

**2022-23**  
**BRENTWOOD CHRISTIAN SCHOOL**  
**PARENT STUDENT HANDBOOK**  
**High 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

- All parents should be out of the school building by the 8:00 am bell.
- Teachers will not engage in an 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 high school office.
- Communications with a teacher, whether written or oral, should be respectful in tone and written within the framework of Christ-centered communications.
- 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

#### 3.1 Campus Traffic Direction and High School Drop-Off Area

The blue arrows define traffic direction for all times, day or night, while driving on campus.



## 3.2 BCS and BOCC Campus

The campus consists of the following facilities:

- Building A (Lower Elementary): K-4, 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, Elementary Music, Drop Off Zone
- Building C (Secondary): Grades 6- 12, Administrative Offices, Secondary Library, High School Office, Middle School Office, Computer Lab
- Center for Science and Arts: Auditorium, Band, Choir, Science Classrooms, and Theater Arts
- 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)

## 3.3 Playgrounds for Lower and Upper Elementary Campus and Facility Use

- Students are financially responsible for repair or replacement of equipment and facilities that they damage.
- No food and drink (other than water in a closed container) may be consumed in the classroom without teacher permission.

## 3.4 Library Use

- Library hours are between 7:35 a.m. and 4:30 p.m.
- Library fines will be levied on students with overdue books.
- Report cards will be withheld at the end of the year if the student has any overdue books.
- All BCS students qualify for an Austin Public Library STAR card allowing them access to all Austin Public Library locations.
- Secondary Library student computers are available.

## 3.5 Student Copier and Printer Use

- Students may copy or print (black/white & color) using the Secondary Library Copier/Printer by purchasing a Copy Card from the Secondary Librarian. The Copy Card is available for \$2 for 20 "marks". Pages are charged at one mark for black/white and three marks for color.

## 3.6 Textbooks and Library Books

- Students must keep textbooks covered with book covers at all times.
- Students must pay for library books and textbooks that are lost or rendered unusable. Students will be fined for damages to or loss of books as well as shipping, handling, cataloging, and processing fees as they apply.

### 3.7 Lockers

- Individual lockers are provided for storage of books and personal belongings. Students should respect the property and privacy of others. In order to keep the school looking neat and the hallways safe, students must observe the following:
- Locker doors must be kept closed.
- Food or drink (other than the day's lunch) may not be stored in the locker.
- Lockers will be cleaned and checked on a regular basis.
- Lockers remain the possession of the school, and the school reserves the right to search the locker, materials, or person of a student if there is indication the student may be in possession of materials or substances which are in violation of school rules.
- Locks may be used if issued by the school.

### 3.8 Vending Machines

- High school students may purchase food or drinks before school, after school, during passing periods, and during lunch.
- Students may not purchase food from the vending machine during class.

### 3.9 Personal Property

- Students are responsible for their personal property. No weapons of any kind are allowed on campus or off campus at any school event or function.
- All personal items, such as clothing and electronics, should be labeled with the student's name.
- Students should not bring large amounts of money or valuables to school.
- Students should not bring inappropriate reading materials.
- Students should not bring electronic entertainment devices unless given specific permission by a faculty member or administrator in advance for a special activity.

### 3.10 High School Lost and Found

- All lost and found items will 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 High School 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

- 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 violator's 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 Student Driver Requirements & Responsibilities

- Student Driver Permits
  - A student must register annually during online enrollment for any vehicle he or she will be driving to school throughout the year and purchase a parking permit. A parking permit is required for all students driving off campus for lunch. The parking permit must be displayed on the rear view mirror.
- Student Driver Guidelines
  - Student may only park in the parking lot adjacent to the Athletic Center, and vehicles must be parked in the proper manner and do the following:
    - Drive courteously, cautiously, and obey the speed limits at all times.
    - Observe all posted traffic signs.
    - The speed limit is 15 mph unless otherwise posted.
    - Please refer to map for directional flow of traffic.
    - No driving or parking on grass or sidewalks.
    - Stop for pedestrians in crosswalks and exercise caution on behalf of the many small children on campus.
    - Students are not allowed to sit or stand on the outside of any moving vehicles.
    - Students who violate school driving policies or traffic laws may lose driving privileges on campus.

## 4.2 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 on school property.
- 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, other than pre-approved off campus student lunches. [See Section 8.2](#). 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 his/her direct supervision.
- Students should only use their lockers, water fountains, or restrooms during passing periods or during lunch.
- Students are not allowed to leave campus during the school day except when approved by the High School office.



### 5.3 Parent Permission for Student Drivers and Off-Campus Privileges

- During online registration parents must sign a permission slip annually to verify that the students have their parents' permission to leave the Brentwood Christian School campus for lunch. In addition to submitting the permission slip, students must also meet the school guidelines in order to earn off- campus lunch privileges; [See Section 8.2](#)

### 5.4 Visitors

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

### 5.5 Extended Day Program

- Extended Day is available for High School students from 7:00 a.m. to 7:45 a.m. and from 3:50 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. Additional information is available on the website and by contacting the Extended Day Director.
- 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.

### 5.6 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's 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.

#### 5.8.1 Emergency Response

- In general, BCS will respond to emergencies by moving students to the safest possible location.
- During fire 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.
- 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.

## 5.8.2 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 – On a regular basis, schools practice how they will respond to an environmental hazard on or near the campus.

## 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 registration packet.
  - 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.
  - Attendance of any student at Brentwood Christian School is a tacit agreement to the terms

of this medical release.

- Health Screenings Prior to Attending First Class
  - Prior to attending the first class, every new student must have on file with BCS a physical examination and a physician signed BCS health certificate (or a certificate completed by his/her physician containing the same information). 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 3:40pm.

