



**BRAZOSPORT**  
CHRISTIAN SCHOOL

**2011-2012**  
**Student Handbook**

**Brazosport Christian School**  
200-B Willow Drive  
Lake Jackson, Texas 77566  
(979) 297-0563  
[www.1bcs.org](http://www.1bcs.org)

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*This handbook is intended to acquaint the parents and students of BCS with the current policies and practices.*

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# GENERAL PHILOSOPHY

## Foreword

BCS seeks to support and supplement the values taught in the Christian home and church in a traditional classroom setting. Emphasis is placed on developing a living relationship with God through Jesus Christ and obedience to Scriptural principles as they relate to every area of learning and life. It is the goal of BCS - Board, faculty, and staff - to prepare each student for his or her high calling and life ministry. This is done through:

- the understanding by each teacher of his or her identity and calling in Christ;
- the recognition that each student is brought to BCS by divine appointment and, if he or she is a believer, shares that same spiritual heritage and identity;
- a selfless commitment to discipleship;
- a strong academic curriculum including fine arts;
- a dress code promoting modesty, neatness, and student responsibility; and
- a reliance upon the Holy Spirit to lead and guide the direction of the school.

## Mission

BCS is a Biblically based Christian school, providing to Christian families a curriculum of excellence, developing character and leadership for prosperous life ministry.

## Vision

It is the vision of BCS to grow and develop into a vital part of Southern Brazoria County's Christian Community, producing academically skilled students who are equipped with biblical world and life views, thus able to accomplish God's purposes.

## Educational Goals

BCS exists because of the belief that Christian parents should have the opportunity to give their child a quality education, based on the Word of God. Our school views itself as an extension of the Christian home. Our goal is to develop Christian leadership by teaching the students to:

- Understand clearly
- Reason inductively and deductively
- Express thoughts accurately
- Probe deeply
- Think clearly
- Work industriously
- Share cooperatively
- Serve graciously
- Trust God completely
- Confront life's problems fearlessly
- Live righteously
- Praise and worship the Lord God sincerely

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## Statement of Faith

The basis of the programs and services of BCS shall be the Word of God as interpreted by the following statement of faith. We believe:

- that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- that the Bible is the only inspired and infallible authoritative Word of God. (II Timothy 3:15 & 16, II Peter 1:21)
- in the deity of our Lord Jesus Christ, the Son of God; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection from the dead; in His personal return in power and glory. (John 10:30)
- in the creation of Man by a direct and unique act of God. (Genesis 1:26-28)
- that Man is sinful by nature and by choice, and that regeneration by the Holy Spirit is essential to his salvation. This regeneration occurs when an individual believes in his innermost being that he is separated from God because of his sin, repents of that sin and by an act of God-given faith, receives Jesus Christ as his personal and only Master and Savior. At this point, we believe God gives the free gift of eternal life. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- in the continuing ministry of the Holy Spirit, by whose indwelling from the moment of regeneration, the Christian is enabled to live a Godly life, which glorifies the Lord Jesus Christ. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
- in the resurrection of both the saved and the lost; they who are saved unto eternal life with God, and those who are lost unto eternal damnation and separation from God. (John 5:28-29)
- in the spiritual unity of believers in our Lord Jesus Christ. As His earthly body, He has uniquely equipped each believer to serve Him and one another. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

With these tenets as our basis, it is our stated intention to obey Christ's command to "Go...into all the world and make disciples of all nations," which includes the evangelism of all children whom our Lord brings under our instruction. This will be done with discretion and sensitivity, and in full communication with the parents as to the activity of the Holy Spirit in the life of the child.

## Basic Affirmations

BCS is committed to a partnership with parents and their churches, educational excellence and balance, the Christian faith, Biblical integration, worldview training and the Biblical doctrine of origins. BCS endeavors to provide a controlled environment of behavior and exposure to ideas. Our aim is not to create a shelter from the world in which we live but to give our students a solid foundation on which to stand when they ultimately encounter, on their own, the opposing ideas of the world.

## **Partnership With Parents and Their Churches**

The spiritual emphasis of BCS is accomplished from an interdenominational, evangelical perspective. We realize there are differing views relative to biblical doctrine, practicing Christianity and personal convictions. We do, however, hold to our Statement of Faith. Anything interpreted by the school administration to be out of harmony with this statement will not be allowed into the school program. Because BCS enters into a partnership with parents and their churches of various backgrounds, we attempt to avoid activities and programs that might cause conflict. Although we realize it is virtually impossible to please everyone, BCS will, nevertheless, endeavor to minimize those activities and programs that might bring dissension among our families. For example, BCS does not sponsor or promote dances or secular rock concerts. In general, homework and school-sponsored events or practices are limited on Wednesday nights.

## **Educational Excellence and Balance**

The staff and faculty of BCS endeavor to help students realize their full potential. They recognize the need to listen and respond to students in an attitude of love. High standards of discipline are expected. BCS affirms the need to provide a proper balance among spiritual, academic, physical and extra-curricular activities.

