitments relaxed at the discretion of the coach.
- Students who are ineligible are required to attend (but not participate nor dress out during) home games but are not allowed to travel with the team to away games.
- Students who are ineligible are required to attend all team practices unless otherwise instructed by the coach or a teacher.
- If a student changes eligibility status as a result of a report card or grade check, the new eligibility status will not take effect until the next day.
- A student who becomes ineligible due to a behavioral problem becomes ineligible immediately.

12.3 Athletics: Additional Eligibility Requirements

- Participation in CAPPS athletics is limited to 5th and 6th graders on the elementary team and to 7th and 8th graders on the middle school team.
- To ensure the safety of the participants, they must be in good physical health to be eligible to participate in athletics. Students must practice good sportsmanship in practice and competition in order to maintain eligibility for athletics.
- In addition to standard eligibility requirements, athletes must provide the following in order to be eligible:
 - Annual clearance from a physician to participate in athletics (using a form provided by the school or one containing the same information)
 - Proof of medical insurance coverage
 - Copy of the student’s birth certificate (to be filed in the elementary office)
 - Written permission from a parent/guardian allowing the school to secure treatment for the student in case of medical emergency
 - Sports fee established by the Administration.
 - Fees are not refundable.

13. Fundraising

- All fundraisers associated with Brentwood Christian School must have prior approval by the sponsor, principal, the Development Office, and president.

14. Complaints and Concerns

- It is expected that the administration, faculty, and students will follow the guidelines described in Matthew 18:15-17 to resolve conflicts and complaints in accordance with the [Parent Complaint Policy \(Appendix C\)](#) and [Grievance Policy \(Appendix B\)](#)

15. Special Occasions & Events

- Athletic Dessert Reception: All 5th-8th graders who participate in the school's athletic program and are students in good standing at the time of the awards reception may purchase tickets to attend.
- Graduation: A graduation ceremony on the last week of each academic year recognizes kindergarten, and fifth and eighth graders for completing first year, elementary or middle school. Attendance and Citizenship achievements also are recognized.
- Citizenship Awards: K5-2nd Grade students who demonstrate commendable citizenship are recognized as Citizens of the Month.
 - Students in 3rd grade will be named to the Citizenship Honor Roll if they meet the following requirements:
 - A classroom citizenship grade of 92.5 or above;
 - A classroom responsibility grade of 92.5 or above;
 - A citizenship grade of a E in at least 4 special classes; and
 - No citizenship grade of an S- or lower in any special class
 - Students in 4th and 5th grades will be named to the Citizenship Honor Roll if they meet the following requirements:
 - A classroom citizenship grade of 92.5 or above;
 - A classroom responsibility grade of 92.5 or above; and
 - No citizenship grade below E in any special class.

16. Parent Involvement

16.1 Birthday Honor Books

- Parents are encouraged to honor a student's birthday by placing a book in the library. The student will be recognized on his/her birthday, and the student's name will be written on a special nameplate in the front of the book. Birthday books may be purchased for dedication through a sign up link provided annually.

16.2 VIP Parent Service Program

- The school requires families to do 20 hours per family (or ten hours per single-parent family) of volunteer service to the school each school year. Many kinds of opportunities for service are available and are published monthly on the PTF calendar. Opt-out is available at an annually determined fee of \$400 or \$200 for single-parent families.
- Parents are encouraged to sign up to help prepare and serve refreshments for class parties.

16.3 BCS Association of Parents, Teachers, and Friends (PTF)

- The school encourages parental participation in the Association of Parents, Teachers, and Friends (PTF), an outstanding association of volunteer supporters.

16.4 Parents in Prayer

- A group of parents meets weekly at the school to pray together about concerns relating to the school and its families. Any parent is welcome to become a part of this group.

16.5 Volunteers and Chaperones

- The school will run background checks on all volunteers and chaperones for student facing events.
- Adult sponsors must not use any alcohol or tobacco products while on school-sponsored trips.

17. Financial Matters

17.1 Enrollment Fee

- A non-refundable Enrollment Fee is required annually for enrollment and is due on March 1 or at the time of registration of new students. This fee, along with a signed contract, holds a place in class until June 1 at which time tuition for the upcoming year must be paid in full or an installment plan established. Enrollment fees are non-refundable except in the case of school determined non-renewal. Amount of enrollment fees are established annually and posted along with the enrollment paperwork.