## 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 high school 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 should not arrive before 7:35 a.m. unless other arrangements have been made with a teacher or administrator or accessing the library for academic purposes which has an open time of 7:35am.
- Students who arrive between 7:35 and 7:45 a.m. must remain on the front lawn of Building C or the area between the CSA and building C.
- High school students that arrive before 7:35 will report to Extended Day.
- High School students are not authorized as a supervisor for elementary age students.
- Students may enter the school building only after 7:45 a.m. unless accessing the library for academic purposes.

### 7.2 After School

- After the 3:40 p.m. dismissal bell, students should quickly exit the building unless attending to school business. Students who remain on campus between 3:40 and 4:00 p.m. must remain on the front lawn of the High School Building. Exploring the woods or other areas of the campus is not allowed. Waiting for a ride at one of the athletic fields or the Athletic Center is not allowed.
- Students remaining on campus after 4:00 p.m. must be under the direct supervision of their parents, a teacher, an administrator, a coach or an authorized adult.
- After-school supervision is required for students who must stay after 4:00 p.m. It may be paid for by the month or day. Any student without supervision will be taken to Extended Day Program and their parents charged double.
- Students must be picked up by 6:00 p.m.
- Students who stay for athletics or other after-school activities who are not picked up within 10 minutes must report to Extended Day.
- If students are scheduled to stay after 4 p.m. for practice and the practice is canceled at the last minute or shortened without prior notice, they must report to Extended Day but will not be charged.
- High School students are not authorized as a supervisor for elementary age students.

### 7.3 Pledge of Allegiance

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

### 7.4 Chapel

- Chapel for High School students and faculty is held weekly.
- Parents may join their students for All Community Chapel but must sign in and receive a visitor badge from the Administration Office.

### 7.5 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 success and

development of responsibility in school and life.

## 7.6 Tardies

- Arriving late to school: Students must be in their assigned seat by the 8 am bell. Students arriving after 8 am must report to the High School office to sign in. Students will not be allowed to enter the classroom without an admittance slip. A student will receive an after school detention for the third tardy within one quarter in a class. Additional tardies will result in additional detentions. Two tardies in a three week period will result in the loss of off-campus lunch privileges for three weeks.

## 7.7 Absences

Parents of High School students should report absences at [www.brentwoodchristian.org](http://www.brentwoodchristian.org) on the Parent Dashboard or email to [hsstudentabsent@brentwoodchristian.org](mailto:hsstudentabsent@brentwoodchristian.org). Parents must notify the High School office of their student's absence within 24 hours of the student returning to school.

- 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.
  - Within 24 hours after the student has returned to school, parents must notify the High School office by email to [hsstudentabsent@brentwoodchristian.org](mailto:hsstudentabsent@brentwoodchristian.org) or send a signed and dated note stating the reason for the absence.
  - A note from a doctor will be required from a student who misses more than four consecutive days due to illness.

## 7.8 Doctor Appointments

Students must be signed out by their parents or proxy in the High School office to leave campus.

Students must return a completed appointment verification form to the High School office after returning from a doctor appointment. All absences will be considered (AU) Absence Unexcused without a doctor's note.

## 7.9 Voluntary Absences

- The All School Calendar is available on the Parent Dashboard to assist in scheduling and planning. Please note that all calendars are subject to change and will be updated. Please check calendars regularly for updates. If an absence cannot be avoided, parents must complete a Voluntary Absence Form at least 48 hours prior to the absence. The Voluntary Absence form is available at [www.brentwoodchristian.org](http://www.brentwoodchristian.org) on the Parent Dashboard.
- The student must obtain signatures from each teacher, request their assignments in advance of the voluntary absence, and then submit the completed form to the High School office for approval at least 48 hours in advance of the absence.
- Voluntary absence may not be approved for the following reasons or days:
  - Student has low grades
  - Student has excessive absences or tardies
  - Jog-a-Fun reward day
  - Final exam review days

- Final exam days

### 7.10 Unexcused Absences

- A personal appointment such as getting a haircut, applying for a passport, taking a driving test, or responding to a traffic citation will not be considered an excused absence.
- All absences will be recorded as unexcused (AU) until the High School office receives notification from parent/guardian within 24 hours after the student's return or a doctor's note. Additional consequences will be incurred for truancy.
- Students will receive no credit for work missed due to truancy.
- Unexcused absences will affect final exam exemption eligibility.

### 7.11 Excessive Absences

In order to satisfy its accreditation requirements, the school maintains an attendance policy. The school's policy includes these requirements for student attendance: A student must be in attendance 90% of the days the class meets.

- Parents will be notified through email when a student's attendance falls below 90%.
- All absences, whether excused or unexcused, count toward this total.
- Missing class for a school-sponsored activity does not count toward this total.
- Missing class for approved testing or educational purposes does not count toward this total.
- When a student's attendance falls below 90%, an Attendance Recovery process will be available. Attendance Recovery process will include, but is not limited to Saturday School, Tutoring, After-school study hall, or other academic activities as assigned. Saturday school will be provided at the end of each semester. All make up hours must be completed before the end of the semester. Any student who has not completed the hours needed will be ineligible until these hours are made up. Students will be billed an hourly fee for make-up hours.
- Seriously ill students may request and receive a medical release from Saturday School credit make-up; however, they will be required to take their final exams. A medical release is given at the discretion of the principal.
- Excessive absences may affect leadership eligibility and final exam exemptions.

### 7.12 Student Responsibilities when Absent

- Students are responsible for making arrangements to collect assignments for missed classes.
- All major projects and papers are due at the first of the class period on the due date, even if the student is absent. Students who are absent must make arrangements to turn the project in when it is due.
- One day will be allowed to complete makeup work for each day missed.
- All assignments made before the absence are due the day after the absence or as previously assigned.
- All assignments made after the student returns to school are due as assigned and may not be postponed pending completion of the missed work.
- If a student is absent three or more days, he or she must work out a written makeup schedule with each teacher during the day after the absence.

### 7.13 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.
- Practice schedules will be made available. Other activities (such as yearbook and newspaper workdays) will be arranged between the faculty sponsor and students.
- No school related events will take place on Sundays or after 5:30 pm on Wednesdays.
- Participation in Sunday worship by choral groups is allowed.