## **Christian Faith**

BCS is founded on a firm commitment to God and faith in Christ. The students of BCS are encouraged to uphold the spiritual and moral values of the Christian faith, which support and sustain the family, church, and nation. We seek to graduate students into society with an understanding of their responsibilities as mature Christian citizens. Ideas and practices opposed to the Christian faith will be considered in the classroom as they relate to the subject being studied, with the goal of helping students discern the difference and choose the position and practice that harmonizes with God's Word.

## **Biblical Integration**

We intentionally and proactively seek to integrate Biblical principles into all aspects of the curriculum. Teachers are given training on classroom strategies for Biblical integration and develop course philosophy statements that outline how their curriculum scopes can be defined within the Biblical principles that apply. The students learn that the content of the Bible is relative to all areas of human understanding. They are taught to discover the significance of His Word in their daily lives.

## **Worldview Training**

We affirm that the Bible is not only God's statements to us regarding religion, salvation, eternity and righteousness, but also the final measurement and depository of certain fundamental facts of reality and basic principles that God wants all mankind to know in the spheres of law, government, economics, business, education, arts, communication, medicine, psychology, and science. We believe that for Christians to be certain they have a Christian worldview, they must start with the Bible as foundational to their thinking. We pledge to expose non-Christian views of life and living and subsequently educate our students and families on why such positions are anti-biblical.

## **Biblical Doctrine of Origins**

We affirm that the Biblical doctrine of origins, as contained in the book of Genesis, is foundational to all other doctrines of Scripture. We believe the creation of all things occurred in six literal days. We embrace organizations and opportunities to expose our students and families to the Biblical and scientific facts of creation.

## **Bible Translation Guidelines**

The world is changing very quickly, and there has been an explosion of new Bible translations. Some of these new translations are wonderful, but some of them are allowing for the introduction of some strange doctrines. Because of all these new translations and the need to have a standardized version in each classroom, we are recommending the New King James Version, and we are asking that each student have one. The NKJV is a “word-for-word” translation (one of our criteria), very readable, and was not developed or edited under the primary auspices of any one particular denomination or church. Additionally, it is widely available and in many formats, including study Bibles, student, and children’s Bibles. Helpful study aides also exist for this version. Our goal is for every student to have a well formed biblically based, and Christ-centered world and life view, and we believe that helping students understand the importance of rightly interpreting God’s Word is central to this task.

## **Philosophy of Education**

To accomplish our mission, we will seek to develop the attitude of Christ in the spiritual, mental, and physical areas of each child. A primary goal in the school will be teaching the principles of God’s Word so that the Holy Spirit can instill Godly character in our students and guide them in making wise decisions. Our role is to support the family in leading students to the understanding of God’s creation and His plan for their lives. We believe that this Christian philosophy of educating the whole child - mentally, physically, and spiritually - will produce Christian leaders who are able to stand and prosper even in the face of adversity.

Spiritual truth is God’s desire, and it is His plan that academics be the method whereby students learn of the world He has made. Therefore, we will provide a sound academic background. Also, realizing that the acquisition of knowledge without love breeds arrogance (1 Corinthians 8:1, NKJV), we will integrate character training and Biblical principles with every discipline we teach. We will consistently give praise and honor to God, the Creator and source of all knowledge.

Christian school parents play a vital role in the education process, for they are the primary educators. The Christian school supplements and reinforces the goals established in the home. Parental support for the school is essential in the areas of prayer, finances, and time. As partners in education, parents should communicate actively with the school, foster an attitude of support and respect, be involved with the educational process, and be aware of the goals and philosophy of the school. By working with families, we hope to show our students how to live their lives in a right relationship to God through Jesus Christ.

## Accreditation

BCS considers accreditation to be a vital educational process, recognition by educational agencies and organizations that the school as a whole pursues a high standard of excellence and is working ceaselessly to meet that standard.

As a Christian school, BCS believes that it is possible to be both Christian and academically excellent at the same time. God does not expect us to sacrifice one for the other. God's vision for BCS is to train Christian leaders of the future. The interpretation of this vision necessitates a high standard of excellence, which includes a curriculum that is both college preparatory and a challenge to individual students to reach their potential in Christ. Teachers' instruction and lifestyles must be Biblical.

BCS is currently accredited for Kindergarten - 12<sup>th</sup> grade by the Association of Christian Schools International (ACSI) through the Texas Private School Accreditation Commission (TEPSAC). The State Commissioner of Education and the Texas Education Agency recognize accreditation through these agencies.

At BCS, accreditation is achieved within the scope of Biblical principles. There is no compromise so "...that in all things He might have the pre-eminence" (Colossians 1:18).

