



**BRAZOS CHRISTIAN**  
— SCHOOL —

**PARENT/STUDENT HANDBOOK**  
**2016-2017**

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**PARENT & STUDENT HANDBOOK  
FOR  
BRAZOS CHRISTIAN SCHOOL**

We have compiled this handbook to give expression to our covenant with you as a Christian Educational Community. It covers academics, activities, dress codes, and other guidelines.

Students and Parents are responsible for the contents of this handbook.

**Mission** – Training, equipping, and educating students to impact the world for Jesus!

**Core Values** –

- Identity in Christ – Reminding students who they are and whose they are.
- Educational Excellence – Preparing minds to think critically and creatively from a Biblical Worldview.
- God’s Word – Aligning hearts with truth, wisdom, grace and love.
- Spirit-Filled Unity – Cultivating community between school, family, the Church and one another.
- Humble Service – Valuing others before self.

**Doctrinal Statement** –

1. We believe the Bible to be the only inspired, inerrant, infallible, authoritative word of God.
2. We believe in one God eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His substitutionary and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His eventual, personal return to power and glory.
4. We believe in the necessity of regeneration by the Holy Spirit for salvation due to the exceeding sinfulness of humanity; and that individuals are justified by grace through faith solely by the accomplished work of Christ.
5. We believe in the resurrection of those so saved to glorification in heaven and of all others to damnation in hell.
6. We believe in the spiritual unity of all true believers in Christ.

**Interdenominational Position** – It is the desire of Brazos Christian School that the interdenominational position of the school be stressed and maintained. The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and will teach. In order to maintain an interdenominational position, different viewpoints may be presented for discussion with the final teaching left to the home and church. Some examples are:

- Church government – authority and discipline
- Time and mode of baptism
- Time of the rapture
- Second work of grace – baptism of the Holy Spirit – rebirth
- Sinless perfection
- Gifts of the Holy Spirit – tongues, interpretation of tongues, healing, miracles, prophecy, discerning of spirits

We desire to remain united in the salvation and love of Christ, avoiding the dissension of denominational problems.

**Honor Code** – By God’s grace and for God’s glory, I will honor God, my family, my peers, and Brazos Christian with my words, my actions, my heart, and my mind.

## ACADEMIC INFORMATION

### EVALUATING STUDENT PROGRESS

Evaluation is the process of determining in what ways and to what extent the Teacher and Student have achieved their goals of Student learning. There are two important presuppositions in the evaluation effort:

- The Teacher must assume that goals have been established.
- The Teacher must realize there are some goals that cannot be measured objectively. This is largely true of goals of spiritual growth, behavior, and attitudes.

Evaluation is more than measurement by written forms. If learning is to result in change, the change observed in the life of the Student is also an indication of effective teaching and learning.

### HOMEWORK POLICY

Homework outside of class is an essential part of the learning process. For Brazos Christian School Students, homework will be assigned according to the guidelines listed below. Time allotments for homework are based on the time it takes an average Student to complete the assigned work; however, it is important for Students and Parents to understand that at times the workload will be greater and at times less. Our desire is that the total out-of-class assignments per day for all classes will not exceed the following average approximations:

Kindergarten – 2 <sup>nd</sup> grade	30 minutes
3 <sup>rd</sup> grade – 6 <sup>th</sup> grade	45 minutes to an hour
7 <sup>th</sup> grade – 8 <sup>th</sup> grade	1 – 1½ hours
9 <sup>th</sup> grade – 12 <sup>th</sup> grade	2 – 3 hours

Parents can be of help to their children by providing an atmosphere which is conducive to study in the evenings and on the weekends. Remember also, each Brazos Christian School Student in grades 9<sup>th</sup> - 12<sup>th</sup> generally receives study time during the day and, therefore, should have about 2 hours of out of class work left for completion in the evenings. However, if a Student is taking honors or Dual Credit classes, their homework load might be greater.

Brazos Christian School understands that a large number of our students may be involved with their local church on Wednesday evenings. Therefore, we will make every effort to minimize out of class assignments on Wednesday night. In addition, no out of class work will be assigned to Students over Fall, Thanksgiving, Christmas, Easter, or Spring breaks.

### MAKE UP WORK POLICY

If a Student is absent due to illness or an unexpected emergency, (s)he must make up the work missed. The child will be given one day for each day of absence in order to make up the work. All tests missed will be rescheduled at the convenience of the Teacher. The Teacher may use discretion in giving more time if (s)he feels it is warranted.

If a Student has an unexcused absence, all the missed work is due on the first day the child returns to class. The Student is not allowed to make up any missed tests or in-class work. A grade of zero will be entered for any work not turned in upon return to class. It is for this reason that Parents must make prior arrangements with the Teacher in order to allow the child sufficient time to do the work required for the classes missed.

If a Student fails to turn in an assignment or project on the date due the following make up grade reduction will apply:

### MAKE UP WORK POLICY GRADES 1<sup>st</sup> – 6<sup>th</sup>

When homework is incomplete or not handed in on the due date, it will be noted in the daily folder. Parents should sign the folder, make sure their child places the homework in the folder, and have their child return it to the Teacher the following day.

Teachers, at their discretion, may give a one-day extension (without point reduction) if they believe it is warranted. However, no extension may be given on the day an assignment is due. Extensions must be arranged in advance.

Point reduction for late assignments will be as follows:

- 1<sup>st</sup> day late      The assignment will be graded and then have a 10 point reduction applied.
- 2<sup>nd</sup> day late      The assignment will be graded and then have a 20 point reduction applied.
- 3<sup>rd</sup> day late      The assignment will be graded and then have a 30 point reduction applied.
- No work will be accepted after the 3<sup>rd</sup> day late.

Direct Parent contact by meeting or telephone may be necessary if the daily folder is not signed and homework is not turned in.

Teachers, at their discretion, may give a one-day extension (without point reduction) if they believe it is warranted. However, no extension may be given on the day an assignment is due. Extensions must be arranged in advance.

### **MAKE UP WORK POLICY GRADES 7<sup>th</sup> – 8<sup>th</sup>**

When homework is incomplete or not handed in on the due date the following guidelines will be followed for Students in grades 7<sup>th</sup> – 8<sup>th</sup>.

All assignments will be considered late if they are not turned in at the beginning of class.

Point reduction for late assignments will be on as follows:

- 1<sup>st</sup> day late      The assignment will be graded and then have a 30 point reduction applied.
- 2<sup>nd</sup> day late      The assignment will be graded and then have a 40 point reduction applied.
- 3<sup>rd</sup> day late      The assignment will be graded and then have a 50 point reduction applied.
- No work will be accepted after the 3<sup>rd</sup> day late.

### **MAKE UP WORK POLICY GRADES 9<sup>th</sup> – 10<sup>th</sup>**

Brazos Christian School believes that college preparatory instruction for Students in grades 9<sup>th</sup> – 10<sup>th</sup> should reflect a response more consistent with the guidelines our Students may experience in college. Therefore, a Student's failure to turn an assignment in on time will be reflected in that Student's grade.

The following guidelines will be followed on those assignments that are not turned in on time:

All assignments will be considered late if they are not turned in at the beginning of class.

Point reduction for late assignments will be as follows:

- 1<sup>st</sup> day late      30point reduction
- 2<sup>nd</sup> day late      50point reduction
- No work will be accepted after the 2<sup>nd</sup> day late.

### **MAKE UP WORK POLICY GRADES 11<sup>th</sup> – 12<sup>th</sup>**

Brazos Christian School believes that college preparatory instruction for Students in grades 11<sup>th</sup> – 12<sup>th</sup> should reflect the guidelines they will experience in college. Therefore, a Student's failure to turn an assignment in on time will result in a zero grade for that assignment. **No late work will be accepted.** Students will be expected to turn in all assignments on time. Exceptions will be determined by the administration.

## **EXAMS, TESTS, AND REVIEWS**

Regular subject tests: These tests will be given at the discretion of the Teacher to evaluate a Student's understanding and mastery of a unit of instruction. No more than two regular tests per grade level may be given in one academic day. (Quizzes are not considered tests.) A test calendar for grades 7<sup>th</sup> – 12<sup>th</sup> will be used to ensure only two tests per grade level will be scheduled. Grammar School Teachers will monitor their individual classes to ensure balance in the number of tests given per day/week. Tests, exams, and project dates will be posted on RenWeb no later than the end of business on the Friday prior to the assessment.

### Semester Exams:

- Grades PreK – 7<sup>th</sup> will not give semester exams, except for 8<sup>th</sup> grade Honors Algebra 1 and for all core classes.
- 8<sup>th</sup> grade will take a semester exam at the end of the 2<sup>nd</sup> semester of their 8<sup>th</sup> grade year. This exam will count 10% of the Student's grade for the semester in which the exam is given. 8<sup>th</sup> graders taking a high school course will also take finals in that course(s) the 1<sup>st</sup> semester.
- Grades 9<sup>th</sup> – 12<sup>th</sup> will take semester exams in their core curriculum courses during the last three days of each semester.
- Semester exams for grades 9<sup>th</sup> – 12<sup>th</sup> will count 20% of the Student's grade for the semester in which the exam is given. 8<sup>th</sup> grade students taking high school credits will fall under these guidelines.
- This exam will cover all the material covered during the semester in which the exam is given.
- There will be two review days scheduled prior to any semester exam.
  - Review sheets are to be handed out one week in advance of finals week for all Students.
  - Review Days: Applies only to classes in which semester exams are being given.
  - Review for two days covering academic subjects, followed by three days of exams.
  - No tests, papers, or major projects can be required during review days.
  - These review days are strictly for review or for fielding questions.
  - No new material can be introduced during these review days.

### Semester Exam Exemptions:

If a Student has an "A" average for a particular class; has no more than four absences or four tardies (\*\*see homeroom policy below\*\*) during that semester for that class; and has no write-ups from that class, (s)he is allowed the following exemption privilege for a class or classes (depending on grade level) that meet the aforementioned criteria. Absences for exemption purposes will include excused (including sick days) and unexcused absences. Absences that will not count against exemptions are those that are due to medically necessary surgeries that could not be avoided or scheduled at another time, approved college visit days, school sponsored extracurricular activities, and field trips.