### 7.14 School-Sponsored Events

- BCS sponsors many events during the school year chaperoned by faculty and staff members. Participants at these events are held to the same standard of conduct as if they were on the BCS campus during the school day.
- Invitations to all school-sponsored events must be clearly identified as such.
- Invitations to non-school-sponsored parties and events must not be distributed at school without written approval from the administration.
- The Non-Uniform Dress Policy applies at all school events.
- School-sponsored class socials should be planned under the supervision of the class sponsor.
- As a general rule, non-BCS guests should not attend class socials.

### 7.15 Off-Campus Physical Education Program (OCPE)

- The BCS OCPE Program is a partnership between Brentwood Christian School and approved off-campus agencies that provide activities such as: Dance, Diving, Equestrian, Fencing, Gymnastics, Yoga, Lacrosse Martial Arts, Rock Climbing, Rowing, Swimming, Wrestling, and Tennis.
- Students will receive a numerical grade for each nine-week period and a final numerical grade for the semester. The Academic Advising office will be responsible for supervising the OCPE Program standards to ensure that each student receives a quality, off-campus physical education experience.
- In order to participate in the OCPE Program, high school students must participate in a minimum of 5 hours per week at a private or commercially-sponsored agency, approved by the High School Principal that provides physical activities which are supervised by appropriately trained instructors.

### 7.16 High School Students

- High school students may earn 0.5 credits per semester for a total of 2.0 credits (4 semesters) towards their high school graduation physical education requirement. This total includes their high school graduation physical education requirement (2.0 credits) and up to 3.0 credits for BCS elective credits. Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution (Athletics) at the same time. High school students are not permitted to leave campus during the school day without prior approval from the High School principal.

## 8. Lunch

### 8.1 General Lunch Rules

- Students must bring their own lunch or purchase a lunch from the cafeteria.
- High School Students may only purchase lunch from the cafeteria during their lunchtime.
- Parents may join their students for lunch at any time but must sign in and receive a visitor badge from the Administration office.
- Students must be in the cafeteria or approved outdoor space under the supervision of the lunch monitors during the entire lunch period except for approved reasons.
- Students must have a handwritten pass to leave the cafeteria or be on a written list provided to the lunch monitor for a group meeting.
- Students must not bring glass containers to school.
- Students may not order food to be delivered to campus.
- Microwaves and refrigerators are not available for student use in the school cafeteria.
- Students must do their part to keep the cafeteria clean, including sweeping floors, wiping off tables, stacking chairs, and picking up trash.
- Students must pick up all trash and eating supplies when using an outdoor eating location.

### 8.2 Off-Campus Lunch

- Before students are allowed to leave campus for lunch, they must submit an off-campus lunch permission form signed by a parent during enrollment or re-enrollment. Off-Campus forms are available in the High School Office for new drivers.
- Qualified high school students are eligible for off-campus lunch Monday-Friday.
- Students who have no citizenship grade lower than “S” during the previous three weeks may leave campus during their scheduled lunch period on Tuesday.
- Students who meet this requirement and have at least two “S+” in citizenship may leave campus during lunch on Tuesday and Wednesday.
- Students with no “S-” and three “S+” may leave campus during lunch on Tuesday, Wednesday, and Thursday.
- Eligibility status will be determined every three weeks.
- Students will lose this privilege for the duration of a behavioral probation.
- This privilege may be revoked for an individual at the discretion of the principal.
- In addition, seniors may be permitted to leave campus Mondays during lunch and members of the National Honor Society may leave campus for lunch Fridays (after submitting the appropriate form).
- There will be no off-campus privileges during the first two weeks or the last two weeks of school.
- Students are expected to behave with Christian character while off campus.
- Off-campus lunch privileges may be revoked for a student who receives a moving violation within the school year.
- Students are responsible to their parents for obeying their parents’ guidelines as well as any legal restrictions regarding with whom they may ride or who they may carry as passengers.

## 9. Appearance and Uniforms

- The BCS uniform policy requires students to dress modestly and neatly. 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 within two days.
- Boys' hair should not extend over the collar, beyond the bottom of the ears, below the eyebrows, or be worn in a ponytail or in a "bun."
- Mohawks, razor-shaved heads, spiked hair 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.
- Girls makeup should not look unnatural. Bright artificial colors and extreme looks are not allowed.
- Boys must be clean-shaven and sideburns must not extend below the bottom of the ear.
- Boys are not allowed to wear nail polish.
- Headwear (including hats, sunglasses, or bandanas) must not be worn inside the buildings by either boys or girls without special approval from the High School principal.
- Visible tattoos, whether permanent or temporary, are not allowed. If a student has a tattoo it must be covered at all times.
- 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 and not distracting.

### 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, or skirts (aligned with school dress code) being worn as a cover, this also applies to parents and campus visitors.
- Short skirts, dresses and shorts are not allowed.
- Underwear must not be showing.
- Clothing must not be form fitting.
- 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 high school office.

### 9.3 Uniforms

- Unless expressly permitted, BCS requires all BCS students to wear approved uniform pieces during school hours and on field trips.
- The hem of skirts, dresses, and shorts may be no more than three inches (standard sized Post-it-Note) above

the kneecap.

- Students wearing BCS P.E. or athletics uniforms must not enter the classroom buildings except between 3:40 and 3:50 to go to their lockers. Otherwise, students must change into daily uniforms or other appropriate clothing before entering the classroom buildings.
- Approved uniform pieces will be purchased from Dennis Uniforms ([www.dennisuniform.com](http://www.dennisuniform.com)) or at a school Uniform Resale event.

### 9.3.1 Daily Uniform

- Students are required to wear any combination of gender appropriate nonathletic uniform shirts/blouses and pants/shorts/skirts on days not designated as follows:
  - All Community Chapel
  - A Special Occasion as designated by the Administration
  - BCS T-shirts and spirit wear may be worn only on Fridays or special days approved in advance by the Administration.
  - Senior students who have received college acceptances may wear T-shirts and outerwear for the colleges to which they have been accepted on Fridays.