## School Governance

### Board of Directors

BCS is governed and held in trust by a volunteer Board of directors. This Board of directors is a self-perpetuating Board made up of from 6-12 members. These members serve three-year terms and can serve an unlimited number of consecutive terms. The Board's responsibility is to set policy, hire and evaluate a Head of School, and monitor the mission, vision, and functions of the school. The Board is not involved in the day-to-day operation of the school. The Board generally meets monthly in closed session to set policy and insure the continued mission and purposes of the school. Persons wanting to appeal a decision must follow the prescribed Grievances policy. Board members have no power to make decisions or set policy except when they meet as a Board and make decisions as a group.

### Head Of School

The Head of School is responsible for the day-to-day operation of BCS. His/her responsibility is to maintain a budget, hire employees, implement and follow the Board's policies and goals, maintain and advance the mission and vision, and serve as the spokesman for BCS. He/she is employed by the Board and is annually evaluated by the Board. It is also the responsibility of the Head of School to address concerns, make employee decisions, and to oversee every area of the school.

## Grievances

BCS faculty, staff, parents and students are asked to model Biblical problem solving by applying the principles of Matt. 18: 15-19, 35 in seeking to settle differences. Based upon this model, we agree to the following: In the event of questions, concerns or conflict pertaining to student/teacher relations, assignments, classroom procedures, teacher actions, grades, etc., we pledge to first consult with the classroom teacher. Should the meeting with

the teacher prove unsatisfactory, we will consult with the teacher and the appropriate Dean. If differences still exist, we will seek an appointment with the Head of School. If differences remain after meeting with the Head of School, we may then exercise our right of appeal by submitting a letter explaining our complaint to the Chairman of the Board of Directors who will then decide upon an appropriate course of action. If we have exhausted all other prescribed means of resolving dispute, we agree to submit our differences to Biblically based mediation, with each party sharing mediation costs equally. In the event mediation does not result in resolution of the dispute, the matter shall be submitted to a panel of three arbitrators for binding arbitration. Selection of arbitrators and the arbitration process shall be conducted in accordance with the then-current Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as provided in the Guidelines for Christian Conciliation ([www.HisPeace.org](http://www.HisPeace.org)). What we will NOT do is to gossip to other members of the school family, seek to draw other members of the school family into our grievances, lobby individual members of the Board of Directors or school staff or administration, or encourage our children or any other person to defy or demean the authority of the teacher or school. We further agree that, if indeed we file suit against the school, its representatives and/or employees, we will withdraw our students from BCS and seek enrollment elsewhere.

## **Non-Discriminatory Policy**

BCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs, or any other school-administered programs.

## **Sexual Morality Policy**

As a religious institution, BCS reserves the right to refuse admission, retention, hire or continue employment on the basis of religious belief and/or lifestyle choices contrary to the school Mission or Biblical standards. Those lifestyle choices may involve choices to engage in, pursue, endorse or encourage sexual conduct defined as inappropriate by Scripture and Biblical principle. Inappropriate sexual conduct includes but is not limited to heterosexual activity outside of marriage, e.g. premarital sex, cohabitation or extramarital sex (Proverbs 5:15-20, Hebrews 13:4); homosexual or lesbian sexual activity (Leviticus 18:20; Leviticus 20:13; 1 Kings 14:24; Romans 1:24, 26-27; 1 Corinthians 6:9); viewing of pornography (Romans 1:18-32, 2 Samuel 11-12), or improprieties toward minors as defined by Scripture, federal or state law.

# ADMISSIONS POLICIES AND REQUIREMENTS

## Admissions Policies

BCS is open to all students (pre-kindergarten through 12<sup>th</sup> grade) of Christian homes who qualify for admission academically. Christian homes are defined as homes where at least one parent/guardian and/or the student(s) making application are in regular attendance at a Bible-believing church.

Attendance at BCS is a privilege and not a right. Any student who does not conform to the school's Admissions Code of Conduct and is unwilling to adjust to the BCS environment may forfeit this privilege. All students must be convinced they want to attend BCS and agree honestly and wholeheartedly to apply themselves to "Study to show himself approved unto God" (II Timothy 2:15). The final decision to admit or deny admittance to any student rests with the appropriate Dean.

BCS reserves the right to discriminate on the basis of academic performance, religious denomination, spiritual commitment and personal qualifications, including a willingness to cooperate with BCS's administration and to abide by its policies. Students with exceptional educational needs may be denied admission if the appropriate Dean believes that the student's evident needs extend beyond the effective range of services available at BCS. All records, forms, and information obtained as a result of the application process become the property of BCS.

**It is especially important that BCS be provided with the complete results of any diagnostic, psychological, educational or medical testing which bears any significance whatsoever to the student's physical or psychological needs, educational needs, behavioral issues or ability to function successfully within the structure of a traditional teacher-centered classroom. The discovery at BCS that relevant records have been withheld for any reason is sufficient grounds for expulsion; under these circumstances, no refunds of tuition or fees will be provided.**

## Admissions Requirements: Parents

BCS recognizes that a partnership with parents is vital to accomplishing our mission. Custodial parents/guardians of students enrolled at BCS must:

- fully complete the Admissions Application, providing all requested signatures and supporting documentation.
- meet all necessary financial requirements for payment of tuition and fees.
- attend orientation if they are a new family to BCS. The most efficient time to complete this requirement is during an Open House.