- 8<sup>th</sup> graders: those taking a high school course may exempt 1 high school semester exam in the second semester only
- Freshmen: exempt from 1 semester exam
- Sophomores: exempt from 2 semester exams
- Juniors: exempt from 3 semester exams
- Seniors: exempt from all semester exams

### Homeroom Policy:

If a student is tardy to or has an unexcused absence from homeroom more than four times in a semester, they shall lose one (1) exemption. For sophomores, juniors, and seniors, more exemptions may be lost with subsequent unexcused absences/tardies. (8 homeroom tardies=2 lost exemptions, 12 homeroom tardies=3 lost exemptions, 16 homeroom tardies=all exemptions lost)

## ACHIEVEMENT TESTS

Each Student in grades K – 6<sup>th</sup> is given a nationally standardized achievement test in the spring of the year to determine his/her academic progress and scholastic strengths and weaknesses. The results of these tests will be made available to the Parents.

The PSAT 8/9 is administered to 7<sup>th</sup> – 8<sup>th</sup> grade students in the fall of each year.

The PSAT (Preliminary Scholastic Aptitude Test) is administered to Freshmen, Sophomores, and Juniors each year as preliminary preparation for the SAT (Scholastic Aptitude Test). The PSAT taken in the Junior year is used to select Students for National Merit Scholarships. The PSAT is not only helpful practice, but for the gifted Student who does well, it can be a means of obtaining recognition for college scholarships.

The SAT and ACT (American College Testing) are college entrance exams. They are not offered at our school, but information concerning test dates, locations, and application forms are available in the Rhetoric School office for each Junior and Senior.



## ADVANCED PLACEMENT TESTING

BCS offers AP testing to qualified Students. The AP testing fee will be charged to the Student's BCS account.

### GRADING

Student grades will be according to the following numerical scale:

Letter Grade	Grade-Point Average	Numerical Value
A+	4.3	98-100
A	4.0	93-97
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
F	0.0	Below 69

(70 and above is passing)

### WEIGHTED GRADES

Semester grades for all Honors classes are given an extra weighted grade of 0.5. Semester grades for all Advanced Placement or Dual Credit courses are given an extra weighted grade of 1 point. Grades transferred into BCS do not calculate into weighted or unweighted GPA. Example of weighted marks:

Mark	Honors	Dual Credit/Advanced Placement
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0

### CLASS RANK

Class rank is determined by the GPA and taken from all of the Student's grades earned at Brazos Christian School in grades 9<sup>th</sup> – 12<sup>th</sup>. Dual Credit, AP, and Honors courses are weighted. Individual class rank is reported to colleges on the Student's transcript, only if requested and if the Student ranks in the top 25%. No other ranks are generally reported. Students whose cumulative weighted GPA is 4.0 or higher will be ranked in the top quartile.

### INCOMPLETES

An "incomplete" (I) may be recorded on a report card when a Student has not completed the required course work for a class due to excused absences. For extenuating circumstances, an extension, not to exceed two weeks into the new grading period, will be specified by the Teacher to make up the incomplete. If it is not made up within that time, the Student will receive a zero for any missing assignments, and the zero will be averaged in with his/her grades for the course.

### RECOVERING CREDITS

If a student does not receive credit for successful completion of any semester's worth of work in any class, the student (and student's family) is responsible for recovering the credit (via a third party entity) prior to the first day of school for the following year. If the student does not recover the credit prior to the first day of school, his/her stay as a student at Brazos Christian will be forfeited.

## GRADUATION REQUIREMENTS

Minimum graduation credits required: 26

6 credits in Humanities

1 credit in Senior English

1 credit in American Government/Economics

4 credits in Mathematics (Alg I, Alg II, Geo.)

4 credits in Science (Biology, Chemistry, Physics)

2 credits in Foreign Language

2 credits in Fine Arts

2 credits in Bible (alt., if transfer Student)

1 credit in Technology

1 credit of Electives

1½ credits in Physical Education

½ credit in Speech

NOTE: To graduate from Brazos Christian School, a Student must spend the entire Senior year at Brazos Christian School and must successfully complete at least 5 classes each semester for at least 5 BCS credits concurrent with the requirements above.

## GRADUATING WITH HONORS

### **Summa Cum Laude - “With Highest Honor”**

A graduate receives this recognition by earning a GPA of 4.0 or higher and completes an oral defense of the senior thesis.

### **Magna Cum Laude - “With Great Honor”**

A graduate receives this recognition by earning a GPA of 3.8 to 3.99.

### **Cum Laude - “With Honor”**

A graduate receives this recognition by earning a GPA of 3.5 to 3.79.

## CLASS AVAILABILITY

Scheduling constraints and/or insufficient Student registration for a class may prohibit BCS from offering a particular class during a particular year. Every effort will be made to give all Students their first choice in regard to electives. Upper grades have priority when only a limited number of Student spaces are available.

## DROPPING/ADDING A CLASS

Grammar School (PreK – 6<sup>th</sup>). No classes may be dropped or added – the core curriculum has been established.

Logic School (7<sup>th</sup> – 8<sup>th</sup>). No core classes may be dropped or added – the core curriculum has been established. Electives may be changed within the first 2 weeks of each semester given that there is availability in the course desired. Students taking a course for high school credit may request a change within the first 2 weeks of school, or they may be moved administratively based on performance.

Rhetoric School (9<sup>th</sup> – 12<sup>th</sup>). Careful planning should eliminate the need to drop any courses. Changes in a Student’s existing schedule may be made with Parental approval if space is available and if the change is determined to be in the best interest of the Student. Courses may be dropped and/or switched without penalty within the first two weeks (8 class periods) of the course.

## HONOR ROLL/HEADMASTER’S HONOR ROLL

To encourage academic excellence, Brazos Christian School recognizes Students who have done well academically by publishing an Honor Roll and Headmaster’s Honor Roll. Students in Grammar School (2<sup>nd</sup> – 6<sup>th</sup> grades) who receive all A’s will be recognized on the Headmaster’s Honor Roll, and Grammar School Students whose marks are A’s and B’s will be recognized on the Honor Roll list. Logic School (7<sup>th</sup> - 8<sup>th</sup>) and Rhetoric School (9<sup>th</sup> - 12<sup>th</sup>) Students who earn a GPA of 3.5 to 3.79 will be recognized on the Honor Roll list and those Students who earn a GPA of 3.80 or above will be recognized on the Headmaster’s Honor Roll. This is reported each grading period. This is awarded cumulatively at the end of each school year. Any student receiving a “C” in any class will not receive honor roll recognition.

## **PARENT CONFERENCES**

Parent conferences are encouraged and may be scheduled by Parents, Teachers, or Administrators. Please feel free to request a meeting if necessary. There will be one required Parent/Teacher conference for all Students in the fall. A Parent/Teacher conference date will be provided in the spring and is not required but is encouraged.

## **PROGRESS REPORTS**

RenWeb allows Parents to check their child's academic progress on a weekly basis. Through this online program, a Student's grades in each of their subject areas are accessible to Parents whenever they log in. Teachers will keep Students grades updated and accessible for review on a weekly basis.

## **PROMOTION POLICY**

The transition, both academically and behaviorally, between certain grades is at times difficult. Although the school takes great care in preparing Students for these grade changes, there are times when the school may feel that certain Students, who have struggled academically in a lower grade, will not be able to handle the increased work load and independent study needed at the higher level. If this is the case, the school may request that a Student repeat a certain grade level or seek alternative school options where Students will be able to find more success. This would also apply for a Student who has had consistent behavior problems. In either case, this request may be made even if the Student is not on Academic Warning or Probation.

## **REPORT CARDS**

Report cards will be posted on RenWeb, the Friday of the week following the end of each academic quarter. End of the year report cards will be posted on RenWeb if all books have been returned or replaced, all fines and fees have been paid, and tuition is current.

## **ACADEMIC RECORDS**

Academic records shall be kept on each Student. They shall be available for review by approved Staff members. Parents may request to review their child's academic records with the Headmaster. The records shall contain semester report card copies, standardized testing scores and applications. End of year report cards are archived yearly on RenWeb. Absolutely none of these files is ever to be removed from the office where they are kept.

## **SCHEDULING**

Each spring all Students with the help of their Parents and the BCS office select courses for the coming year. Schedule changes made after that time and are subject to class availability and must have the approval of the Headmaster.

## **STUDY HALL**

Good study habits are essential to the academic success of our Students as they prepare for the rigor of college level work. The objective of a study hall is to encourage sustained study by creating an environment where this can easily happen. Therefore, Students need to bring to study hall those books and materials necessary to provide 45 minutes worth of work. Students should use this time to finish some of their homework.

Some of the study hall rules include no talking, no playing cards or games, no studying together without Teacher approval, no studying in non-classroom areas. Study Hall Students signed out to other Teachers (art, music, etc.) must have prior approval and are the responsibility of those Teachers. Otherwise, Study Hall Students are to report directly to Study Hall, which is treated like a class whose rules could be summarized as Q.A. (Quiet and Academic).

## **TEXTBOOKS**

The school issues all basic classroom textbooks to the Students for use during the school year. These texts remain the property of BCS and should be treated as such. Generally, Students are required to keep textbooks covered at all

times. The condition of the text will be recorded when it is issued and examined again at the end of the school year.

Lost and Damaged Books: Whenever a book is lost or damaged, it must be paid for before a replacement book is given. Payment should be given to the Teacher issuing the book. Report cards or transcripts will not be issued until the Student's textbook record is clear. The cost to replace a textbook will be equal to current replacement cost. Students will be charged replacement cost of the book or damage fees as they apply.

## **LIBRARY POLICIES AND PROCEDURES**

The selection of materials for the Library will reflect the Brazos Christian School's Philosophy of Education. Books, audiovisuals, and other items will be selected to enrich, support, and supplement the curriculum and aid the Student, Parent, and Teacher in training children for the glory of God.

### **THE PURPOSE OF THE LIBRARY**

The Brazos Christian School library will strive to:

- Assist Students in learning about themselves and their unique place in God's world.
- Direct Students to truth by providing materials to aid their understanding of God's creation and character.
- Provide for the development of the wide range of gifts and abilities given to the body of Christ.
- Help Students realize that they are reflections of God's character and image.
- Provide profitable and enjoyable alternatives to other forms of relaxation and recreation.
- Introduce Students to people, places, and concepts.
- Provide the necessary resources for further research.