### 9.3.2 All Community Chapel Uniform

- Students are required to wear the following gender appropriate uniform pieces on days designated as All Community Chapel or a Special Occasion:
  - Plaid or Khaki Skirt
  - Khaki or Black Pants (with belt)
  - White Oxford Shirt (boys must be tucked in)
  - Socks – white, tan, black or green (hose optional for girls)
  - Ties are optional for boys

### 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), FAB or BCS. Personal coats may be worn outside when temperature falls below 40 degrees Fahrenheit but must be removed and placed in their locker when entering the building.
- When hoodies are worn in the building, they should not be over the head.

### 9.3.4 P.E./Athletics Uniform

- For P.E. and athletics, students must change into approved athletic shorts and shirts or practice uniforms designated by the Athletic Director.

### 9.3.5 Band and Choir Dress Policy

- Band and choir have special dress uniforms purchased or rented through the school.

### 9.3.6 Uniform Guidelines

- All clothing must fit properly. Pieces should not be frayed or contain holes.
- Skirts and pants must be totally zipped or fastened.
- Oxford shirts must be worn with no more than the top two buttons unbuttoned and must be tucked in.
- Clothing worn underneath regular uniform pieces must be white or the same color as the shirt, must not have writing which shows through the uniform top, and may only show at the collar. Undershirts must be tucked in.
- Shoes must be suitable for street wear. Flip flops and slides are not approved.
- Clothing must not be modified other than alterations necessary for fit.

### 9.3.7 Formal and Semi-Formal Attire (Non-uniform) Policy

- Appropriate formal and semi-formal attire is required for formal occasions during the year such as the Junior-Senior Formal and High School Awards Banquets. Students and their dates who are not appropriately dressed will not be admitted.
- Boys must wear tuxedos, dress suits, or slacks, shirts, and ties.
- Girls must wear modest dress attire.
- A student that is deemed to be wearing inappropriate or immodest attire will either be given a covering to put on over their clothes or will be sent home at the discretion of the principal, class sponsor, or president.
- Boys and girls may wear dressy attire for the Junior-Senior Luncheon preceding the Junior-Senior Formal.

### 9.3.8 Non-Uniform Attire

- The following policy applies to all school-activities for which the administration has stated that uniforms are not required, such as athletic events, retreats, and Super Senior Celebrations. In some cases, attire requirements will be distributed for specific events.
- All clothing must be modest. The following are not allowed:
  - Short shorts, cut-offs or bicycle-type shorts.
  - Torn, ripped and low-hung pants or skirts.
  - Inappropriately form fitting shorts and pants.
  - 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 must wear dark T-shirts over their swimsuits.
  - Girls must not wear bikinis.
  - Boys must not wear form-fitting swimsuits.
- The Non-Uniform Dress Policy applies to all practices, rehearsals, and other after-school activities not requiring a specific uniform.
- Parents may be called to provide appropriate clothing when the situation warrants.

## 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.
- High School students are not allowed to use the restrooms reserved for K4 – 2<sup>nd</sup> grade students in the “A” building or the restrooms in the Upper Elementary, “B” Building.
- Parents/Adults are not allowed to use the restrooms reserved for K4 – 2<sup>nd</sup> grade students in the “A” building or the restrooms in the Upper Elementary, “B” Building.
- Students are not allowed in the teacher workrooms, unless as an aide supervised by a teacher
- Students are only allowed in the BOCC Auditorium for chapel or a special class activity.
- Students are not allowed to use elementary hallways or restrooms in elementary buildings when moving between classes.
- Gum is not allowed in the BOCC Auditorium or chapel.

## 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 or the Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately.
- 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.
- BCS is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation.

## 10.3 Physical Displays of Affection

- While on campus or at school sponsored events, public displays of affection are limited to hand holding.

## 10.4 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.

## 10.5 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.

## 10.6 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](#)

## 10.7 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), parents will be responsible for the expenses incurred, \$50 for a half day of ISI and \$100 for a full day of ISI.

## 10.8 Internet Use

- Students and their parents must submit the school Internet User Agreement.
- 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.

## 10.9 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.

## 10.10 Music/Dance Policy

- Students may be allowed to listen to music with permission.
- 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.

## 10.11 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.

- High school students may use their phones during lunch.
- If a cell phone is used or heard at any other time during school hours without permission it will be confiscated.
- The first time the cell phone is confiscated, the student must wait until after school and pick it up in the High School office.
- If the phone is confiscated a second time, the cell phone must be picked up by a parent.
- On the third time (and subsequent times) the cell phone is confiscated, the cell phone must be picked up by a parent and the student will be charged \$15.
- Smart watches must remain in the off position during class time and assemblies. Use of smart watches for any function other than a watch requires pre-approval by the teacher.

## 10.12 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.

## 10.13 Conduct Grades

- In an effort to encourage students to develop Christ-like values, to reward them for implementing these characteristics at school, and to inform parents of their student's overall classroom behavior, teachers assign conduct grades at the end of each eligibility period.

S+	Student is prepared for class: has supplies and homework completed, is on task and actively engaged in discussion, answers questions, helps others stay on task, and is respectful to the teacher and classmates
S	Student is prepared for class: has supplies and homework completed, is on task. All students begin at this level. Student must be respectful to their teacher and classmates.
S-	Student behavior (more than once): sleeping in class, repeat cell phone offender, disruptive in class, repeat dress code offenders, disrespectful to teacher and/or classmates, and/or behavioral received detention
U	Student behavior: office referral, repeat detentions, repeatedly sleeping in class, dishonesty, belligerence, disrespectful to teacher and/or classmates

## 10.14 Detentions Assignments and Expectations

- Lunch detention – served during the student's lunch period
- After school detention:
  - 30 minute – begins at 3:50 pm and ends at 4:20 pm.
  - 60 minute – begins at 3:50 pm and ends at 4:50 pm.
- Only the teacher who issues the detention can change it to lunch detentions.
- Students are expected to serve the detention the next day, but may choose to serve it on the day it is assigned.