## Admissions Requirements: Students

- All incoming students, both elementary and secondary, will be tested for academic placement. Students admitted with less than a "C" average in the primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement and may be required to repeat certain subjects. Home-schooled students and those students from unaccredited schools will be evaluated on a case-by-case basis. Proficiency testing may be required to receive credit. Students must be tested for

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- placement in the appropriate grade levels and/or subjects and show developmental readiness for appropriate grade level.
- BCS does not accept students who have been expelled or have faced serious disciplinary action within the last 12 months. BCS reserves the right to deny admission to students whom the school perceives as ill-behaved or potentially wielding influence contrary to school standards or interest.
  - Married students will not be enrolled and enrollment will be terminated should a student get married while attending BCS.
  - BCS deals only with students who live with and are responsible to parents or guardians.
  - Students with children or students who are pregnant or responsible for a pregnancy are not permitted to attend BCS.
  - Students must be at least three years old by September 1<sup>st</sup> if entering PK3, four years old by September 1<sup>st</sup> if entering PK4, five years old by September 1<sup>st</sup> if entering Kindergarten and six years old by September 1<sup>st</sup> if entering first grade.
  - Students must adhere to the Statement of Faith
  - Students 6<sup>th</sup> grade and older must sign the Statement of Faith.
  - Students must be free of severe learning or behavioral difficulties. A limited number of students with learning difficulties who are capable of success in a traditional classroom and meet certain requirements can be accepted. BCS is not equipped with the resources required to serve all children with learning difficulties.
  - Students must be a U.S. citizen or receive an I-20 for the purpose of attending school in the U.S.

## **Credit Transfer Guidelines**

Transfer students are considered on a case-by-case basis. BCS will accept credits from accredited high school programs. Specific transfer courses that meet BCS requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits. Elective grades are assigned but not used in GPA/CNA calculations. When grades are accepted from another school, the grade point and credits earned at the prior school will be recorded as if the grades and credits were earned at BCS. Weighted courses taken at another school will only transfer as weighted if that course is offered and weighted at BCS. Otherwise, the grade and credit will transfer, but will not be weighted.

A student who fails a class must repeat the class if it is required for graduation requirements. In some cases, the student may be permitted to re-take the failed course in summer school, through an on-line program, or retake the class the following year for a grade. Both grades, the failing grade and the retake grade, are posted on the official transcript and count toward the GPA and CNA.

Home-schooled students or students from non-accredited schools will be evaluated on a case-by-case basis. GPA calculations will accumulate from the time of enrollment at BCS for home-schooled students. Credit will be given for home schooling work, but grades will not be calculated in either GPA or CNA. BCS does not automatically give credit for any coursework taken outside of an accredited school.

## Records Ownership

All records, forms, and information obtained as a result of the enrollment process or created during a student's enrollment at BCS become the property of BCS. BCS reserves the right to charge appropriate fees when complying with legal requirements to produce copies for official purposes.

## Medical Insurance

Parents are responsible for all expenses associated with covering their child's medical needs, accidents, or emergencies while attending BCS and BCS activities. Parents agree to assume responsibility for professional services obtained to care for their child in an emergency and agree to indemnify and hold harmless BCS; its employees, agents, or representatives for and against any and all loss, damage or expense.

## Placement

Although the school pledges to work closely with the parents, BCS administration has full discretion in the class placement of the child.

## Tuition Assistance

Tuition assistance is available to qualified candidates on a first-come, first-served basis but is not provided for application or registration fees. Applications for tuition assistance may be obtained from the Admissions Office.

## Acceptance

Parents are required to make application to the school for their student. Once the student's application is approved, all necessary forms must be in that student's file, registration fees must be paid, and a formal interview with the appropriate Dean (or his/her designated representative) is conducted. After these requirements have been met, the appropriate Dean will make the determination as to whether the student is to be accepted or not. All accepted students are on a one-year probationary period. Terms and conditions of the probationary period may vary from student to student.

Students desiring to participate in athletics or extra-curricular programs at BCS must be currently enrolled at the time of the tryouts, auditions and/or elections. Students desiring to try out for sports and/or practice with the teams for the following year, must be formally accepted before being allowed to participate.

Neither the student nor the student's parents may view information gathered in the admissions process, whether the student is accepted or not.

Students who withdraw of their own volition must re-apply, including paying the application fee, as a new student. Students who are expelled or asked to leave the school may re-apply, as would any other student after they have successfully completed one full year of classes within another organized school system.

## **Notification And Finalization**

The final decision as to whether to admit a particular student is left to the appropriate Dean. The school office will contact parents in writing after the interview and testing are completed. If admission is denied, the registration fee will be refunded and the enrollment contract will be voided. If admission is granted, the family will have 15 days after notification by the school to inform BCS if they decide not to enroll. After the family accepts admission or after the 15 days, whichever comes first, the enrollment contract will be executed and the registration fee becomes non-refundable.