### **MATERIAL SELECTION**

Material selection shall be a cooperative process in which the Headmaster, Faculty, Parents, Students, and the Librarian all participate. The primary responsibility will be that of the Librarian, who is familiar with the curriculum, the needs of the Students, the resources available, and the inventory and needs of the library as a whole. The Board of Trustees shall have final authority over what materials will be included and excluded from the libraries of Brazos Christian School. The materials selected must meet the following criteria:

- The type of material under consideration is needed by the library at that particular time.
- The material has a needed educational significance.
- The material chosen will lend itself to the objectives and philosophy of Brazos Christian School.
- The material is up-to-date and appropriate.
- The material is understandable, enjoyable, and appropriate to the age and reading level for which it is intended, both in intellectual and emotional terms. It should not glorify or praise anti-Christian philosophy. It should not glorify depravity, vice, or the occult. It may have nudity, but not to glorify the nakedness (the sensual presentation of nudity).
- The material will have a high degree of potential user appeal. If it is imaginative material, it should encourage appreciation, creativity, imagination, wholesome attitudes, understanding, and insights.
- The style should be tasteful, interesting, and appropriate. The language should not be unnecessarily profane.
- The size, binding, paper, print, illustrations, and general attractiveness should be of high quality and suitability. It should be durable and well designed.
- It should be of good value, considering cost and need.
- Gifts to the library will be reviewed and evaluated according to the aforementioned guidelines.

### **LIBRARY REVIEW**

In an effort to serve our Students, Faculty, and Staff, the library must have a broad range of topics, reading levels, and categories. The library will strive to promote informational and recreational reading. It should be remembered that a library is a browsing situation and no material is required to be checked out. The Student has a right to choose something else. The ultimate responsibility of what a child reads rests with the Parents.

If a Parent finds a selection in the library he considers questionable, the procedure for further review is as follows:

- Step 1 Parent, Teacher, or Student makes a written request to the Librarian for specific material to be reconsidered.
- Step 2 The material in question will be reviewed by at least two of the following: Librarian, Teacher, a member of the Board of Trustees, and the Headmaster or his designee.
- Step 3 A decision will then be made by the reviewers to retain or remove the material or seek further counsel from a larger group of reviewers.
- Step 4 The decision of the reviewers is subject to the approval of the Board of Trustees.
- Step 5 Upon approval by the Board of Trustees, a written response will be sent to the person or group initiating the review of the material under consideration, giving the result of the review.

## **COMPUTER USE POLICY**

**Acceptable use:** School computers are primarily for educational purposes at Brazos Christian School. The network administrator must approve any changes or additions to computers (additional software, hardware, reconfiguring, etc.). No changes are to be made without the consent of the network administrator.

**Privileges:** Use of the computers is a privilege, and inappropriate use will result in temporary loss of said privilege until a Parent can be notified for a conference. The Administration, Faculty, and Staff of Brazos Christian School may request such action for violation of these terms.

**Computer Etiquette:** Students are expected to employ Christ-like values which include using appropriate language, graphics\pictures, and music when requested for presentations. This includes messages sent by email. (No electronic devices or digital media are allowed on campus unless arranged by the Teacher or head of school.)

**Vandalism:** Any Student maliciously attempting to harm or damage a computer or any other device will be subject to disciplinary actions.

**Violations:** Any violations of the regulations stated in this policy may constitute loss of the privilege to use the computers at school, disciplinary action, and/or appropriate legal action.

## **TUTORING AND STUDY HALL**

Teachers will make every reasonable effort to assist Students when they fall behind or encounter academic difficulties. Any student, 7<sup>th</sup> – 12<sup>th</sup>, whose grades fall below 75% average in a given class will be required to attend specific help classes during Study Hall. Every student is required to attend Study Hall in grades 7<sup>th</sup> – 11<sup>th</sup>.

The school or Teacher does not charge for this extra help, and it should not be confused with outside tutoring. The Administration does not encourage the Faculty to become financially involved in tutoring BCS Students, and permission to do so will be granted by the Administration only in extreme cases (e.g. summer tutoring). Recommendation to obtain a tutor for your child may be made by the Administration. The school will attempt to develop a list of tutors, but it will not necessarily:

- recommend a specific tutor
- accept responsibility for the results of such tutoring
- discuss or recommend financial arrangements with a tutor

Limited space is available on campus for tutors to work with Students. Arrangements for such tutoring must be made in advance with the school office.

## **ACADEMIC WARNINGS, PROBATION, AND INELIGIBILITY FOR GRADES 7<sup>th</sup> – 12<sup>th</sup>**

At the end of each quarter, the BCS office will compile an Academic Warning/Probation/Ineligibility list. The list will contain the names of Students who have more than one 69 or below.

**Academic Warning:** When a Student has received a 69 or below in any one class for the quarter, (s)he will be placed on Academic Warning and will be ineligible to participate in extra-curricular activities until eligibility has been re-established. (Please refer to page 30 for the Athletic Eligibility Policy.) The purpose of Academic Warning is to help Students establish proper priorities. A letter of warning is sent to the Parents at the time the Student is placed on the list to inform them of possible future probationary status and probable dismissal if the Student's grades remain low.

**Academic Probation** Students who continue to struggle academically warrants specific attention. At the end of the quarter in which the Student has been placed on Academic Warning, his/her records will be reviewed by the Academic Committee to ascertain what efforts the Student is making to bring up his/her grades. If at the next

grading period the Student has a grade of 69 or below, (s)he will be placed on Academic Probation. If a student has a 69 or below at the end of a quarter, (s)he will be placed on academic probation. Please note: Any Student who is on both Academic Warning and Probation during the same school year faces probable dismissal from Brazos Christian School at the end of the school year.

**Ineligibility:** While on Academic Probation a Student will be prohibited from participation in extracurricular activities (which includes everything from athletic to fine arts performances). The Student can practice only for one hour per day, but cannot participate in the event.

**Note:** Once a Student has been removed from Academic Warning or Probation, the Student's grades will be reviewed for the following two semesters. If at any time during these two semesters his/her grades should drop below the minimum standard specified above, (s)he will immediately be placed on Academic Probation and face probable dismissal.

## ATTENDANCE POLICES

### ATTENDANCE

Regular attendance is essential to success as a Student. Students should make every effort to be faithful in attendance. Although the school allows for planned absence days and college days, each Student will be allowed only nine (9) absences per semester.

If a Student has more than nine (9) absences in a given semester due to a severe illness or an unavoidable family situation, a written appeal with documentation may be submitted to the Academic Committee. This Academic Committee will review the appeal and documentation and consider the merits of the appeal.

Grammar School teachers take attendance twice daily. When looking at the Grammar School Report Card divide the number of absences by 2 and it will give you the total days absent from school.

A Grammar School Student is marked tardy for late arrivals to school. Any Grammar School arrival occurring on Monday – Thursday after 10:00 a.m. or departure before 1:00 p.m. is marked absent for that ½ of the day. Any Grammar School arrival occurring on Friday after 10:00 a.m. or departure before noon is marked absent for that ½ of the day.

Attendance is taken each period for Logic and Rhetoric School Students.

**Note:** Students should plan to arrive at school between 7:30 a.m. and 7:55a.m.; Students will not be supervised on the school grounds before 7:30 a.m. or after 3:30 p.m.; unless Students are in athletics, attending a school sponsored meeting, or in Extended Day. (Extended Day is a program provided by the school for an additional fee and ends at 5:30 p.m.) Parents should make arrangements for transportation to comply with these hours.

**Extended Day:** Parents should park their cars in the parking lot and report to the Extended Day room to pick up their children. The Extended Day fee is \$10/day per child. A late fee of \$1/minute per child will be charged for pickups after 5:30 p.m.

### OFFICE HOURS

Monday thru Thursday, 7:30 a.m. – 4:00 p.m. Friday, 7:30a.m. – 3:00p.m.  
After office hours, phones will be answered as Staff is available.

## SCHOOL HOURS

Monday – Thursday

PreK - 6<sup>th</sup> grade 8:00 a.m. – 3:05 p.m.

7<sup>th</sup> - 12<sup>th</sup> grade 8:00 a.m. – 3:30 p.m.

Friday

PreK - 6<sup>th</sup> grade 8:00 a.m. – 1:45 p.m.

7<sup>th</sup> - 12<sup>th</sup> grade 8:00 a.m. – 2:00 p.m.

## CARPOOL AND TRANSPORTATION

We strongly encourage Parents and Students to arrange for rides home immediately after classes and assigned activities have ended. Students are expected to behave responsibly and cooperatively while waiting for rides.

It is the desire of BCS to provide the safest and most efficient method of drop off and pick up for our Students. Therefore, the following guidelines will be used during the morning and afternoon carpools. The pickup and drop off area is located next to the sidewalk in front of the main building. **FOR SAFETY REASONS WE ARE EXPECTING ALL STUDENTS TO BE DROPPED OFF AND PICKED UP CURBSIDE ONLY.** All Students, Parents, Visitors, Faculty, and Staff should cross driveway at designated crosswalks only.

**Morning Carpool:** Pull your car as far forward as is available in the drop off area. Have Students exit the car curbside. PreK – Kindergarten should go directly to their classrooms. 1<sup>st</sup> – 8<sup>th</sup> graders should report to the Commons. 9<sup>th</sup> -12<sup>th</sup> grades should report to the Rhetoric School Commons.

**Afternoon Carpool:** Grammar School (PreK - 6<sup>th</sup>) Students will remain in the classrooms and wait for their names to be called. They will be asked to report to one of the outside stations for pickup. Parents should display the names for your carpool with the provided card that hangs on the rearview mirror and pull forward to the station where your child is waiting. Students will be loaded curbside into the vehicle. Parents should wait until the car in front of them pulls forward before moving. At 3:30 p.m. Grammar School Students who have not been picked up by a parent or LS/RS sibling will be sent to Extended Care. Extended Day fees will be charged after the 3:30 p.m. pick up deadline.

Logic School (7<sup>th</sup> - 8<sup>th</sup>) and Rhetoric School (9<sup>th</sup> - 12<sup>th</sup>) Students will be dismissed at 3:30 p.m. Parents arriving before 3:30 p.m. should park in the parking lot. If arriving after 3:30 p.m., Parents should pull as far forward as available in the carpool pick up area. All Students should remain in their designated carpool areas until they have been picked up.

**General Carpool Guidelines:** Please say your goodbyes beforehand and drop off your children in the designated carpool drop off area ONLY rather than walking them inside.

Do not use the carpool line to talk with a Teacher, Administrator, or other Parent. We would ask that you make an appointment for these conversations.

Do not get out of your car in the carpool line. If you need to enter the building, park in the designated parking areas and cross at a designated crosswalk.

Make sure that you are driving carefully and slowly on the BCS campus.

There is to be no cell phone usage in the school zone, if the car is moving.