## 10.15 Detention

- Students serving after school detention will:
  - Report to the monitor by 3:50 and submit the detention slip, and
  - Complete missing work or assignment
- Students serving lunch detentions will:
  - Report promptly to the lunch monitor and submit the detention slip,
  - Eat in isolation
  - Complete cleaning tasks or written assignments as determined by the lunch monitor.
- Failure to Serve Detention or Arrive Promptly
  - A student will be required to serve another detention if he or she fails to appear, in addition to the one originally assigned.
  - Failure to serve a detention for three consecutive days will result in a half day of In-School-Isolation (ISI), and a \$50 charge.
- Recurring Detentions
  - If a student receives recurring behavior detentions (other than tardy detentions) in a nine-week grading period, consequences may include parent notification, Saturday School, in-school isolation, suspension, behavioral probation, or dismissal.
- Definitions and consequences for students who receive disciplinary actions for their behaviors:
  - **In-school isolation (ISI)** means that the student will be isolated on campus away from the rest of the student population. The student in ISI will receive full credit for all of the work missed during ISI as long as it's turned in the following day.
  - **Out-of-school suspension (OSS)** means the student will not attend school, and the student must complete and turn in all academic work/quizzes given to him or her during OSS the day that they return to the classroom. The student in OSS will receive full credit for all of the work missed during OSS as long as it is turned in the following day.
  - Students are expected to complete all classwork that they missed while in ISI or OSS without penalty.

## 10.16 Appeal of Disciplinary Action

## 10.17 Enforced Withdrawal/Dismissal

- 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.
- 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 oversight 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

- The academic program is designed to educate students in their knowledge and understanding of subject matter from a Bible-based, Christian perspective. The curriculum is intended to be challenging, comprehensive, and college preparatory. Policies and procedures related to academics are intended to uphold these principles and to support the academic success of all BCS students.
- For detailed information about the instructional program, grading system, and graduation plans consult the High School Academic Guide.
- The Test-Project Calendar is available on the BCS website.
- Student Grades and Grade Reports
  - Grade reports will be posted on Parent Web at the end of each quarter.
  - Parents may request a hard copy of their student's grades through the High School office at any time; however, release of grades may be subject to an account hold.
  - In addition to report cards, the school will also inform parents about potential academic problems through progress reports. Progress reports will be posted in Parent Web at the end of the third and sixth week of each quarter. Please understand that, because a student's grade may fall to an unsatisfactory level after this point, receiving a progress report is not prerequisite to receiving a failing grade.
- Grades will be:

97-100 = A+	87-89 = B+	78-79 = C+	73 = D+
93-96 = A	83-86 = B	76-77 = C	71-72 = D
90-92 = A-	80-82 = B-	74-75 = C-	70 = D-

- Any grade below 70 is failing (F).

- Final Exams and Exemption Policy
  - Finals are given at the end of the fall and spring semesters in all academic classes.
  - Finals may be given at the teacher's discretion in non-academic classes such as physical education, athletics, and fine arts.
  - The two days preceding final exams are reserved for comprehensive reviews. All coursework should be completed prior to review days.
  - Students will not be granted permission for a voluntary absence during review days or exam days. Students and parents should avoid making appointments that require missed class time during these days.
  - Qualifications for Exemptions: Students must meet all of the following criteria in each class for which they exempt the final exam:
    - A semester average of 90% or above
    - No unexcused absences and no more than one tardy per semester in the exempting class. (See Attendance.)
    - No more than eight excused absences in the first semester and no more than nine in the second semester.
    - Must be present for and participate fully in review days
  - Students may claim an exemption from the final exam in any class only once during the school year. In other words, students who choose to exempt the fall semester exam in a particular class must take the semester exam in that class in the spring. Students who have taken the fall semester exam in any class (and who also meet the criteria listed above during the spring semester) may choose to be exempt from the final in that class.
  - Freshmen who qualify may choose to be exempt from one exam each semester. Sophomores who qualify may choose to be exempt from two final exams each semester. Juniors and seniors who qualify may choose to be exempt from any or all of their final exams each semester (realizing they must take at least one semester exam in each class during the school year).
  - Students may choose to claim an exemption in a class and yet take the final exam in an effort to raise their semester grade without danger of lowering it.
  - Please see Grade Policy Appendix for each department.
- International Students:
  - An international student who makes a request to repeat a high school grade, may be granted the right to do so. This request will only be granted if the student meets all established admission criteria, and if, after a review of this criteria, the repeat year is recommended by the High School Principal and approved by the President. However, the student will not be eligible to be recognized as a valedictorian or salutatorian; nor will the student be allowed to achieve top ten percent status, or be reported as being in the top ten percent of his or her graduating class.

### 11.1 The Notebook System

- A notebook system has been developed to promote organizational skills for the learner. All students in 9<sup>th</sup> and 10<sup>th</sup> grades, as well as high school students who are new to BCS are required to maintain a central notebook according to a standardized format.

- High school students must maintain an effective organizational system for their schoolwork. Those who fail to do so may be required to utilize the standardized notebook system.
- The notebook should be a sturdy 2+ inch three-ring binder and must contain the following at all times:
  - A pocket on the inside of the front cover or a large metal clip for memos and notes to parents
  - A sturdy, zippered bag to hold small, loose school supplies. Among these supplies must be the following:
    - Two pencils with erasers
    - Two blue or black ink pens
    - Two red pens
  - An assignment book (purchased through the school). On the weekly calendars, students will record assignments for each class.
    - On the monthly calendars, students will indicate longer-term items, such as:
      - Due dates for long-term assignments
      - After-school practices
      - Event dates for concerts, plays, games, etc.
  - Dividers with tabs should denote sections as follows:
    - First 6-8 dividers: individual courses
    - Last divider: clean notebook paper

## 11.2 Study Hall

- Study halls and study help periods are opportunities for the student to work on homework or receive extra help in a particular area.
  - High school students will receive a conduct grade based on tardies, behavior, and appropriate use of time.
  - Students who need to work with another teacher during study hall must have a handwritten pass from that teacher before study hall begins.
  - Students who need to work in the library for a class must have a written pass from that class's teacher before study hall begins.
  - Students will not receive an academic grade for study hall.