If the student starts attending classes before BCS receives complete records from the previous school, enrollment is considered conditional. Conditional enrollment is contingent upon verification that these official records match the information disclosed by the parents regarding the student's school performance.

# BUSINESS POLICIES

## Tuition and Fees Policy

All financial obligations must be fulfilled promptly. Monthly tuition payments will be drafted via Electronic Funds Transfer through FACTS Tuition Management. Electronic funds transfer payments returned for insufficient funds will be assessed a \$40.00 late fee. If the office is not contacted by the 15<sup>th</sup> of the month, the transfer will be attempted again (amount will include the \$40.00 late fee). If transfer is returned a second time for insufficient funds, the account will be considered delinquent. The student records such as report card, transcript, and diploma will not be released until financial obligations have been met in full.

By signing the application the responsible parties agree and acknowledge that the school must make budgetary decisions upon a projection of total enrollment, purchasing supplies and materials, contracting with teachers and staff, and deciding operational issues based upon our agreement and representation to enroll the child for the entire semester. As a result, they agree that they are responsible to the school for tuition for the entire semester. They agree that, in the event that the child is removed from BCS or does not otherwise complete the entire semester for any reason, including but not limited to withdrawal, expulsion, relocation, disciplinary issues, natural disasters, loss of employment, financial issues, health issues or excessive absences, failure to pay tuition in a timely manner, or any other reason, they are still responsible for tuition and fees for the entire semester as well as any reasonable expense which the school may assume in serving to collect monies due. Appeal of particular circumstances in this regard may only be made to the Head of School.

## Withdrawal Procedure

The procedure for a student's withdrawal during the school year is as follows:

- Parents should notify the school at least two working days prior to withdrawal. The student should plan to attend school the full day on that last day of attendance.
- Students in grades PK-6 will have their withdrawal forms completed by their homeroom teacher.
- Students in grades 7-12 should pick up withdrawal forms from the office at the beginning of the last day, have teachers assign grades as they attend each period and return textbooks to each classroom teacher.
- The student must return all books to the library and pay all debts to the school. All textbooks must be returned to the classroom teachers.
- Parents must go to the school finance office to obtain a statement of cleared account.
- All accounts must be cleared before student records are released.

## Refunds

BCS must make budgetary decisions upon a projection of total enrollment, purchasing supplies and materials, contracting with teachers and staff, and deciding operational issues based upon parental agreement and representation to enroll children for the entire school year. As a result, enrolling families are responsible to the school for tuition for the entire semester. In the event that a student is removed from BCS or does not otherwise complete the entire semester for any reason, including but not limited to withdrawal, expulsion, relocation, disciplinary issues, natural disasters, financial issues, health issues or excessive

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absences, failure to pay tuition in a timely manner, or any other reason, families are still responsible for tuition and fees for the entire semester in the amount set forth in the Tuition & Fees brochure as well as any reasonable expense the school may incur to collect monies due. Appeal of particular circumstances in this regard may be made to the Head of School.

## **Facilities**

Conduct by the student, which results in damage to the facilities, will not be permitted. Parents will be liable for damage resulting from student misconduct.

## **Fines Policy**

The students use many items that belong to the school. These include books, instruments, tools and athletic equipment, as well as other materials and equipment. If school-owned equipment or materials are lost or damaged, the student will be charged a monetary fine, representing a fair repair cost or replacement value. Replacement of stolen items is the responsibility of the student.

## **Lost And Found**

All personal articles, clothing, class materials, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in a designated location. At the end of each nine-weeks, all items remaining will be donated to a local charity.

## **School Office**

During the school year, the school office opens at 7:30 AM and closes at 4:00 PM. All business transactions should be directed toward the school office. All communication concerning policies, conferences, events, etc. are cleared through and implemented by the school office.

## **Student Records**

Parents may request to view their child's educational records through the office personnel. A student who is 18 may also request to view his/her educational records. A member of the administration will be present when records are reviewed to assist the parent/student with interpreting information contained within them. If information contained within the student's records is believed to be inaccurate then the parent/student may request that the information be corrected. The administration will review the request and the parent/student will be notified of the decision. Parents/students may not remove documents from the records. BCS normally releases records either by written request or by personal visit from the parent or legal guardian. All accounts to the school must be paid prior to the release of records. If a request is received by judicial order for a copy of a student's records, the records will be transferred and we will attempt to notify the parents/student.

## **Textbook Policy**

Textbooks are provided by BCS. It is required that textbooks be covered at all times in order to keep them in good condition. The students are responsible for all textbooks issued to them. If students lose or damage a book, they must pay for the book in the school office. All

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accounts must be cleared before student records are released. If a lost book is found within 30 days, then the money will be refunded to the student.

## Textbook Fines

Writing or other damage	No more than 10 pages	\$1.00 per page
Writing or other damage	More than 10 pages	Total Cost
Damaged Cover		Total Cost
Broken binding		Total Cost

## Visitors

No parent or visitor should go to any classroom or school area without first checking in with the office and receiving a "Visitor" badge. BCS Alumni are free to visit but must check in at the office and receive an "Alumni" badge.