Grammar School cars should remain in the carpool line and avoid pulling out and trying to go around the car in front of you, unless instructed by carpool administrators. Your patience will make sure that we keep the carpool experience as safe as possible. Once loaded Logic and Rhetoric School cars should pull out carefully as you go around the car in front of you.

## ABSENCES

When a Student is absent from school, the Parent/Guardian should call or email the school office at (979) 823-1000 before 8:15 a.m. to verify the Student's absence. If a call is not received, the office will contact the Parent/Guardian. It is imperative that we have updated work numbers in the office for both Parents. A call should be made for each day a Student is absent. Missed assignments for the day in which a Student was absent may be accessed on RenWeb and are given an extra day in which to complete the missed assignments. Upon returning to school, the Student should report to his/her first class. If a Student needs to be excused for a medical appointment, written or verbal permission from a Parent/Guardian must be given. We request that if possible all off-campus appointments be made after school hours. **If a Student misses a test or quiz in an earlier class and arrives to school following a medical/dental appointment, (s)he is required to take the missed test or quiz after school the same day.**

### EXCUSED ABSENCES

Absences because of personal illness, medical appointments (which could not be scheduled after school), or a death in the family are excused absences. Make-up work with credit will be given. If they are too sick to come to school, please take them to a physician or keep them home for the day.

If a Student's work was clearly assigned before the absence, the Student should be prepared to turn it in or take tests on the day he returns. A Student has the same number of days to make up an assignment as the number of days he was absent (e.g. absent three days, three days to make up). It is the Student's responsibility to make up missed work.

Students are responsible for turning in all assignments missed because of absence from class. This requirement also applies when Students are in school. A Student should confer with his/her Teacher and clearly understand the due date of each assignment.

Other absences may be excused if approved by the Headmaster or Principal, but only if the reason for the absences falls within appropriate and reasonable parameters for school absences.

For attendance record keeping a Grammar School Student who misses more than two (2) hours in the morning or two (2) hours in the afternoon will be recorded as absent for that ½ day.

### UNEXCUSED ABSENCES

Absences for reasons other than illness, medical appointments, or a death in the family, are considered unexcused. In addition, absences taken without permission from school authorities are considered truancy. Unexcused absences will result in a zero grade for any assignments or in-class work missed on the day of the occurrence. It will be the Student's responsibility for getting all class work for the day missed and to turn in these assignments on the assignment's original due date or receive a grade reduction.

If a Student is not in attendance at announcements, chapel, study hall, assemblies, etc. it will be considered as an unexcused absence and treated as skipping an assigned class and disciplined accordingly.

### EARLY DISMISSALS

Students are required by state law to be in school unless they are ill. The school may grant an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled for after school hours. No Student may leave for illness unless they have first been to the office and signed out.

Please note the following:

All Parental requests for an early dismissal of a Student must be made verbally or in writing. **To sign a Student out from school, the Parent, or the Parent's designated representative, must report to the proper school office.** For the safety of our Students and so the school can fulfill its responsibility to Parents in caring for Students' safety, Students are required to report to the office where they will meet their Parents or the Parents' designated representative to be signed out and picked up.



Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to sign in at the office immediately upon returning to campus.

### **GRACE DAYS**

Students will be allowed a maximum of five days excused absences per year for such things as family and/or educational trips, but only at the discretion of the Administration. These days will count as part of the nine absences allowed per semester, but will not count towards absences with testing exemptions. Any days taken beyond the five days will be considered unexcused, which may result in grades being lowered. Grace Days will not be allowed during exams or Achievement Test days.

Students can access a “Grace Day Form” on RenWeb and have it signed by the Parent and submitted at least one week ahead of time. At the discretion of the Teacher, work due during the absence must be done either before the Student leaves or handed in when (s)he returns.

### **COLLEGE DAYS**

Students in grades 11<sup>th</sup> and 12<sup>th</sup> are encouraged to visit prospective colleges to gain firsthand information about college life. The best times to do this are in the spring of the Junior year and in the Fall of the Senior year. With this in mind, Brazos Christian School permits 11<sup>th</sup> and 12<sup>th</sup> grade Students to be absent from school two days each year to visit colleges. These absences should be arranged at least two days in advance and may not be scheduled for a day on which a test has been announced (unless the Teacher grants permission). Students are to bring a note from their Parents explaining the visit. These absences will not be included on the Student’s official record and will not count toward the nine absence policy.

### **ABSENCES, LATE ARRIVALS, AND EXTRACURRICULAR PARTICIPATION**

Brazos Christian School believes that our extracurricular activities are a part of the school day and should not be seen as independent of the attendance policies of the school. Therefore, the following policies will apply:

1. A Student who does not attend school due to illness or an unexcused absence will not be allowed to participate in extracurricular practices, performances, or games that school day.
2. A Student who arrives to school after 10:30 a.m. due to illness or an unexcused absence will not be allowed to participate in extracurricular practices, performances, or games that school day.
3. Students who miss class during the school day due to illness will not be allowed to return to school the same day and participate in extracurricular practices, performances, or games that school day.
4. Students who spend more than 30 minutes in the office due to illness will not be allowed to participate in extracurricular practices, performances, or games that school day.

### **TARDY TO SCHOOL**

Students in grades 7<sup>th</sup> – 12<sup>th</sup> not in their homeroom when the 8:00 a.m. bell rings, apart from excused medical or emergency reasons as determined by the Administration, are tardy to school. Homeroom Teachers will report all tardies to the school through RenWeb. Students arriving after 8:10 a.m. must report to the office and receive a note to be admitted to class. A school bell will ring at 7:55 a.m. to notify Students that they have five (5) minutes to report to class. Consequences for being tardy to school are administered by quarter. Each Student begins each quarter at zero tardies. Consequences for being tardy to school will be as follows:

Tardy to School	Consequence
1 – 2 times	Recorded in RenWeb by Teacher
3 times	Warning
4 times – 6 times	One (1) Day Detention

Repeated violations (more than 6) will result in further disciplinary action as deemed appropriate by the administration.

## TARDY TO CLASS

Students in grade 7<sup>th</sup> - 12<sup>th</sup> not in their classrooms at the scheduled beginning time are considered tardy to class. All tardies to class, apart from excused medical or emergency reasons as determined by the Administration, are the Teacher's responsibility to report. Consequences for being tardy to class are administered by quarter and are tabulated by adding tardies in all classes together. Each Student begins each quarter at zero tardies. Consequences for being tardy to class will be as follows:

Tardy to Class	Consequence
1 – 2 times	Recorded in RenWeb by Teacher
3 times	Written Warning – Tardies Reported to Principal
4 times – 6 times	One (1) Day Detention

Repeated violations (more than 6) will result in further disciplinary action as deemed appropriate by the administration.

## CONDUCT AND DISCIPLINE POLICY

### Self-Discipline of Student

### Peer Discipline of Friends

### Community Discipline of Teachers & Head

Any discussion of discipline must begin with self-discipline. As one matures, (s)he needs to become less dependent on rules to govern behavior, and more dependent on his/her own ability to do what is right. Our process, then, is based upon personal integrity and willingness to practice self-control. We trust that each member of the BCS community will develop in discipline and self-control and that the need for school discipline will lessen.

When there is a breakdown in self-discipline, then peer discipline becomes important. It is crucial that friendships at our school include the willingness to confront each other, and thus be responsible for each other's growth in this way. Private words of insight and helpfulness to a friend, or openness to the same from a friend, may be all that is needed to grow in making wise decisions.

The authority figures need to apply community discipline, of course, when a Student exercises poor judgment, is uncooperative, or is disruptive in some way. The Teacher is charged to maintain the control and discipline necessary to establish a quality learning environment. Administration enthusiastically supports the Teacher in this disciplinary role, and will become involved whenever it appears that Student disruption and lack of cooperation warrant his/her attention and sanction.

Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense, with the goal in mind of helping Students to move towards self-discipline. The Headmaster has the final responsibility for all disciplinary actions taken.

Brazos Christian School believes that a positive and constructive working relationship between the school and a Student's Parent(s)/Guardian(s) is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right not to renew a Student's enrollment if the school reasonably concludes that such a positive working relationship is not possible.

Brazos Christian School does not desire to consider itself outside or above the law of the State of Texas. The school, therefore, will not circumvent the law by providing a system that does not hold its Students accountable to the regular laws established to protect the larger community of which we are a part. Therefore, a Student who commits a Class B misdemeanor or higher, as described by the Texas Penal Code, will be detained and the Parents and proper authorities will be notified.

### GRAMMAR SCHOOL DISCIPLINE MARKS (PreK – 6<sup>th</sup>)

Discipline related to minor offenses will generally be addressed in the classroom. More serious offenses will be deferred to the Principal. Teachers and Administrators will make every effort to communicate in a timely manner with Parents regarding a Student's conduct. A goal of BCS is to aid Parents in nurturing their children for the glory

of God. A child's attitude toward his/her Parent(s) provides the basis for his attitude toward all other people in authority. Respect for the Parents(s) and those in authority must be taught. Our desire is to mold respectful, responsible young citizens. Best results come when the home and the school work together.

**PreK – Kindergarten:** Behavior reports are recorded in each child's daily home folder. Each class uses a "color change" system. Classroom rules are based on Biblical standards, expectations, and goals.

**1st – 4<sup>th</sup> grade:** Behavior reports are included in each student's daily home folder or agenda. Each class posts and reviews classroom rules based on Biblical standards, expectations, and goals. Teachers may use stickers, tallies, or various behavior management systems appropriate for the grade level.

**5<sup>th</sup> – 6<sup>th</sup> grade:** Each class posts and reviews classroom rules based on Biblical standards, expectations, and goals. Minor infractions may result in loss of privileges, while more significant issues will include private conferencing and notification to parents via email. The second semester of 6<sup>th</sup> grade will be a "bridging time." The students will transition into the Honor Code and Discipline Policy of the Logic and Rhetoric Schools.

### **HONOR CODE (GRADES 7<sup>th</sup> - 12<sup>th</sup>)**

By God's grace and for God's glory, I will honor God, my family, my peers, and Brazos Christian with my words, my actions, my heart, and my mind.