## 11.3 Homework

- The overall homework load on Wednesday nights is intended to be less than other nights during the week to encourage mid-week church attendance.

## 11.4 Late Assignments

- High School
  - An assignment is considered late if it is not complete and submitted at the time designated by the teacher.
  - Late assignments will not receive full credit except as outlined under the excused absence policy.

- An assignment turned in one or more days late will receive a reduction in grade (see [Appendix F-Grading Policies](#)).

## 12. Academic Achievement Recognition

### 12.1 Honor Roll

- An academic honor roll will list those students achieving an overall grade average of 92.5 points or higher.
- A citizenship honor roll will list those students achieving no citizenship grade lower than S and at least three S+'s. (See Conduct Grades for further information.)

### 12.2 National Honor Society

- Students with a 90.0 grade average or above will be considered for membership in National Honor Society. Selection for membership also requires evidence of character, citizenship, leadership, and service.
- The NHS is selected from the 10th, 11th, and 12th grade classes.
- Grade 9 is a qualifying year.
  - More specific criteria for selection and maintenance of membership are specified in the High School Academic Guide.

### 12.3 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, or with principal approval will students be allowed to ride in private vehicles.
- Students must return in the vehicle in which they arrived unless arrangements have been approved in advance or unless the sponsor personally releases the student to his or her parents.
- Parents will be asked to sign a medical release and a permission statement for all field trips during online enrollment or re-enrollment. 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.
- Vehicles used for transporting students must be in safe operating condition and must comply with all applicable laws.
- Drivers must abide by posted speed limits and all other applicable driving laws.
- The School reserves the right to run MVR and/or background checks on volunteer drivers.



## 12.4 Student Behavior in 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 will be respectful of the driver and not participate in unduly loud or otherwise dangerous behavior.

## 13.Extracurricular Activities

- Students, parents, and spectators are expected to set a Christian example in attitude, behavior, and sportsmanship. The school participates in athletic, academic, and fine arts competitions insofar as participation enhances and supports the goals of Brentwood Christian School.
- BCS is a member of 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 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 may be closed to the public, including parents and non-participating students, at the discretion of the coach or sponsor.

### 13.1 Eligibility

- Class work takes priority over all extracurricular activities. Eligibility requirements are put in place to encourage academic success.
- Academic and conduct grades will be checked every three weeks. Eligibility is determined by the High School office at the end of every eligibility period.
- **All three-week progress reports:** Two academic grades below 70 (F) or three academic grades below 74 (D) will result in ineligibility. Also, one unsatisfactory citizenship grade (U) will result in ineligibility.
- **All six-week progress reports and all report cards:** One academic grade below 70 (F) or two academic grades below 74 (D) will result in ineligibility. Also, one unsatisfactory citizenship grade (U) will result in ineligibility.
- Incomplete grades will cause a student to be ineligible. If the incomplete grade is completed within 2 days, and the grade is passing, the student will be listed as eligible.

### 13.2 Consequences of Ineligibility

- Ineligible students are not permitted to participate in games or productions 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 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 and rehearsals 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.

### 13.3 Athletics: Additional Eligibility Requirements

- To ensure the safety of the participants, students 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 health insurance coverage
  - Copy of the student's birth certificate
  - Written permission from a parent/guardian allowing the school to secure treatment for the student in case of a medical emergency
  - Sports fee established by the Administration
  - Fees are not refundable

### 13.4 Leadership Eligibility

- Students who wish to assume positions of leadership and visibility are held to a higher standard than other students.
- If a student is ineligible for two consecutive eligibility periods, the student will not be eligible to hold or be selected for a position of leadership for the remainder of the school year.
- If a student is elected or selected for a leadership position before the end of the school year and becomes ineligible after the final eligibility period, the student will forfeit the leadership position.
- Excessive absences or detentions may lead to ineligibility for a leadership position.
- A student on behavioral probation is ineligible for a leadership position while on probation. Positions of leadership held prior to probation cannot be reinstated during that year.

### 13.5 Letter Jackets

- Students who have earned athletic or academic letters may purchase them through the athletic office.

## 14. Fundraising

- All fundraisers associated with Brentwood Christian School must have prior approval by the sponsor,

principal, the Development Office, and president.

## 15. 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 \(Appendix B\)](#).

## 16. Special Occasions & Events

- Awards Ceremony
  - Outstanding accomplishments in high school academics, student activities, and citizenship will be recognized at the formal Spring Awards Ceremony. All high school students and their family members may attend.
- Athletic Awards Banquet
  - Outstanding accomplishments in high school athletics and athletic leadership will be recognized at the formal Athletic Awards Banquet. All high school students and their dates and family members may purchase tickets to attend.
- Fine Arts Awards Banquet
  - Outstanding accomplishments in high school leadership will be recognized at the formal Fine Arts Awards Banquet. All high school students and their dates and family members may purchase tickets to attend.

## 17. Parent Involvement

### 17.1 VIP Parent Service Program

- The school requires families serve 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.

### 17.2 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.

### 17.3 Parents in Prayer

- Parents in Prayer 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. Information is available on the Parent Dashboard at [www.brentwoodchristian.org](http://www.brentwoodchristian.org).

### 17.4 Volunteers and Chaperones

- The school reserves the right to run background checks on all volunteers and chaperones.
- Adult sponsors must not use any alcohol or tobacco products while on school-sponsored trips.
- Driver Responsibility:

- Vehicles used for transporting students must be in safe operating condition and must comply with all applicable laws.
- 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.