17.2 Contracts

- Students are enrolled by contract for the full school year. Every student must have a signed contract on file in the finance office, and returning families must sign a contract by the appointed deadline (currently March 1st) to secure their spot for the following year. The person who is financially responsible for paying the tuition must sign this contract and must understand and agree that the total tuition will be paid whether or not the student completes the school year. Attendance of any student at Brentwood Christian School is a tacit agreement to the terms of this contract. Once school begins there will be no deduction or remission of tuition for absence, withdrawal, or dismissal. Tuition paid in advance may only be partially refunded prior to the first day of school excluding the annual registration fee according to the terms of the enrollment contract.
- Parent or Guardian's signature on the Voluntary Withdrawal Notification Form (see [Appendix E](#)) indicates official notification of withdrawal, effective on date signed. No other forms of withdrawal shall be accepted as official. Regardless of withdrawal notification, the Parent or Guardian remains responsible for full payment of all tuition and fees owed per contract and applicable policy. Signature of BCS Chief Financial Officer indicates receipt of official withdrawal. No additional charges shall be incurred subsequent to official receipt of withdrawal, however, charges already incurred but not yet billed, may be billed subsequent to withdrawal and Parent or Guardian remains responsible for all fees owed as stated above.

See contract for full terms and conditions

17.3 Tuition Payment Options

- Yearly tuition may be paid in a lump sum. A 1% discount is available for annual tuition paid in a lump sum on or before June 1, or at the time of enrollment for new students. International students

must pay in a lump sum. For those needing the convenience of installments, plans are available through FACTS Management Company, a tuition payment plan provider. Any family not paying in lump sum must establish a FACTS account. FACTS collects tuition by bank draft. An annual administrative fee is charged by FACTS. New families using an installment plan for the first time are subject to a credit check.

17.4 Tuition Protection Plan

- In view of the contractual obligation to pay the full annual tuition whether or not the student finishes the school year, participation in the Tuition Protection Plan is required unless the full year's tuition is paid in advance. The premium for this plan is 3.25% of the annual tuition. A variety of reasons force students to withdraw from private schools every year: transfer of family, illness or injury, death of parent or student, change of objective, disciplinary dismissal, scholastic failure, financial or emotional difficulties, or other personal reasons. If your student withdraws from school for any reason, the Tuition Protection Plan may provide substantial assistance in meeting your financial obligation to the school. For parent-determined withdrawal, the Plan will pay 60% of the unused portion of the school year. For school-determined dismissal, the Plan pays 75% of the unused portion. In the event of complete medical disability or death of the student, the Plan pays 100% of the unused portion of the school year. See plan document for full terms and conditions ([Appendix F](#)).

17.5 Financial Aid

- Information about Financial Aid is available on the school website. Families must apply on an annual basis for consideration and an award does not guarantee future awards. The deadline for application is April 15 for the coming year. Should extenuating circumstances prevent a family from meeting this deadline, a letter indicating intent to apply and a justification in the form of an extension request must be submitted to the finance office to secure a spot in the funding review. Financial aid is evaluated based on family need and availability of funding. Families unable to commit to the full tuition at re-enrollment should apply early to receive a timely decision as a signed contract incurs financial obligation.

17.6 Application of Payment

- The school reserves the right to apply payment to the oldest charge on a family account. As such, particular care should be given to re-enrollment fees and prepayment of tuition. Consideration will be given to families in good financial standing, however, overdue balances should be paid prior to new charges.

17.7 Gifts to Employees

- Gifts by parents to individual teachers or coaches should be limited to token gifts. Parents who want to band together for a group gift to a teacher or coach at the end of the year or season may do so with a \$100 maximum. No gifts of cash or check should be given.