### **STUDENT EXPECTATIONS**

1. Since feelings as well as physical bodies can be hurt, Students must avoid insults or unkindness toward one another. A climate of mutual respect in word and deed will be sought.
2. Since a safe and secure environment is desirable and since rough housing can result in unintentional harm, Students must refrain from physical interference such as tripping, poking, hitting, and the like.
3. Since appropriate response to authority is critical to the shaping of a Student's life in every way, Students must obey instructions and exhibit respect toward Teachers and the school's staff and its supporting adults, promptly and willingly, avoiding a display of negativism of tone and attitude.
4. Since words have an integrity of their own and God expects man to be a steward of thoughts and expressions, Students will refrain at all times from language which is vulgar and inappropriate and which demeans either God or mankind.
5. Since the school's physical facilities exist as God's provision and some habits may not be consistent with responsible stewardship of the school's "home," Students may take food outside to designated eating areas, including entering any vending area, only with a supervisor's or Teacher's permission. Chewing gum may not be used on campus.
6. Electronic devices (including but not limited to laptops, e-readers, tablets, iPods, etc.) are permitted on campus only with special permission from the administration. Cell phones are to be off and away during school hours.
7. Since part of learning to live and work joyfully and productively together involves exhibiting sincere respect for others and their rights, Students will exhibit courtesy toward Teachers and other Students when asking questions and participating in classroom discussions. Students will otherwise conduct themselves in a manner that does not distract or detract from the learning environment.
8. Since Students deserve the right to manage their own belongings responsibly and individually, each Student should protect the property rights of others and refrain from meddling with the personal or assigned property of others.
9. Since clean, neat, and wholesome surroundings contribute to the educational environment of everyone, Students should do all in their power to keep the school and its campus neat and clean, as well as themselves, and avoid destruction or defacement of school property in any form.
10. Since Parents and staff place a premium upon the safety of all Students, all Students should remain only in authorized areas of the building or grounds and avoid exploring other areas without a staff member present.
11. Since noise and unusual activity can distract others, Students should walk quietly and in an orderly manner between locations in the buildings.
12. Since the school cares about the health and well-being of its Students, the possession or use of drugs, alcohol, tobacco, or weapons on campus is forbidden. In addition, Brazos Christian School Students off campus and at non-school functions engaging in actions that are detrimental to the Student's well-being and/or the school's reputation in the community (including, but not limited to, the misuse of weapons or the possession or use of

drugs, alcohol, or tobacco), may be placed on probation or expelled immediately if the school deems it necessary.

13. Since the school desires to eliminate distracting behavior while promoting mutual respect for one another, Students will refrain from public displays of affection or dislike.
14. Since living and working joyfully and productively together involves self-discipline and expressing appreciation for what is given to them, Students will be prompt in their arrival to class and for other school events.
15. Since fidelity to truth in all its forms is a way of honoring God, as well as the core of all meaningful human interactions, Students will exhibit honesty in all their dealings with the staff and Students of the school and its activities.
16. Since one's actions impact not only one's own life but also the lives of others, poor actions committed off campus and at non-school functions that are considered potentially detrimental to a Student's well-being and/or the school's reputation in the community, may result in the Student being placed on probation or expelled immediately, if the school deems it necessary.
17. The school, as needful and advisable, may add to or refine the above Student Expectations in the best interests of the Students and mission of the school.
18. Students who violate the spirit of this Code will be subject to counsel and disciplinary action.

## CONSEQUENCES

### **“Not a Hammer to Nail, But a Chisel to Shape”**

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

**CLASS “D” OFFENSE** - Consequence: Written Warning with possible work detail and/or detention(s)

Recognizing that Students at times will make choices that display a lack of proper judgment or compliance with the Student Expectations, and that some conduct issues or responses have a minor effect on both the individual and the community as a whole, the appropriate consequences for such minor indiscretions will be written warnings. These written warnings should bring to the Student's attention his/her area of poor judgment and encourage the Student in the direction of making wise choices. If a Student continues to show poor judgment by repetitive minor indiscretions, which indicate that written warnings are not helping the Student toward proper behavior, then the Student will be assigned detentions. Some Class “D” Offense's may have additional consequences added to the written warning. Example: A Student caught chewing gum may be given the chore of scraping gum for a period of time; or, a Student throwing trash may be given an area to clean. These additional consequences will be assigned at the discretion of the administration.

Examples of some Class “D” Offenses would be: dress code violations, disruptive talking in class, gum, candy, or food in any unauthorized area, running in the buildings, throwing paper or trash on campus, mischief, roughhousing, lockers messy or containing indiscreet pictures.

**CLASS “C” OFFENSE** - Consequence: Mandatory 4 of days detention with possible work detail

Recognizing that some Students will make choices that show a lack of proper respect for the Student Expectations, and that these choices have a greater effect on the individual and the community as a whole, the appropriate consequences for such minor violations will be four (4) days of detention. These detentions should cause the Student to consider their improper actions or choices and encourage them in the direction of making wiser choices in the future.

Examples of some Class “C” Offenses would be: unexcused absences from class; verbal and/or physical abuse of others, including threats to other Students, or slander (depending on the nature of the problem, it may be handled as a Class “B” Offense.), leaving school without permission, improper response to authority, the use of profane language, excessive or repeated minor indiscretions showing a habit of disrespect for the Student Expectations, public display of affection, use of restricted electronic equipment without permission.

**CLASS “B” OFFENSE** - Consequence: Mandatory suspension with possible work detail.

Recognizing that some Students may make choices which show a serious lack of proper compliance with the Student Expectations, and that these choices have a serious affect on the individual’s personal character and the life of the community as a whole, the appropriate consequences for such major indiscretions will be a mandatory in-school suspension. This suspension should cause the Student to consider the serious nature of his/her decision and clearly impress on him the need for immediate behavior change.

Examples of some Class “B” Offense’s would be: cheating, copying another’s work, deliberate deception, lying, rudeness or profanity to an adult, fighting, some slander or verbal threats, improper touching or gestures, stealing, vandalism, habitual non-conformity to the Student Expectations, plagiarism.

Note: PLAGIARISM DEFINED AND EXPLAINED

Everyone who submits written work in the school must be the author of his/her own work. When a Student uses facts or ideas originating with others, he must make clear what is his/hers and what is not his/hers.

Failure to make such a distinction is to be guilty of offering as one’s own what is in fact someone else’s (plagiarism). To misrepresent one’s own work knowingly is to defraud the school and, more seriously, the Lord.

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

Recognizing that some Students may make choices that show a complete disregard for the Student Expectations and the community of Brazos Christian School, and that these choices have a serious effect on the safety and/or life of the community as a whole, the appropriate consequences for such major violations will be probable dismissal from Brazos Christian School. This dismissal should cause the Student to consider the serious nature of his/her decision and clearly impress on him or her that some decisions in life warrant community responses of a severe nature.

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

## EXPLANATION OF CONSEQUENCES

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

### Written Warnings

In the school or school related activities the expectation of Student’s conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. A Teacher’s or Administrator’s request for a Student’s attention or behavior change should be responded to quickly and appropriately. This request is considered a **verbal warning** with the expectation of the Student’s quick and timely compliance. Failure to do so will cause a **written warning** to be recorded RenWeb. These written warnings will be kept in the Student’s file. An accumulation of written warnings will cause additional actions to be taken.

### Detention

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

### Restitution

Restitution or reimbursement for loss, damage, or injury is a part of Biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary

part of reconciliation. Appropriate restitution will be made a part of every decision where it applies and continued enrollment at BCS will be contingent upon meeting that obligation.

### **Suspension**

In-school suspensions will be served on campus for the academic day assigned by the Administration. During the in-school suspension, the Student will do schoolwork at a monitored desk during the normal school hours. Out-of-school suspensions may be warranted in certain situations.

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

### **Dismissal**

The school may ask for the dismissal of any Student whose conduct is detrimental to the school's reputation and good name. The Headmaster will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Student Expectations. Final determination in the matter of separation lies with the Headmaster. The Student or his/her Parent may appeal that decision in writing to the Board of Trustees. However, the decision of the Headmaster can be reversed only if the decision, in the opinion of the Board of Trustees, is arbitrary and/or capricious. Dismissal of a Student remains in effect for one calendar year from the date of removal. Parents may appeal for their child to re-enter the school at the end of this specified period of time.

## **CORPORAL PUNISHMENT**

The Staff and Administration of Brazos Christian School will not, under any circumstances, administer corporal punishment to a Brazos Christian School Student. Also, the Staff and Administration of Brazos Christian School will not witness or support corporal punishment administered on the Brazos Christian School property or at a Brazos Christian School activity. This practice is not intended to make a statement about the use of corporal punishment.

## **DISCIPLINARY PROBATION**

Disciplinary actions are not carried from one year to the next, so that each Student begins each year with a clean slate. The exceptions to this would be suspensions and dismissals. Those Students would be placed on Disciplinary Probation. This would simply mean that the situation was such that should the Student be involved in any serious violation of school rules the following year, then it may result in automatic dismissal. This probationary status would be discussed with the Parents before the issuing of contracts each year.

## **DISCIPLINE RECORDS**

Discipline records shall be stored in RenWeb.

Discipline records for any Student who is officially expelled from Brazos Christian are to be retained in RenWeb.

## **DRESS CODE**

### **A Statement of Rationale for Having a Uniform:**

Ever since those fig leaves in the Garden of Eden, one's dress and appearance have been personal and important issues. One assumes a certain amount of independence in the choice of clothing, and rightly so. Clothing has always been a vehicle for self expression and a way to establish individual distinctiveness. Appearance is also important in a community context, though, and serves to be addressed in a learning environment such as a college-preparatory school. The following assumptions govern our thinking:

1. Your appearance reflects your values. In many ways you become what you look like. Your values are shaped by your choice of appearance, and your choice of appearance represents to others what you consider important. In other words, if you choose to look like the latest superstar, not only will others assume you want to look like that superstar, but you will begin sharing those same values as well. Naturally, we don't want your appearance to conflict with the values associated with our school.
2. Your appearance affects your behavior and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction to the tasks at hand, which are education and maturity. There are

two extremes of clothing: being overly concerned and having no concern. Both extremes will distract from and interfere with the learning process.

3. Your appearance sets the tone in our environment. That which is visible often represents and establishes that which is not visible. In this case, since clothing influences mentality and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want to be proud of our learning environments, no matter what the current standards and taste of our society.
4. Community interests take precedence over personal preferences. Personal sacrifices are inevitable whenever a group of people function in a close setting. Unless a rule or expectation is a violation of an individual's integrity, personal lifestyle choice, like dress and conduct, are acceptable when within the confines imposed by the community as a whole. In some ways, we would rather leave this issue up to you. But we believe we have the right to expect appearances and demeanor, which both truly reflect the distinctive mission of our school and encourage the personal growth of each Student.