## 18. Financial Matters

### 18.1 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.

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### 18.2 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 1<sup>st</sup>) 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, provided by the finance office (see [Appendix G](#) for example form), 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*

### 18.3 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.

#### 18.4 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 terms and conditions ([Appendix E](#)).

#### 18.5 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.

#### 18.6 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.

#### 18.7 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.

#### 18.8 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.

### 18.9 Returned Check/ACH Policy

- A check or 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 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.

### 18.10 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.
- Transcripts will be free of charge for the first two requests. Any other transcript requests past two will be charged \$2.00 per request.
- 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.).

## 19. 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.

## 20. Appendix B – Guidelines for Possible Disciplinary Actions

- Listing all examples of misconduct which may result in student disciplinary action is impossible. Many of the behaviors listed below have never occurred at BCS, but the experiences of other schools (particularly area public schools) make these warnings necessary.
- These disciplinary actions are examples and may be modified at the discretion of teachers and administrators for specific situations. Repeated offenses will be referred to the principal and may result in behavioral probation.

Misconduct	Disciplinary Actions
<ul style="list-style-type: none"><li>▪ Noise distracting or disturbing to other students or workers</li><li>▪ Action which is out of order (passing notes, throwing things, littering, etc.)</li><li>▪ Talking without following prescribed procedures</li><li>▪ Action which is not courteous to others (rudeness, cutting in line, lack of proper manners, etc.)</li><li>▪ Not following school policy (any policy described in this school handbook, board handbook, or</li></ul>	<ul style="list-style-type: none"><li>▪ Rule may be explained and student directed not to repeat the behavior; immediate consequences may be enforced as needed.</li><li>▪ School personnel will deal with on a corrective basis appropriate to behavior (removal from activity, withdrawal of privileges, retribution or apology activity, detention, notification of parents).</li><li>▪ Parent will be notified if there is continuing disturbance.</li></ul>



<p>made clear in verbal or written form by the High School administration)</p> <ul style="list-style-type: none"> <li>▪ Disrespect for authority (facial expression which shows defiance, uncooperative attitude, slamming doors or material intentionally, insolence, not addressing adults by proper title, and similar demeanors which do not express Christian qualities and proper attitude of respect)</li> <li>▪ Disrespect of others (misusing others' property, action which affects others in a negative way, name-calling, making fun of others, hitting, tripping, throwing objects at someone, etc.)</li> <li>▪ Inappropriate display of affection at school or school-related activities (See Physical Display of Affection)</li> <li>▪ Profanity, blasphemy (such as taking the Lord's name in vain)</li> <li>▪ Use of obscene language or gestures, or sexually suggestive behavior</li> </ul>	<ul style="list-style-type: none"> <li>▪ If misbehavior continues, the teacher will refer the problem to the principal.</li> <li>▪ Citizenship grade may be lowered for any of these infractions.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Academic dishonesty such as cheating, plagiarism, giving or receiving help, or failure to follow classroom regulation where individual work is required</li> </ul>	<ul style="list-style-type: none"> <li>▪ In addition to lowering of citizenship grade:</li> <li>▪ Daily work: zero on assignment, conference, parents informed</li> <li>▪ Tests/Major projects: Same as above plus up to two days of In-School Isolation</li> <li>▪ Loss of exemption for the class</li> </ul>
<ul style="list-style-type: none"> <li>▪ Skipping class or truancy of any kind</li> </ul>	<ul style="list-style-type: none"> <li>▪ Referral to principal</li> <li>▪ Lowering of citizenship grade</li> <li>▪ Loss of off-campus lunch privilege,</li> <li>▪ Loss of final exam exemptions in <b>all classes</b></li> <li>▪ Loss of credit for work missed during the truancy</li> </ul>
<ul style="list-style-type: none"> <li>▪ Taking unscheduled off-campus lunch or non-qualified extended lunches</li> </ul>	<ul style="list-style-type: none"> <li>▪ Referral to principal</li> <li>▪ Lowering of citizenship grade</li> <li>▪ Loss of off-campus lunch privilege for a minimum of three weeks.</li> <li>▪ Loss of final exam privilege</li> <li>▪ In-school Isolation</li> </ul>

Misconduct	Disciplinary Actions
<ul style="list-style-type: none"> <li>▪ Bullying or Cyberbullying: Bullying is the repeated unwelcome actions of an individual or individuals towards another individual or individuals with the intention of embarrassing, humiliating, intimidating, and/or threatening the other. Cyberbullying is bullying that occurs through social media. Bullying is unacceptable behavior at all times, whether it occurs on campus, off campus, or online. Any bullying will lead to disciplinary action.</li> </ul>	<p>In addition to lowering of citizenship grade:</p> <ul style="list-style-type: none"> <li>• Up to five days on-campus or off-campus suspension</li> <li>• Possible public apology or public statement</li> <li>• Behavioral probation</li> <li>• May result in other consequences, including expulsion.</li> <li>• A second offense of this nature may lead to expulsion.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Vandalism or willful damage to school property or property of professional personnel or other students</li> <li>▪ Fighting or assault on another student or professional personnel at school or any school-sponsored activity</li> <li>▪ Intimidation, provocation, or harassment of students, parents, faculty, or staff</li> <li>▪ Theft of school or other property on campus</li> <li>▪ Possession of a pocketknife or any type of toy gun or toy weapon on campus</li> <li>▪ Gambling for profit of any kind on campus or at school-related activities</li> <li>▪ Any illegal activity on or off campus</li> </ul>	<p>In addition to lowering of citizenship grade:</p> <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Up to five days on-campus or off-campus suspension</li> <li>• Behavioral probation</li> <li>• May result in other consequences, including expulsion.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Use of tobacco products/vaping on campus</li> <li>▪ Possession of illegal drugs, drug paraphernalia, or alcoholic beverages on campus or possession or use off campus</li> <li>▪ Sexual immorality off campus</li> <li>▪ Possession or distribution of pornographic materials on campus</li> <li>▪ Possession of BB or pellet gun on campus</li> <li>▪ Possession or distribution of fireworks or fireworks paraphernalia</li> </ul>	<p>In addition to lowering of citizenship grade:</p> <ul style="list-style-type: none"> <li>• Up to five days on-campus or off-campus suspension</li> <li>• Behavioral probation</li> <li>• If sufficient grounds exist, a student may be required to undergo drug testing as a condition for continued enrollment.</li> <li>• May result in other consequences, including expulsion.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Possession or use of firearms, explosive materials, or other deadly weapons, or illegal use of such weapons off campus</li> <li>▪ Use of deadly weapons at school or school-sponsored activities</li> <li>▪ Confirmed threat to the safety or security of students, faculty, and/or staff</li> <li>▪ Use of illegal drugs or alcoholic beverages on campus</li> <li>▪ Selling drugs on or off campus</li> <li>▪ Carrying out a felony offense</li> <li>▪ Homosexual activity or sexual intercourse on campus</li> <li>▪ Any felony conviction</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expulsion</li> <li>▪ Notification of authorities when appropriate</li> </ul>
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\*The cost of In-School Isolation will be paid by the parents.