Written requests for students wishing to visit BCS from out of the area must be turned into the office and approved by the appropriate Dean at least one day prior to the date of the visit. If approved, visitors must check in at the office and receive a "Visitor" badge.

Students who are enrolled in an area school (including home school) within Brazoria County are not allowed on the BCS campus during the school day without permission of the Head of School or appropriate Dean.

## Fund-Raising Activities

The administration of BCS chooses fundraising programs in which the school will participate during the school year. Parent involvement is essential to the success of each of these activities. No fund-raising can be done, on or off campus, without the permission of the Head of School, including other organization's fund-raisers such as Boy Scouts, baseball, etc. Fund-raising will be held to a minimum.

## Hurricane/Severe Weather Information

In the event of a hurricane or other emergency situation threatening southern Brazoria County, BCS will keep parents and students informed via email, updates on the home page of the BCS website, Facebook, Twitter and through Houston area radio and TV stations regarding school operations, including school closure, cancellation of athletic events, special events, etc. To sign up for the BCS Twitter or Facebook accounts, click on the Twitter and/or Facebook logos at the bottom of the home page of the BCS website. We will use KSBJ FM 91.1 as our primary means of radio communication. If BISD closes due to a hurricane or severe weather, BCS will also close. Check with BCS regarding reopening dates following severe weather as we may not follow BISD.

National Weather Service NOAA Weather Radio transmitters providing continuous broadcast of weather, 24 hours a day, 7 days per week:

- KHB-40 broadcasts from Galveston at 162.55 MHz.
- WGG-40 broadcasts from Bay City at 162.425 MHz.
- KGG-68 broadcasts from Houston at 162.40 MHz.

Websites with local weather information:

- KHOU Channel 11 Weather at <http://www.khou.com/weather/>
- NOAA Weather Radio Web Site at <http://www.weather.gov/nwr>
- National Weather Service, Galveston Forecast Office <http://www.srh.noaa.gov/hgx/>
- The Weather Channel Hurricane Central <http://www.weather.com/hurricanecentral/>

## Disaster Drills

Practice drills will be provided for fire, storm and shelter-and-place procedures. Disaster drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Disaster drills will be held throughout the year in conjunction with state and local requirements. The students will be informed of proper escape routes and procedures.

Pulling the fire alarm without due cause will result in disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

## Annual Notification of the Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986, all schools, public or private, are required to implement a management plan for asbestos. As a part of this management plan BCS has statements from the general contractor, a professional engineer, that the Elementary/Administration building was built with asbestos-free material, and a letter for the architect of the Gym/Secondary building that it was built with asbestos free material. We also have a designated person to inspect all building materials that are used in maintenance and remodeling to insure they are asbestos free. AHERA requires that this annual notification be posted or distributed to parents, staff, faculty, PTA, etc. indicating the AHERA Asbestos Management Plan is available for review upon request. The documents that constitute the management plan are considered "permanent school archives" and may not be removed from the premises for any reason; however, these records are available for review, upon request, at any time during normal school hours.

# ACADEMIC POLICIES

## Definition Of Grade Levels

Elementary	K - 6 <sup>th</sup> grade
Secondary	7 <sup>th</sup> - 12 <sup>th</sup> grades
Junior High	7 <sup>th</sup> - 8 <sup>th</sup> grades
High School	9 <sup>th</sup> - 12 <sup>th</sup> grades

## Curriculum

Our goal at BCS is to maintain high standards of excellence in academics. We select textbooks and other instructional materials from several publishing companies. We have made every effort to incorporate materials from Christian publishing companies into our program. When we have determined that we cannot maintain academic excellence in a particular curricular area using texts from Christian publishers, we have chosen offerings from secular companies and rely upon the teacher to serve as our "living curriculum." Our teachers, as the spiritual leaders and shepherds of the young people entrusted to them, carefully screen and edit all materials either to omit non-biblical references and influences or use them to teach the biblical standpoint.

At BCS, we review curriculum on a five to seven year rotation. Occasionally we review a curriculum sooner if we believe a weakness is present or we develop a new goal or standard.

## Daily Schedule

Grade PK & K, Half Day	8:00 AM – 12:00 PM
Grade PK – 2 <sup>nd</sup>	8:00 AM – 3:00 PM
Grade 3 <sup>rd</sup> – 6 <sup>th</sup>	8:00 AM – 3:10 PM
Grades 7 <sup>th</sup> – 12 <sup>th</sup>	8:00 AM – 3:15 PM

Class at BCS begins at 8:00 AM. Students may enter the main entrance at 7:35 AM. Elementary students will be directed to the Commons area. Secondary students gather in the gym foyer. No before-school or after-school care is provided at any time.