## STANDARD OF DRESS

- Students are required to dress in appropriate Brazos Christian School clothing for all trips off campus, when guest speakers are on campus, and for other specified events on campus.
- We encourage all Students to appear neat and well groomed. Shirrtails are to remain tucked in at all times (with the exception of Spirit Day attire.) The top button of polo shirts may be unbuttoned. All other buttons must be buttoned.
- Skorts, jumpers, and skirts should be at the top of the knee cap. Shorts must be no shorter than five inches from the floor in a kneeling position and at the knee cap or below for Rhetoric School. Periodic length checks should be made due to rapid growth in young aged children.
- All items should have the Student's name in them and must be clean and in good repair.
- Socks or tights must be worn with all shoes. Girls may choose to not wear socks with dress shoes or sandals.
- Shoes that are made for lacing must have the shoe strings in the shoes and be tied.
- We ask that no jewelry, make-up, or body art that would be distracting from a proper learning environment be worn. This includes tattoos, body piercing and facial piercings with exceptions to girls' earrings, and girls' earrings that distract.
- Caps, hats, and sunglasses may not be worn at any time in the classrooms during the school day, be allowed at sporting events at the coaches' discretion.
- Any extremes in hair length, style, or color will not be acceptable. We will not accept any style that draws attention to the Student and away from the learning environment. Boys should be clean shaven, without facial hair and sideburns no longer than the bottom of the ear. Hair must be neatly trimmed, off the collar and out of the eyes. Hair may be over the top of the ear but not past the bottom of the ear. Hair color should be natural. Bleaching of hair, hair highlights/streaking with non natural colors will be considered extreme and not allowed.
- The Headmaster will be responsible for making the final decision on what is appropriate. Parents will be contacted if the Students are violating any part of the dress code and may be asked to bring the Student a change of clothes.

## DRESS CODE

### Grammar School (PreK - 6<sup>th</sup>)

#### Regular Uniform:

#### Girls:

**Shirts:** Long or short sleeve polo shirt with BCS logo - Lands' End School (other brands are acceptable if they are the same exact style and color.) Shirts must be red, cobalt blue, or white with BCS logo. Undershirts should be red, cobalt blue, or white. No long sleeve shirts are to be worn under short sleeve polo shirts. White or red turtleneck allowed only under jumper.

**Shorts/Capris/Pants:** Navy or khaki from Lands' End School (other brands are acceptable if they are the same exact style and color). No cargo or carpenter pants. All shorts/capris/pants must be worn at the waist – no low riding or baggy styles. Only PreK and Kindergarten may wear elastic waist.

**Skirt/Skort:** Navy, khaki, or plaid from Lands' End School (other brands are acceptable if they are the same exact style and color.)

**Jumper:** Hunter/classic navy plaid from Lands' End School.

**Shoes:** Athletic/tennis shoes only (no sandals, cowboy boots, hiking boots, dress shoes, Toms or slip-ons); shoes must have shoestrings or Velcro. No sparkle fabric, no flashing lights, no "heelies", and no "toe" shoes.

**Socks:** Red, navy, cobalt blue, khaki, or white.

**Tights:** Red, navy, or white footed tights. No leggings allowed.

**Belts:** Belts are required with shorts/capris/pants having belt loops, with the exception of PreK and Kindergarten students (no belt required).

**Hair Accessories:** Must coordinate with school uniform colors and not be distracting.

**Outerwear:** Fine Gauge Cardigan in navy or red; fleece jacket in navy, red, or cobalt blue. Both are available from Lands' End School with BCS logo. BCS hoodies are available through the Eagle Store. Heavier jackets may be worn to school, but not in the classroom. Only cardigan, fleece jacket, or hoodie listed above may be worn in the classroom as outerwear.

#### **Boys:**

**Shirts:** Long or short sleeve polo shirt with BCS logo – Lands' End School (other brands are acceptable if they are the same exact style and color.) Shirts must be red, cobalt blue, or white with BCS logo.

Undershirts should be red, cobalt blue, or white. No long sleeve shirts are to be worn under short sleeve polo shirts.

**Shorts/Pants:** Navy or khaki from Lands' End School (other brands are acceptable if they are the same exact style and color). No cargo or carpenter pants. All shorts/pants must be worn at the waist – no low riding or baggy styles. Only PreK and Kindergarten may wear elastic waist.

**Shoes:** Athletic/tennis shoes only (no sandals, cowboy boots, hiking boots, or dress shoes); shoes must have shoestrings or Velcro. No flashing lights, no "heelies", and no "toe" shoes.

**Socks:** Red, navy, cobalt blue, khaki, or white.

**Belts:** Belts are required with shorts/pants having belt loops, with the exception of PreK and Kindergarten students (no belt required).

**Outerwear:** Fleece jacket in navy, red, or cobalt blue from Lands' End School with BCS logo. BCS hoodies are available through the Eagle Store. Heavier jackets may be worn to school, but not in the classroom. Only fleece jacket or hoodie listed above may be worn in the classroom as outerwear.

#### **Spirit Day Uniform: (Once a week on Friday)**

**Shirts:** School uniform shirt or a BCS Spirit shirt.

**Pants:** Jeans/jean shorts or skirts, cargo pants/shorts, hemmed with no holes (no plaids, or non-uniform colors).

**Shoes:** Athletic shoes with socks. Shoes must have shoestrings or Velcro.

Awards ceremonies dress must align with BCS dress code.

#### **Logic School (7<sup>th</sup> - 8<sup>th</sup>)**

##### **Regular Uniform:**

**Shirts:** Long or short sleeve polo shirt with BCS logo - Lands' End School (other brands are acceptable if they are the same exact style and color.) New purchases must be red, cobalt blue, or white with new BCS logo. Undershirts should be red, cobalt blue, or white. No long sleeve shirts are to be worn under short sleeve polo shirts.

**Shorts/ Pants:** Navy or khaki from Lands' End School (other brands are acceptable if they are the same exact style and color). No cargo or carpenter pants. All shorts/pants must be worn at the waist – no low riding or baggy styles. Girls may also wear Capri pants from Lands' End School in navy or khaki. Shorts must be at the top of the knee cap or below.

**Skirts/Skorts:** Navy, khaki, or plaid from Lands' End School (other brands are acceptable if they are the same exact style and color). All skirts and skorts must be at the top of the knee cap or below.

**Outerwear:** Fine Gauge Cardigan in navy or red; fleece jacket in navy, red, or cobalt blue. Both are available from Lands' End School with BCS logo. BCS hoodies are available through the Eagle Store. Heavier jackets may be worn to school, but not in the classroom. Only cardigan, fleece jacket, or hoodie listed above may be worn in the classroom as outerwear.

**Shoes:** Athletic shoes, loafers, Tom's, Sperry's type shoes; hiking or cowboy boots with pants only.

**Socks:** Red, white or dark.



**Belts:** Solid navy, black, or brown required with shorts/pants with loops.

**Casual Day Uniform: (Once a week on Friday)**

**Shirts:** School uniform shirt, BCS Spirit shirt, or shirt with appropriate logo.

**Pants:** Jeans/jeans shorts, hemmed with no holes; cargo pants/shorts, hemmed with no holes (no plaids, nor non-uniform colors) and must be at the top of the knee cap or below.

**Shoes:** Athletic shoes, loafers, Tom's, Sperry's type shoes; hiking or cowboy boots with pants only.

**Physical Education Uniform:** All Students in 7<sup>th</sup> – 8<sup>th</sup> grade participating in P.E. must bring a change of clothes per P.E. teacher's guidelines for suiting out each class period.

Awards ceremonies dress must align with BCS dress code.

**Rhetoric School (9<sup>th</sup> - 12<sup>th</sup>)**

**Shirts for Girls:** Girls need to wear collared, polo-style or oxford-style shirts. T-shirts are not allowed. No shear, netted, or any other see-through garments allowed. The shirts need to be free of writing (with the exception of a small logo) and be long enough to cover the skin of the torso at all times. Modesty would also require that shirts, skirts, and pants are not too tight. No form fitting or sleeveless shirts or tank tops are permitted.

**Shirts for Boys:** Boys need to wear collared, polo-style or oxford shirts, tucked in. No writing may appear on shirts, with the exception of a small logo. Knit or cable sweaters may be worn during cold weather, over a collared shirt. Henley style sweaters are not acceptable. Sweatshirts may be worn over the collared shirt, but may not have writing, with the exception of a small and appropriate logo. School spirit sweatshirts may be worn over the collared shirt. A collared shirt should be worn under the sweatshirt.

**Pants, Skirts, and Shorts:** Students may wear slacks, casual pants, or shorts. No denim or cargo pants with pleated pockets or cargo shorts with pleated pockets should be worn. Cargo style pants may be worn if the pockets of the pants are not pleated and lay flat on leg. If the pants have visible belt loops, Students should wear a plain, solid colored belt. All garments should be neat, clean, hemmed, without frays, in good repair, and not be too loose or too tight. All shorts and skirts must be at the top of the knee cap or below.

**Dresses:** Girls may wear dresses that are collared, have sleeves, and the length of the dress must be at the top of the knee cap or below. Like tops; no shear, netted, or any other see-through material allowed.

**Shoes:** Students must wear shoes or boots with socks or hose at all times. Girls may wear sandals without socks. No shoes made of plastic or rubber, such as those suitable for beach wear or those which can be used as shower shoes may be worn to school.

Awards ceremonies dress must align with BCS dress code.

**Casual Day Uniform: (each Friday or generally the last school day of the week)**

**Shirts:** BCS Spirit shirt or shirt with appropriate logo.

**Pants:** Jeans/jeans shorts, cargo pants/shorts, hemmed with no holes and must be at the top of the knee cap or below.

**Shoes:** Athletic, casual shoes, or boots with socks. Girls may wear sandals without socks.

<b>STUDENT ISSUES</b>
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**ANNOUNCEMENTS**

Communication within the school takes form by announcements made to the school community:

1. Announcements are posted on the bulletin boards throughout the school.
2. Students in Grades 7<sup>th</sup> – 12<sup>th</sup> will receive weekly announcements at an assembly on Monday. Additional announcements are made during Chapel and at Friday afternoon assemblies.
3. All announcements about school activities must be in written form and turned into the office.

4. Announcements may not be posted on any boards without permission from the office.
5. All posted announcements are official school business. Students are not to write or mark on them or any other posted material.