## 21. 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, Middle School Principal, High School Principal, or default substitute – CFO.
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.

## 22. 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, then 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
- High School 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
  - 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.

## 23. Appendix E – 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.

<b>NOT COVERED UNDER THE PROGRAM</b>
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**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

<b>CLAIMS</b>
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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.

<b>COST</b>
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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.

## 24. Appendix F – Grading Policies

### Grading Policies for High School Bible Department

9<sup>th</sup>–12<sup>th</sup> grade: Type of grading system -Total points

- Each assignment, project, quiz or test will be assigned a given number of points.
- The total number of points earned will be divided by total possible points to determine the final grade.
- The Bible department will accept late work.
- An assignment that is deemed late by the teacher will receive a reduction grade of 30% on the first day. Assignments two or more days late will receive a reduction grade of 50%. Late work will be accepted until the assessment on that material.
- Quizzes are formative. Students will have an opportunity for reteaching and reassessment for a grade up to 80%.

## 25. Grading Policies for High School Social Studies Departments

9<sup>th</sup>–12<sup>th</sup> grade: Type of grading system - Weighted categories

Daily/Classwork	Homework	Projects	Quizzes & Tests
20%	25%	15%	40%
24%	29%	If no projects...	47%

- The Social Studies department will accept late work.
- An assignment that is deemed late by the teacher will receive a reduction grade of 30% on the first day.
- Assignments two or more days late will receive a reduction grade of 50%. Late work will be accepted until the assessment on that material.
- Quizzes are formative. Students will have an opportunity for reteaching and reassessment for a grade up to 80%.

## 26. Grading Policy for High School English Department

9<sup>th</sup>– 12<sup>th</sup> grade: Type of grading system - weighted categories

- Grade distribution:
  - 10% - **Practice** includes but is not limited to short quizzes, exit tickets, daily assignments, including vocabulary, grammar, reading and writing (prewrites) practice
  - 20% - **Responses** including maintaining notebook to teacher's specifications and completing formative practice assignments

- 30% - **Applications** including short essays, presentations, rough drafts of major papers, small projects and like assignments
- 40% - **Summative assessments** include but are not limited to tests, major essays, major projects that demonstrate mastery of skills
- Quizzes are formative – students in regular classes will have an opportunity for reteaching and reassessment for a grade up to 80%.
- Grade Minimums
  - There will be two grades per week. Each grade category will be covered in a nine week period. At least two summative assessments will be in each nine week period.
- Miscellaneous
  - Extra Credit: May be offered once per quarter, and it may not exceed more than 20 points total.
  - The English department will accept late work.

An assignment that is deemed late by the teacher will receive a reduction grade of 30% on the first day. Assignments two or more days late will receive a reduction grade of 50%. Late work will be accepted until the assessment on that material.

## 27. Grading Policy for High School Math Department

9<sup>th</sup>- 12<sup>th</sup> grade: Type of grading system - weighted categories

- Work will be divided into categories worth the percentages listed below. Within each category, each assignment will be worth a given number of points and the average will be the total number of points earned divided by total points possible.
- Category Percentages:
  - Algebra I: Homework 30%, Tests/Quizzes/Projects 70%
  - Geometry, Algebra II, Pre-calculus, AP Calculus, Quantitative Reasoning:  
Homework 25%, Tests/Quizzes/Projects 75%
- Homework and quizzes are formative. It is important that students complete the homework on time and make corrections when discussed in class. Students in regular classes will have an opportunity for reteaching and reassessment up to 80%.
- The math department will accept late work.
- An assignment that is deemed late by the teacher will receive a reduction grade of 30% on the first day. Assignments two or more days late will receive a reduction grade of 50%. Late work will be accepted until the assessment on that material.

## 26. Grading Policy for High School Science Department

9<sup>th</sup>- 12<sup>th</sup> grade: Type of grading system - Mixed

Grade Distribution:

- Type of grading system:
  - *Tests*: 50% of grade

- *Daily/Labs/Quizzes*: 50% of grade
- Late work:
  - The science department will accept late work.
  - Late work will be accepted until the test on that material, unless it is a weekly assignment and will be accepted until the next weekly assignment is due.
  - An assignment that is deemed late by the teacher will receive a reduction grade of 30% on the first day. Assignments two or more days late will receive a reduction grade of 50%.
- Grade Minimums:
  - Tests: At least 2 tests will be given per 9 - week period.
  - Quizzes are formative. Students will have an opportunity for reteaching and reassessment up to 80%.
  - Daily/Labs/Quizzes: At least 2 daily grades will be given per week.

## 27. Appendix G – 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