17.8 Delinquent Accounts

- On-time payment of tuition, school fees, and statement charges is required for good financial standing with the school. Under certain circumstances, poor financial standing may result in dismissal from school. Overdue expenses may result in a hold being placed on student records and may also result in the suspension of participation in associated activities such as after school programs and athletics.
- Non-tuition charges are due within 30 days of billing. Non-tuition charges 60 days or more overdue will be subject to a hold being placed on student accounts, and if not paid, may result in suspension. Balances 90 days or more overdue may result in dismissal of student.
- Tuition is due in full at the time of enrollment or per an agreement through FACTS. FACTS charges a returned-payment fee on tuition payments that are returned unpaid as assessed and collected by FACTS. Tuition payments 60 days or more overdue may result in dismissal of the student from school but will not alter the parents' financial obligation to the school.
- All school accounts, whether to the school directly or a related third party (FACTS Management Company, cafeteria vendor, etc.) must be current before beginning the second semester. Similarly, all accounts must be in good standing prior to the last day of school or a hold will be placed on all student records, and enrollment for the next school year may not be accepted.

17.9 Returned Check/ACH Policy

- A check/ACH draft made payable to Brentwood Christian School that is returned unpaid for any reason is subject to a \$25 returned charge. The unpaid check/ACH payment and fee must be paid within 10 days of the notification of the insufficiency, or an accounting hold will be placed on student records and web-viewing privileges will be blocked. If Brentwood Christian School receives three returned checks/ACH payments from an individual during an academic year, future payments for the academic year may be required to be paid with a cashier's check, money order, or cash.

17.10 Billing for Miscellaneous Charges

- The school will bill non-tuition expenses. Separate charges through the year will be made for optional costs such as art/choir/band fees or extended day and for participation in voluntary activities such as PSIA academic competition and athletics. Non-tuition charges are due within 30 days of billing.
- Cafeteria lunch accounts are designed as prepaid only and negative balances are not permitted. In the case of an unpaid, negative balance, the school has the right to assume a student's negative debt balance. Unless the account is funded prior, BCS will transfer the balance to the school student statement account, along with a \$5 processing fee. Until the balance has been paid to BCS, student will be limited to purchasing only a regular tray or entrée with the cafeteria. No extra charges will be allowed (a la carte items, sodas, etc.).

18. Appendix A – Goals

Development of Christian Faith and Conduct

- The faculty and staff will lead in the integration of Christian beliefs and principles into all areas of life and train students to base their conduct on faith in God.
- Students will study the Bible as the canon of Christian faith and learn to appreciate the heritage of God's people throughout the ages.
- Students will participate in group activities designed to develop cooperative attitudes and skills: deferring to others' strengths, contributing their own strengths, and encouraging each other in

areas of weakness.

- Students will be helped to recognize their limitations without developing a sense of failure, to overcome them where possible, and to recognize their strengths without developing arrogance.
- Students will be led to a confident and secure sense of personal worth as children of God, regardless of their appearance, ability, or achievement.
- Students will be led to treat others as valuable, regardless of their physical, social, economic, ethnic, or racial characteristics, or their performance, recognizing they are all children of God intended to live and work together.
- Students will be disciplined for misbehavior in a way that recognizes them as children of God and encourages the development of self-discipline.
- Students will be encouraged to love God and to submit their lives to Christ.
- Students will learn to respect and care for their minds and bodies as God's creation.
- Students will learn to recognize their daily decisions as the arena of Christian faith and will be encouraged to apply godly wisdom in making choices.

Development of Talents and Skills

- Each student is created by God with potential for individual contribution to the world God has made; therefore, faculty and staff will lead each student to develop talents and learn skills enabling him or her to function constructively and critically in that world.
 - Students will learn skills and develop talents in oral and written communication.
 - Students will learn to locate, evaluate, and use resources for finding information.
 - Students will understand and be able to use foundational concepts in all academic disciplines to analyze and evaluate information to solve problems.
 - Students will learn to compare and contrast human history and cultures with God's ultimate vision for his creation.
 - Students will learn fundamental physical skills and principles of aesthetics so that they may explore and develop individual talents to the praise of God's glory.
 - Students will be encouraged to evaluate the ethical potential of the application of their talents and skills in the light of Christian faith.