### **DISASTER DRILLS**

Evacuation Drills and other emergency drills are held at various times during the school year. Instructions and directions for leaving each room and the building will be given at the beginning of each school year and will be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

Take Cover Drills are also held during the school year following the standard guidelines for schools. All Students will walk to the designated areas where they will kneel towards an inside wall with their heads down. Should there be a tornado warning, Students are safer at school than trying to get home. Therefore, Students will be required to remain at school where they will follow the safety guidelines they have practiced.

### **MEDICAL RECORDS**

Every Student is required to have his/her immunization record on file and up-to-date by the beginning of school each year. Texas State law requires that immunizations be up-to-date. Students with incomplete records will not be allowed to attend classes beginning in August. Immunizations due between September and December must be returned to the office by the first school day following Christmas break. Students with incomplete records at this time will not be allowed to attend classes beginning in January. Immunizations due between January 1st and May 1st must be returned to the office by the end of the school year or final report cards will not be issued. Parents will be notified by mail when immunizations are due. In addition, a medical emergency form will be completed each year in order that specific steps may be identified and taken should a Student become ill or have an accident at school for which immediate treatment is necessary.

### **DISPENSING MEDICATION**

An updated medical authorization form must be on file each year authorizing the office and Administrative Staff to dispense any medication allowed by the Parents. The school does not have a licensed nurse on site and therefore all medication will be dispensed according to the guidelines listed. Brazos Christian School will provide Students with Tylenol, Advil, Benadryl, and Tums provided the medical authorization form is signed by a Parent, but all other medication prescription or non-prescription, must be sent to the school. Before any medication can be dispensed, the following criteria must be met:

Medication must be in the original container and must be accompanied by a written request from the Parent or legal Guardian which includes:

- Student's name
- Name of medication
- Date(s) to be given
- Time(s) to be given or how often
- Dosage (how much), which must include a physician's written direction if different from the recommended dosage
- Signature of the Parent or Guardian
- Date request written

Non-prescription medicine must be in the original container with original label and the Student's name. Brazos Christian School will not accept medication in unlabeled bottles, baggies, etc. or medication sent without written request for dispensing.

If your child is to receive medication at school, it is the child's responsibility to report to the designated area to take his/her medication. All medication must be turned in to the Grammar/Logic School office or the Rhetoric School office and not carried in the Student's possession or stored in his/her locker. All medication will be safely stored in a locked cabinet and a record will be kept for all medication dispensed. Exceptions are made occasionally after consultation with the school Administration.

NOTE: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

### ILLNESS AND SCHOOL ABSENCES

Students are expected to remain at home when they exhibit the following conditions:

- A temperature of 100 degrees or more, the presence of vomiting or diarrhea. The Student should be fever, vomit, and/or diarrhea free for at least 24 hours before returning to school.
- General conditions such as a discharge from the nose or eyes, cough, sore throat, earache, headache, undetermined rash or scaly patches over any part of the body, intense itching, or open draining lesions. The Student must remain home when there is a possibility of infecting others.
- Presence of any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. This list is not exhaustive, but these are the more common diseases which require medical treatment. Students may return only after clearance by the school Administration.
- If, in the judgment of the school administration, a Student should be sent home because of illness or injury, Parents are expected to pick up the Student as soon as possible. The school infirmary has limited facilities and cannot serve as a "holding area" for children who should be at home.

### LOCKERS

Students will be issued lockers or cubbies at the beginning of the school year. Students are expected to follow these rules:

1. These lockers should be kept neat and treated properly. There may be periodic locker checks. At all times the lockers shall be recognized as the property of Brazos Christian School and not the private property of the Student.
2. Locker decorations should be attached by magnets; **NO glue, stickers, paint or anything with an adhesive back is allowed.**
3. Lockers may be decorated if done appropriately, but the school reserves the right to require Students to remove decorations which are inappropriate. There are also times when Students enjoy decorating friends' lockers for birthdays, etc. These decorations must be easily cleaned up at the end of the day. Balloons, crepe paper, and streamers are acceptable, but **NO glitter, confetti, stickers, paint or anything with an adhesive back is allowed.**

### LOST AND FOUND

All articles left on campus will be placed in the Lost and Found. The Lost and Found Bin is located next to the west exit of the Commons in Building B. Students should report any loss to the office. Please mark all of your Student's articles with name and grade and encourage your Student to check for lost items as soon as these are missed. Unclaimed articles will be donated to a needy organization at the end of each quarter.

### AUTOMOBILE POLICY

1. Student drivers must register their vehicle with the front office.
2. Automobiles are a privilege on campus, not a right; and this privilege can be revoked.
3. Only the driver and siblings may ride in the car unless a permission form has been filled out by the riders' Parent(s)/Guardian(s) and the drivers' Parent(s)/Guardian(s).
4. Automobiles are off-limits after arrival at school. (Students may not go to their vehicles to get books or any other items without Staff permission.)
5. The Speed Limit in the school grounds is 10 mph.
6. All Student automobiles are subject to search.
7. If a Student's car is used for athletics, the school must have written permission from Parents on file.
8. Violation of this automobile policy could result in the temporary or permanent loss of privileges.
9. Students are encouraged to avoid parking in the front row of the parking lot to better accommodate visitors.

### RIGHT TO SEARCH POLICY

Brazos Christian School reserves the right, at the sole discretion of the Administration, to search at any time, with or without probable cause, all lockers, automobiles, backpacks, handbags, gym bags, and any other items which contain

or may contain personal belongings, while on the school property, or off the property when on a sanctioned Brazos Christian School event.

### **VISITORS**

All visitors and Parents, upon entering the building, should check in with the office. Visitors will receive a nametag to wear while on campus. Visitors should be appropriately and modestly dressed as outlined in the BCS Dress Code.

### **SENIOR PRIVILEGES**

Brazos Christian School believes in preparing Students for college life and the responsibilities that go along with it. Therefore, Seniors will be given SENIOR PRIVILEGES which will allow for a greater degree of personal responsibility and freedom. These privileges may be revoked in their entirety, or any portion thereof, by the Headmaster or Principal based on a Senior's attendance, discipline, or academic conduct or record.

Parents of Seniors must sign the "permission to participate in Senior Privileges" form before their child will be allowed to participate in the SENIOR PRIVILEGES.

The Senior Privileges are:

1. Seniors have open campus privileges for study hall.
2. Seniors have open campus privileges for lunch.
3. Seniors will sign-in or sign-out in the Rhetoric School or Administrative office whenever they arrive after 8:00 a.m. or leave prior to 3:30 p.m. For discipline of inappropriate sign-out, see CONDUCT AND DISCIPLINE POLICY, CLASS "C" offenses.
4. Senior exam exemption: A Senior will be exempt from taking a final exam when (s)he has a combined average of B+ or above for the 2<sup>nd</sup> semester and (s)he have no more than three absences for the 4<sup>th</sup> quarter, subject to Teacher approval. Reminder: Grace Days **DO COUNT** as absences while approved college visitations days and any school related activities or field trips **DO NOT COUNT** as absences for Senior exam exemptions.

### **SCHOOL SPONSORED ACTIVITIES**

In order to receive authorization as a school-sponsored activity, an event must be supervised by BCS Faculty. Parents will be called upon to assist in various capacities. The Headmaster and Principal will approve events at their discretion. Off campus school class events are allowed with the permission of the Headmaster. In order to receive authorization as a school sponsored event, a supervising Teacher must be present and be willing to accompany the class during the entire event. Official notice will be sent from the school office regarding any official school sponsored activity.

### **FIELD TRIPS**

The educational program shall include Student class excursions and trips under supervision and instruction of Teachers to museums, art galleries, and other places of interest and importance which, in the opinion of the Administration may enhance the educational experience for Brazos Christian Students. The Principal shall approve the place to be visited and the method of transportation prior to any commitment or announcement of any field trip. All such trips will require the prior written consent of the Parents of each Student attending.

Field trip information will be communicated one week prior to the field trip.

If private vehicles are being used to transport Students for a field trip, a volunteer driver form must be signed and on file in the school office along with a background check form, a current copy of the driver's license, and a current copy of their vehicle insurance at least 48 hours before a planned field trip.

Teachers or Staff conducting a field trip are not to leave Students at any time during the field trip and are to remain with them. No Student is to be released to anyone other than his/her Parent or Guardian unless prior written consent, with a Parent's/Guardian's signature, has been submitted and approved by the office.

## Parental Field Trip Guidelines

Parents are encouraged to participate in the students' education by attending field trips that can accommodate additional participants or needed chaperones. Parents are asked to abide by the faculty field trip guidelines during these educational experiences.

### **NON-SCHOOL SPONSORED ACTIVITIES**

Individuals who wish to have parties of their own and invite their own classmates or even the entire class may do so as long as they do not utilize school material, the school name, or the class name. Invitations to such events should not be distributed at the school unless the entire class is invited.

## **SEXUAL HARASSMENT POLICY**

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

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual including but not limited to, benefits and services, honors, programs, or activities of the school.

### **EXAMPLES**

Unwelcome sexual conduct can include a range of verbal, visual, or physical conduct of a sexual nature. Conduct prohibited by this policy includes but is not limited to:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Inappropriate use of photography, technology, or social media.

### **WHAT TO DO**

Students who feel that they have been subjected to harassment are encouraged to promptly report the matter to one of the school officials designated below. Students who observe harassment are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## WHERE TO REPORT

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment and may be contacted through the school at (979) 823-1000:

1. Headmaster
2. Principal
3. Director of Faculty and Student Development
4. Athletic Director

## CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a Student's Parent/Guardian and appropriate government officials as the circumstances warrant.

## PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## PROCEDURE FOR INVESTIGATION AND ACTION

When one of the school officials designated in this policy receives a complaint, (s)he shall immediately inform the Headmaster/Administrator. The Headmaster/Administrator will direct an investigation. Any disciplinary action will be based upon the circumstances of the infraction.

## COMMUNITY SERVICE

### COMMUNITY SERVICE REQUIREMENTS AND DESCRIPTION

Community service hours are required for all Rhetoric School Students (grades 9<sup>th</sup> - 12<sup>th</sup>) – a minimum of 32 hours per year (June 1 – May 31). In addition to the Community Service Hour requirements, Seniors are expected to participate in the BCS Mentor Program by giving one hour a week of assistance to the school. Community service forms are to be used to record and report service hours.

Service for a relative, for credit, or for pay may not be submitted as service hours. A supervisor must validate submitted hours, and all valid service hours from June 1 – May 31 may count for that respective year's service hours. Inadequate service hours will make a Student ineligible for graduation. Questions about meeting service requirements or whether service fits the guidelines should be directed to the Rhetoric School Office.