## Grading Policies And Procedures

### Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
F	69 or below

## Secondary

In determining retention only, the two semester grades will be averaged for the final grade. If no semester exam is given, the semester grade will be the average of the two nine weeks grades. Numeric grades given for academic subjects may be determined as follows:

Semester grades for 7<sup>th</sup> - 8<sup>th</sup> grade will be computed by having each 9 weeks grade count for 45% and the semester exam count for 10%.

Semester grades for 9<sup>th</sup> - 12<sup>th</sup> grade will be computed by having each 9 weeks grade count for 43% and the semester exam count for 14% of the semester grade.

## Conduct Grades

General student conduct, which is evaluated mainly on the student's level of participation and adherence to school and class rules, receives letter grades according to the following:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### Standards For Conduct Grades

E - Excellent: The student is not only satisfactory in his/her behavior, but has a positive, cooperative attitude that characterizes a good student. The student works hard in class. The student is a great example for other students to follow and displays clear Christian character.

S - Satisfactory: The student's behavior and attitude are generally positive. The student normally completes work on time, is not argumentative, and works well with others.

N - Needs Improvement: The student's behavior is becoming unsatisfactory and is in danger of receiving a "U" if the behavior is not improved immediately. The student does not work industriously and complains. The student acts inappropriately in class. If a student receives an "N" one nine-week period, then that student will receive an improved mark the next nine-week period or an unsatisfactory.

U - Unsatisfactory: The student is in danger of expulsion, and will be placed on conduct probation. Parents will receive notification if a student is in danger of receiving this mark.

## Character Development and Study Skills Development Grades

Character Development and Study Skills Development are evaluated and graded according to the following:

1	Tries hard
2	Listens well
3	Participates in class
4	Effort needs improvement
5	Conference requested

6	Lacks organizational skills
C	Completes work on time
D	Disruptive to others
E	Excessive absences
H	Hurries through work
I	Inadequate homework/materials
L	Low test scores
N	Needs attention/participation
P	Pleasure to have in class
T	Inappropriate talking

## Grades Available Online

Check Parent's Web online through the BCS website to view student's grades. Report cards will be available online at the end of each nine weeks period.

## Dropping or Changing Courses

All course changes should be made by the end of the 3<sup>rd</sup> week of the first nine weeks. Students will not be allowed to drop or change courses at the end of the first semester, unless recommended or approved by the Head of School or Secondary Dean.

Students dropping a course required for graduating as an Honors Graduate or a Distinguished Graduate will not be eligible to graduate with those distinctions.

## Incompletes

The students who receive an incomplete on their report card must complete all work within two weeks of receiving the report card. Any outstanding work or tests not completed within the two-week period will become a zero. A student with an incomplete on his/her report card is ineligible for extra-curricular activities or sports.

## Semester Test Policies

Semester tests are an important part of the transition from junior high into high school and college. In addition to evaluating the student's academic knowledge of the course, the purpose of requiring English and Math finals is to better prepare the student for college admission tests as well as college itself. Final exams must be taken at the regularly scheduled time. In the case of dire circumstances, special permission must be received from the appropriate Dean to take an exam early. The appropriate Dean will handle an unexcused absence from a semester exam. The students must follow all behavior and dress code rules during semester test days. The students not required to be present for an exam may leave campus through established checkout procedures. No exemptions are allowed for either semester.

## Junior High

Semester exams count as 10% of the semester grade. No exemptions are allowed for either semester. A test schedule will be presented each semester.

7<sup>th</sup> - 8<sup>th</sup> Grade Tests Administered:

- 1<sup>st</sup> & 2<sup>nd</sup> semester: English, Math, Science and History

## High School

Semester exams count as 14% of the semester grade. No exemptions are allowed for either semester. A test schedule will be presented each semester.

9<sup>th</sup> - 12<sup>th</sup> Grade Tests Administered:

- 1<sup>st</sup> & 2<sup>nd</sup> semester: English, Math, and either Science or History (to be determined by Administration)

## Homework

Homework is an integral part of the school program. The teacher is at liberty to give homework to aid the students in advancing their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

- For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

Daily/Homework amounts may vary depending on the student, the nature of the subject matter being studied, and the expectations of the teacher.

Homework grades will constitute 25% of each nine-weeks' grade with tests, quizzes and projects constituting the major portion. Students who frequently fail to complete homework are likely to fail or pass with a marginal grade. Daily/Homework assignments are due at the time the teacher calls for them. Teachers may at their option take disciplinary measures in response to missing homework or may consider just cause for a student not being able to produce a given assignment.

## Late Homework Assignments

### Elementary

A penalty of "-50" will be assessed the first day a daily/homework assignment is late. A "0" will result thereafter.

## **Secondary**

The students will receive a “0” (zero) for daily/homework assignments not turned in on time, unless the teacher has approved additional time.

## **Late Projects**

Projects will be lowered 10% for each day late without the teacher’s permission. This includes students who are absent on the day the project is due. The student should make arrangements to have major projects delivered if they are absent.