19. Appendix B – Guidelines for Possible Disciplinary Actions

| Misconduct | Disciplinary Steps |
|--|--|
| <ul style="list-style-type: none">▪ Disruption of the classroom/school routine▪ Failure to follow classroom rules▪ Discourteous behavior to others▪ Not following school policy | <ol style="list-style-type: none">1. Correction by teacher within the classroom2. A plan for corrective action will be made.3. Parent will be notified if this is a continuing problem. <p>4. If the behavior continues, student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be placed in In-School Isolation, suspended, or expelled.</p> |

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| <ul style="list-style-type: none"> ▪ Disrespectful behavior towards authority ▪ Disrespectful behavior towards others ▪ Lying ▪ Stealing ▪ Cheating | <ol style="list-style-type: none"> 1. Teacher will deal with this on a corrective basis appropriate to the behavior. 2. Teacher will conference with the parents to find a way to remedy the behavior. 3. If the behavior continues, student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be placed in In-School Isolation, suspended, or expelled. |
| <ul style="list-style-type: none"> ▪ Use of profanity and/or blasphemy ▪ Use of obscene gestures and any sexually suggestive behavior ▪ Systemic Bullying (verbal, social, emotional physical, and/or cyber bullying) | <ol style="list-style-type: none"> 1. Teacher will deal with this on a corrective basis appropriate to behavior. 2. Parent will be notified if this continues. 3. If the behavior continues, student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be placed in In-School Isolation, suspended or expelled. |
| <ul style="list-style-type: none"> ▪ Destruction or damage of school property by carelessness or intentional disobedience | <ol style="list-style-type: none"> 1. Student will be expected to repair, replace, or otherwise restore property to original condition, even if caused by an accident. 2. Flagrant destruction of property may warrant suspension, placement in In-School Isolation, or expulsion. |
| <ul style="list-style-type: none"> ▪ Punching or slapping another student with the intent to inflict injury ▪ Striking another student with an object/weapon with the intent to inflict injury ▪ Fighting | <ol style="list-style-type: none"> 1. Immediate referral to the principal 2. Parents will be notified to come to the school for a conference and to make a plan for corrective action. 3. Student may be suspended, placed in In School Isolation, or expelled. |
| <ul style="list-style-type: none"> ▪ Open defiance or absolute refusal to obey a rule or direct command | <ol style="list-style-type: none"> 1. Student will be referred to the principal. 2. Parents will be notified to come to the school for a conference and to make a plan for corrective action. 3. Student may be suspended, placed in In School Isolation, or expelled. |

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| <ul style="list-style-type: none"> ▪ Throwing a tantrum - a demonstration of rage or frustration, characterized by crying, screaming, defiance, and may include violent body motions, including throwing things, falling to the floor, banging one's head, hands, and feet against the floor or wall, and in some cases, hitting and kicking. | <ol style="list-style-type: none"> 1. Student will be immediately removed from the classroom and taken to the principal's office. 2. If attempts to pacify or deescalate the behavior are unsuccessful, parents will be notified to come to the school immediately. The student may be sent home for the remainder of the day. 3. Repeated occurrences will lead to a conference with parents at which a behavioral intervention plan will be made. The plan may include the expectation that parents will seek a psychological assessment and intervention for the student. 4. If the behavioral intervention plan is unsuccessful and the behaviors continue, the student may be dismissed (expelled) from the school. |
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*The cost of Isolation-School Isolation supervision will be paid by the parents.

20. Appendix C – Parent Complaint Policy and Procedure

Parent Complaint Policy

- The aim of Brentwood Christian School (BCS) is to strive earnestly, diligently, and continually to maintain harmonious relationships within the school community, using biblical principles, especially Matthew 18, to resolve disagreements. We hope to seek resolution to conflict and complaints in a way that glorifies God, keeps the circle of those involved as small as possible for as long as possible, and contributes to a community of peace.
- BCS provides a board approved process for parents to address concerns and complaints with educators, staff, and/or administration and receive an equitable solution. Concerns arising under the Grievance Policy, which addresses issues potentially involving abuse, exploitation, neglect, harassment, or a major policy violation by an employee, need not be brought as a complaint under this policy (see Grievance Policy).
- Every BCS parent will have the opportunity to:
 - Follow Christ's admonitions and work towards an equitable solution with the individual(s) with whom the complaint originates.
 - Have an avenue for relief of the complaint if the issue is unresolved after a face-to-face meeting between the involved individuals.
 - Have the ability to seek administrative relief of the complaint if necessary.
 - Have an appeal for relief if the complainant feels the initial solution is inequitable.