All Students are encouraged to earn Presidential Volunteer Service Awards by completing over 100 hours in a calendar year: 100-174 for a bronze award, 175-249 for a silver award and over 250 hours for a gold award.

## ATHLETICS

Participation in athletics develops the Student mentally, physically, socially, and spiritually. The activities of the Athletic Department are a part of Brazos Christian School's total educational program. All participants are expected to strive for Christ-like character. The standards of conduct apply to practice sessions, home and away games, and any other times the Student is representing the school. All Students represent BCS at sporting events, whether on the field or in the stands; so, one's conduct needs to reflect Christian sportsmanship toward the officials. All Brazos Christian School sports grades 9<sup>th</sup> – 12<sup>th</sup> are governed by the rules of the Texas Association of Private and Parochial Schools (TAPPS).

### ELIGIBILITY POLICY

Eligibility is an important factor in the athletic program of Brazos Christian School. It is the desire that Students do well in their studies, and therefore, when grades seriously drop, the ineligibility system serves as a reminder to

Students to keep a healthy balance between school work and other activities. If a Student is deemed ineligible, he may practice for one hour only but will not participate in school-related activities. This includes all athletic events, team managing, cheerleading, and any fine arts event or contest that is not part of the grade requirements for the fine arts course they are taking. The policies apply to all student athletes 7th - 12th grade.

When a Student's grades show marks of a 69 or below at the end of a quarter, they are ineligible to participate in athletics. Grades will be checked at the end of each quarter to determine eligibility.

If at the end of a quarter or semester a Student has ineligible grades, the Student will be placed on the ineligibility list and not be allowed to participate in extracurricular activities for a minimum of two weeks into the next quarter or semester. If a Student becomes ineligible at the end of the school year their ineligibility status will continue into the first quarter of the next school year. If at the end of the two-week ineligibility period a Student's grades make him eligible, (s)he may then begin participating. However, if the grades are still low, the Student's ineligibility period will continue for another two weeks. If at the end of the second two-week ineligibility period a Student's grades make him eligible, (s)he may then begin participating. However, if the grades are still low, the Student's ineligibility period will continue until the end of that quarter's grading period.

### **PARTICIPATION**

If an athlete decides to leave a sport after the second week of the season, he must meet with the head coach ahead of time to discuss that decision. In leaving the athlete may not begin the next sport or off-season until the present season is complete unless agreed upon by the two coaches and the Athletic Director.

### **PRACTICE**

Practice times are established based upon the school schedule, coach's schedule, and availability of the facility. Fall sports begin before the school year starts. Every effort will be made to balance the athletic practice times with academic requirements. Logic School athletic workouts will end no later than 6:00 p.m. unless otherwise notified in special circumstances. Practices during Exam and Review weeks will be limited to one hour

### **SCHEDULING**

All practices and competitions are scheduled through the head coach and approved by the Athletic Director. Student athletes will be allowed three excused absences per sports season.

### **TRANSPORTATION**

Transportation plans must be arranged through the Athletic Director. In order for a Student to drive, the Student must have filled out a "Driving for School Activity" form and is expected to drive alone following the school van or bus. A Student may return home with his/her Parents or another player's Parents if this has been communicated to the coach. A Student may not return home with a friend unless a note signed by the Student's Parents is presented to the coach prior to leaving for the contest.

### **DISCIPLINE**

Each coach has the authority to set specific training rules for his/her players. Respective coaches will assume the Responsibilities for enforcing these rules and have the right to recommend to the Athletic Director disciplinary action, which may include dismissal from the team.

A Student caught stealing personal or school property in the athletic facilities will forfeit the use of those facilities for the remainder of the year.

Any behavior by a student athlete that is punishable per the Student Code of Conduct, may also effect eligibility.

## LETTERING

Students in grades 9<sup>th</sup> – 12<sup>th</sup> who have lettered will have the opportunity to purchase a BCS letter jacket. Parents are responsible for the cost of the jacket, patches, etc.

### Team Sports

Varsity athletes may letter by participating in ½ of all scheduled games. The athlete must finish the season in good standing and be academically eligible upon completion of the season. Coaches have the discretion of lettering Seniors who do not meet the playing criteria. Managers may also letter by serving the entire season.

### Individual Sports

Varsity athletes will letter by participating in at least ½ of scheduled meets/events including the district meet/event. The athlete must finish the sport in good standing and be academically eligible upon completion of the sport. Managers may also letter by serving the entire season. Coaches have the discretion of lettering Seniors who do not meet the playing time criteria.

### Cheerleading

Cheerleaders may letter by participating the entire year in good standing as a cheerleader.

## EQUIPMENT/UNIFORMS

Student athletes will return all equipment/uniforms in a timely manner at the end of season. If equipment/uniforms is not returned or is in unusable condition, the student may not begin participating in next sport until equipment/uniforms is received or paid for. If the student does not return the equipment/uniforms, they will be billed at replacement cost per item.

If the student athlete is a senior who has not returned equipment/uniforms, the student may participate in graduation ceremonies; however, their diploma and grades will be held until payment is received for equipment/uniforms or equipment is returned in usable condition.

## PARENTAL ISSUES

### COMMUNICATION

BCS desires to keep its families and Students well informed and to have a unified community. BCS uses a variety of means including but not limited to the Handbook, Newsletter, Website, RenWeb, e-mail, the marquee, the calendar at [www.bcseagles.org](http://www.bcseagles.org), and memos sent home with the Students. Parents may not send out any information to our school families without administration approval.

### COOPERATION

BCS believes that a Biblical working relationship between the school and a Student's Parent(s)/Guardian(s) is essential to the accomplishment of the school's educational mission. BCS accordingly reserves the right to terminate or not renew a Student's enrollment contract if the school reasonably concludes that the actions of a Parent/Guardian do not align with that mission. Parent(s)/Guardian(s) are expected to cooperate with the administration of BCS on all matters related to BCS, its mission, its core values, and its students.

### TRANSPORTATION

Students are to arrive to school between 7:30 a.m. and 7:55 a.m. for school and should be picked up immediately after classes and assigned activities have ended. Students are expected to behave responsibly and cooperatively while waiting for rides.

### EMERGENCY CLOSING DURING SCHOOL HOURS

Student will be allowed to call home from the office to make the necessary arrangements to be picked up.



Under any conditions, Parents should designate neighbors and/or develop conditions whereby their child has access to safety on the way home or arrival at school.

Parents are responsible to be immediately aware of possibilities at the beginning of a storm. In such a case, early closing should be anticipated whether or not the specific decision is made. It is best that Parents or a designated friend or neighbor meet younger children at school.

### **THE EAGLE CLUB**

All Parents of BCS Students are welcome to become members of the Eagle Club and are urged to prayerfully consider how God wants to use you in support of the ministry of the school. Each fall the Eagle Club will provide a listing of many ways parents can serve the school. There are various levels of membership.

### **PTF – PARENT/TEACHER FELLOWSHIP**

All Parents of BCS Students are automatically members of PTF and are urged to prayerfully consider how God wants to use you in support of the ministry of the school. Each fall PTF will provide a listing of many ways parents can serve the school. There is no charge for membership.

### **STUDENT COMPLAINTS**

If a Student has a concern or complaint regarding a specific Teacher, Coach and/or Administrator, it is essential that initial communication be with that Teacher, Coach and/or Administrator. When a Student brings a complaint home, take the time to advise him as to how to approach the Teacher and/or Administrator to begin the resolution of the conflict. This training or advice will give the Student a wonderful opportunity to learn the skills of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblical/relational way (cf. Matthew 18:15-20).

As a Christian community, we are committed to handling concerns, complaints, and conflicts as Biblically as possible. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern.

### **INSURANCE**

Student Accident Insurance is provided.

### **CONTAGIOUS DISEASES/CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the principal so that other students who might have been exposed to the disease can be alerted. The principal's office can provide information from the Department of State Health Services regarding these diseases.

### **BLOOD BORNE PATHOGENS**

The policy of BCS complies with the requirements of the OSHA Standard on Blood borne Pathogens 29CFR 19190.1030. Failure to comply with the school's safe work practices poses an unacceptable risk to the safety of the staff and Students, and may result in disciplinary action.

### **ACCIDENTS AND ACCIDENT REPORTS**

Should any Student or Staff Member sustain an injury or suspected injury at school or at a school function, they are required to report to the school office as soon as possible, but no later than 24 hours following the injury or suspected injury. (Accident report forms will be available in the school office.)

## MISCELLANEOUS

### CHANGE OF ADDRESS

Change of address, e-mail, or telephone number should be changed through RenWeb.

### FUNDRAISING POLICY

Fundraisers will be limited to our Annual Golf Tournament, Banquet and Auction, Annual Campaign, Eagle Club Memberships and Initiatives, and other projects approved by the Headmaster and the Board of Trustees.

### PRINTED MATERIAL

The Headmaster or a Principal must approve all printed materials (e.g. brochures, notes, letters, posters, etc.) before they are displayed or distributed on campus.

### DIRECTORY

The School directory is located on RenWeb.

### SCHOOL CLOSINGS

Notification of school closings will be delivered via email, Parent Alert, or automated phone message.

When inclement weather occurs before school, an announcement will be made before 7:00 a.m. on the following designated media - KBTX and KAGS.

School closing may be necessary and may occur either before or after the school day has begun. If the school day has already begun, the school will do everything possible to complete the day. Should a closing be deemed necessary, we will make every effort to notify Parents. Children of Parents who cannot be located will remain at school under careful supervision until such time as the Parents are contacted.

### CELL PHONES/SMART WATCHES

Cell phones should be off and away during school hours. It is expected that cell phones be placed in academic lockers, vehicles, or left at home. They are being removed as a distraction and a hindrance to learning and relationship building. Courtesy phones are available in each of the offices for student use.

Smart Watches are allowed on campus. Should the watch become a distraction at anytime, it may be taken up at the discretion of the teacher or administrator. However, during quizzes, tests, and exams the Smart Watch will be removed and placed in an area designated by the teacher.

### IMMUNIZATIONS

Visit [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) for a complete immunization schedule.

#### **Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

**Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at**

[www.ImmunizeTexas.com](http://www.ImmunizeTexas.com). **Original Exemption Affidavit must be completed and submitted to the school or child-care facility.**

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility.

### **Provisional Enrollment**

**All immunizations should be completed by the first date of attendance.** The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

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