Parent Complaint Procedure

The following steps must be adhered to in this order of process:

1. Any parent wishing to file a complaint should first discuss the matter with the BCS educator, administrator, or staff member with whom the complaint originates. The complainant and involved employee(s) should attempt to arrive at a satisfactory solution to the matter and should attempt to alleviate the complaint face to face with discussion, prayer, and a Christ-like attitude of humility.
2. If the parent is not satisfied that the complaint has been fully addressed following the face-to-face meeting, then the parent must submit a written complaint to the supervisor of the individual with whom the complaint resides within five (5) working days. The written complaint must include full disclosure of the complaint, the date of the face-to-face meeting, and the perceived outcome of the meeting.
3. Upon receipt of the complaint, the supervisor of the involved employee will recognize receipt of the complaint in writing with an affirmation that the complaint will be investigated and addressed.
4. Within two weeks of receipt of a written complaint, the supervisor of the involved employee will meet face to face with both the employee against whom the complaint is directed and the parent and work towards an equitable outcome.
5. Within this time frame, the supervisor will notify both the complainant and the employee against whom the complaint is directed of his or her decision or suggested relief of the complaint. If either party is not satisfied with the resolution of the complaint, then they have the option of appealing to the Complaint Review Council (CRC). This appeal must be made within five working days of notification of the immediate supervisor's solution and must include a full disclosure of the issue, the timeline of events, and the perceived inequity of the decision or recommendation.
6. If the complaint is against a member of the CRC, that member will remove him or herself from the investigation, recommendation, and appeal process.

7. The CRC consists of at least three of the following during any reviews: President, Elementary Principal, Secondary Principal, or default substitute – School Controller.
8. The CRC will review all complaints that have met the above process requirements and will notify both parties of its decision regarding the complaint within two weeks of its receipt of the complaint. The decision of the CRC will be final with no other means or avenues for recourse or relief.

21. Appendix D – Grievance Policy

The following process will be followed for Grievances.

Grievance Process

1. A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the appropriate Principal.
2. The Principal investigates the Grievance.
3. The Principal determines if the Grievance has merit.
 - If merit is determined, the Grievance and recommended action is reviewed with the Administrative Executive Committee for approval.
 - If no merit is determined, the complainant may submit the Grievance for appeal to the Administrative Executive Committee.
4. The Principal informs the complainant.
5. The complainant may submit the decision of the Administrative Executive Committee to the Operations Committee Chair for appeal consideration. If the Operations Committee Chair determines the appeal has merit, then the appeal is reviewed by the Operations Committee.
6. The Operations Committee Chair will inform the complainant of the decision with copy to the Administrative Executive Committee.

Administrative Executive Committee

The Administrative Executive Committee will consist of at least 3 of the following during any reviews:

- President
- Elementary Principal
- Middle School Principal
- Secondary Principal
- Default substitute – CFO

Adjustments for Special Circumstances

When a Grievance involves an individual with a role in the Grievance Process or a family member of an individual with a role in the Grievance Process then the following adjustments will be made.

- Grievance involves a Principal or family member of a Principal
 - CFO , Operations Committee, with participation by President, substitutes for the Administrative Executive Committee
 - Development Committee substitutes for the Operations Committee
- Grievance involves the President or a family member of the President
 - Operations Committee Chair performs the investigation

- Operations Committee performs the Administrative Executive Committee role
- Development Committee reviews any appeal
- Grievance involves a Board member with a role in the Grievance Process or a family member of a Board member with a role in the Grievance Process
 - Board member will recuse himself or herself from the Grievance Process
 - Board Chair will appoint a substitute if required

Grievance Retaliation

- Any person who brings a Grievance, or who assists in the investigation of such Grievance, will not be adversely affected in the terms and conditions of employment, or discriminated against or discharged because of the Grievance or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action.

Grievance Policy Definitions

The following definitions apply to the Grievance Policy. A Grievance is an issue potentially involving Abuse, Exploitation, Neglect, Harassment, or a major policy violation.

- **“Abuse”**: an intentional, knowing, or reckless act or omission by an employee or other individual working under the auspices of BCS that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by BCS or to an employee or other individual working under the auspices of BCS as further described by rule or policy.
- **“Exploitation”**: the illegal or improper use of a student, employee, or other individual working under the auspices of BCS or the resources of the same for monetary or personal benefit, profit, or gain by an employee or other individual working under the auspices of BCS as further described by rule or policy.
- **“Neglect”**: a negligent act or omission by an employee or other individual working under the auspices of BCS, including failure to comply with BCS policy, that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by BCS or to an employee or other individual working under the auspices of BCS as further described by rule or policy.
- **“Harassment”**: verbal or physical behavior by a student, employee, or other individual working under the auspices of BCS which has the potential for humiliating or embarrassing a fellow student, employee, or other individual working under the auspices of BCS as further described by rule or policy. The term Harassment includes but is not limited to slurs, jokes, and verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin, or disability.

22. Appendix E – Voluntary Withdrawal Notification Form

Example Voluntary Withdrawal Notification Form

Brentwood Christian School

11908 North Lamar Boulevard, Austin, Texas 78753

Family Name: _____

School Year: _____

Student Name(s) and Ages: _____

Notification Date: _____

Reason for Withdrawal: _____

Outstanding Payments:

Contract for New Student Enrollment except Section 3.d.: “By signing this contract, Parent agrees to pay a minimum of 10% of tuition for enrollment. Tuition, excluding the annual enrollment fee and ten percent (10%) of tuition (considered the first month's payment) may be refunded/credited upon formal withdrawal prior to July 1.”

To be filled out by Finance Office:

Tuition Due: \$ _____

Statement Fees Due: \$ _____

Tuition Paid: \$ _____

Total Reimbursement: \$ _____

Parent or Guardian's signature below indicates official notification of withdrawal, effective on date signed. No other forms of withdrawal shall be accepted as official. Regardless of withdrawal notification, the Parent or Guardian remains responsible for full payment of all tuition and fees owed per contract and applicable policy. Signature of BCS Chief Financial Officer below indicates receipt of official withdrawal. No additional charges shall be incurred subsequent to official receipt of withdrawal, however, charges already incurred but not yet billed, may be billed subsequent to withdrawal and Parent or Guardian remains responsible for all fees owed as stated above.

Parent and/or Guardian's Signature

Date

Chief Financial Officer

Date

23. Appendix F – Tuition Protection Plan Document

TUITION PROTECTION PROGRAM

Please read this leaflet carefully. This program provides you and the school substantial protection for a modest fee.

The Brentwood Christian School Tuition Protection Program is designed to protect your investment in education. This document explains the benefits provided in the event of extended medical absence, dismissal, or withdrawal.

Participation in this program is required of all parents who do not pay the total annual tuition in advance.

WHY DO YOU NEED THE PROGRAM?

A variety of reasons force students to withdraw from private schools every year— transfer of family, illness or injury, death of parent or student, change of objective, scholastic failure, financial or emotional difficulties, or other personal reasons.

Your financial obligation to the school is for the full annual tuition as stated in your enrollment contract. The school's expenses are incurred on an annual basis; and, therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year.

If your son or daughter withdraws from school for any reason, the Tuition Protection Program (subject to terms, conditions, and limitations and based on the amount of tuition covered as described in this leaflet) provides substantial assistance in meeting your financial obligation to the school.

DEFINITIONS

1. The "academic year" which is the period of protection upon which payments are based consists of the actual consecutive calendar days in the school year, including weekends, holidays, and vacations, beginning with the first day of formal academic instruction, excluding pre-season athletic practice, orientation, registration, and graduation days, and ending with the last day of formal academic instruction, including examinations.
2. "Medical absence or medical withdrawal" means complete, involuntary severance from classes as certified to and regularly treated by a legally qualified medical practitioner.
3. "Non-medical withdrawal" means complete, voluntary severance from classes for the balance of the academic year.
4. "Dismissal" means complete, involuntary severance from classes by the school authorities for the balance of the academic year.

BENEFITS

A. MEDICAL ABSENCE or WITHDRAWAL

Disability Withdrawal Formula

Pays **100%** of the unused yearly covered fees provided physical disability extends for thirty-one or more consecutive calendar days. Benefits are then paid retroactive to the first day of disability. This is for any physical disability certified to and treated by a legally qualified medical practitioner.

100% of (Days absent* x Yearly covered fees)

Divided by calendar days in school year
*Must be 31 or more consecutive calendar days. Maximum payment period is actual calendar days in school year.

Mental or Nervous Disorder Formula

Pays **60%** of the unused yearly covered fees if disability is a mental disorder and extends for thirty-one or more consecutive calendar days. Benefits are then paid retroactive to the first day of disability. Disability must be certified to and treated by a legally qualified medical practitioner.

60% of (Days absent* x Yearly covered fees)

Divided by calendar days in school year

*Must be 31 or more consecutive calendar days. Maximum payment period is actual calendar days in school year.

Death Benefit Formula

Pays **100%** of the yearly covered fees prorated for every school day lost in the event of the student's death.

100% of (Unused days* x Yearly covered fees)

Divided by calendar days in school year

Maximum payment period is actual calendar days in school year.

B. NON-MEDICAL WITHDRAWAL

Pays **60%** of the unused yearly covered fees provided the student has attended more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

60% of (Days withdrawn* x Yearly covered fees)

Divided by calendar days in school year

Maximum payment period is calendar days in school year minus 14 days.

C. DISMISSAL

Pays **75%** of the unused yearly covered fees provided the student has attended more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

75% of (Days withdrawn* x Yearly covered fees)

Divided by calendar days in school year

Maximum payment period is calendar days in school year minus 14 days.

PERIOD OF PROTECTION

Fee payment must be made within ten days after the first class day of the academic year to effect protection under the program as follows:

MEDICAL: First class day through last class day.

NON-MEDICAL: For the entire academic year after meeting the fourteen-day attendance requirement.

Late-entering students who begin classes after opening date must enroll in the program and fee must be paid within 10 days after starting classes. Medical protection begins on the date the fee is received. Non-Medical protection is effective after the student has satisfied the fourteen-day attendance requirement.

NOT COVERED UNDER THE PROGRAM

EXCLUDED UNDER MEDICAL

1. Illness that manifested itself or injury that occurred before effective date of protection.
2. Absence or withdrawal due to any medical condition for which the student does not regularly receive treatment by a legally qualified medical practitioner during the period of absence or withdrawal.
3. Absence or withdrawal due to the use of any drug, narcotic, or an agent which is similarly classed or has similar effects, unless it is given by and while under the care and attendance of a legally qualified medical practitioner.
4. Absence or withdrawal due to war or act of war, declared or undeclared or participation in a riot.
5. Absence or withdrawal due to normal pregnancy or normal childbirth.
6. Benefit period ends immediately upon student's resumption of classes at any school or place of learning or upon becoming gainfully employed.
7. Schedule reductions for any reason are not bases for claims.
8. Closure of the School for epidemics or pandemics.

| |
|--------------------------------------|
| NOT COVERED UNDER THE PROGRAM |
|--------------------------------------|

EXCLUDED UNDER NON-MEDICAL

1. Any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days, beginning with the student's first class day of attendance in the academic year.
2. Withdrawal or dismissal caused by insurrection, rebellion, riot, civil commotion, or any government order directed to the student.
3. War or act of war, declared or undeclared; any nuclear reaction, controlled or accidental.
4. Destruction of any school facility due to any cause whatsoever.
5. Inability of the school to operate and provide formal academic instruction, including closure for any reason.
6. Boycotting of classes by the student.
7. Being inducted or drafted into the Armed Forces, including alternative duty as a conscientious objector.
8. Withdrawal or absence from class attendance due to completion of academic requirements or early graduation.
9. Temporary non-medical absences, suspensions, or schedule reductions for any reason are not bases for claims.

EXCLUDED UNDER DISMISSAL

1. Any disciplinary expulsion

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| CLAIMS |
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Claims must be reported to the bookkeeper within 30 days from the date of separation. Benefit payment will be credited to the student's account. Any balance remaining is your obligation. Benefits not required to settle your account with the school, if any, shall be refunded to you.

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|-------------|
| COST |
|-------------|

The cost of the Tuition Protection Program is 3.25% of the annual tuition and is required for all who do not pay the annual tuition in advance. The fee is automatically assessed along with tuition to parents who choose an installment plan. Those who pay in advance may choose to participate by calling the Finance Office.