## **Homework Assignments Online**

Check Parent’s Web online through the BCS website to view student’s homework assignments. Sometimes specific demands within a classroom setting may require a teacher to change homework assignments so that those listed on Parent’s Web are not accurate; parents are always welcome to verify homework assignments with the teacher by phone before 9:00 p.m.

## **Homebound Instruction Policy**

A student to be confined for a minimum of four consecutive weeks to a hospital or homebound for medical reasons specifically documented by a physician licensed to practice in the U.S. may be eligible for homebound services. Other individual cases will be considered. The parent’s request for services shall be made through the Dean or Head of School. The Head of School, Dean or designee shall convene a meeting composed of at least an administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing homebound instruction to the student. If the outcome of the meeting determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided. When the student is able to return to the regular educational setting, the length of the transition period will be based on current medical information. The work will be returned to the teacher who will grade the work.

## **Standardized Testing**

- Stanford Achievement Tests will be given in the spring of the school year to help in evaluating the progress of each student in kindergarten through eighth grade. The test provides dependable achievement measures that can be of assistance in improving instruction and evaluating progress. Tuition fees cover the cost for this testing.
- The students in grades three, five and seven will take the Otis-Lennon School Ability Test (OLSAT). This test is designed to measure the student’s ability to learn. Tuition fees cover the cost for this testing.
- The students in grades nine, ten and eleven take the PSAT (fee may be required) at BCS.
- The ACT and/or SAT are college entrance exams. Registration and fees for ACT and/or SAT exams are the responsibility of the student.

## **The Resource Center**

The Resource Center at BCS exists to provide options for students who have individual educational needs, which cannot be fully met, in the regular classroom. Available resource services at this time include in-depth reading remediation; tutoring for students struggling to

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master particular subject matter; a student advocacy program providing a professional tutor/liaison to work between the student, home and school; and ESL (English as a Second Language) instruction.

A referral to The Resource Center may begin with an application for admission/re-registration indicating a need for special educational services; a classroom teacher who sees a need for educational support beyond what can be provided in the regular classroom; or a parent who is attempting to work with a child who is struggling academically. Admission to particular services is then managed through the appropriate Dean and The Resource Center Director.

BCS will seek to provide every possible accommodation, which is formally prescribed by a licensed physician or therapist or those, which are prescribed as appropriate by The Resource Center Director and appropriate Dean with the input of the classroom teacher. Students with needs judged by The Resource Center Director and the appropriate Dean to be beyond what can be effectively managed in a traditional, teacher-centered classroom setting may be denied admission or asked to leave BCS and directed to seek other educational options. The goal in every circumstance will be what is in the best interest of the student – balanced against the associated requirements of the other students sharing his/her classroom experience.

All of The Resource Center services are offered on a contractual basis, commonly covering a nine-week period, semester or an academic year. Tuition for these programs is charged in addition to regular school tuition. Tuition for prescribed educational therapy may be tax deductible as a medical expense.

It is the parents' responsibility to make sure that the school has the most current diagnostic testing results and medical/academic recommendations including Individual Education Plans (IEP) and Admission Review Dismissal (ARD) minutes if applicable.

## **Retention**

The school administration reserves the right to make the final decision in every circumstance regarding promotion or retention. The teacher's professional judgment will be a major factor, as will careful communications with the student's parents.

## **Elementary**

Close communication between parents and the classroom teacher is fundamental to making wise decisions regarding promotion and retention. A decision to repeat kindergarten will be the result of careful consultation between the classroom teacher, parents and administration.

In general the criteria for 1<sup>st</sup> – 6<sup>th</sup> grade will be as follows: A student who fails one academic course (Bible, Language Arts, Math, Science, or Social Studies) may proceed to the next grade if the teacher(s) involved feel the student is capable of handling the expectations of the following grade. Summer remedial work may be required. A student who fails two or more academic courses must repeat that grade, and the report card will so indicate.

## **Junior High**

In general the criteria for 7<sup>th</sup>-8<sup>th</sup> grade will be as follows: A student who fails one academic course (Bible, Language Arts, Math, Science, or Social Studies) may proceed to the next

grade if the teacher(s) involved feels the student is capable of handling the expectations of the following grade. A student who fails Algebra I or Spanish I in the 8<sup>th</sup> grade may proceed to the next grade and retake the course. Summer remedial work may be required.

A student who fails two or more academic courses must repeat that grade, and the report card will so indicate. In some cases, the student may be permitted to retake the failed courses in summer school.

## High School

The criteria for 9<sup>th</sup> - 12<sup>th</sup> grade will be as follows: A student who fails a class must repeat the class if it is required for graduation requirements. In some cases, the student may be permitted to re-take the failed course in summer school, by special arrangement, or during the following year for a grade. Both grades, the failing grade and the retake grade, are posted on the official transcript and count toward the grade point average (GPA) and cumulative numeric average (CNA).

## Conduct Probation

Students who receive a “U” in conduct are placed on conduct probation. The appropriate Dean will communicate, in writing, the conditions and terms of conduct probation to the student and his/her parents.

## Academic Probation

If a student receives a failing grade, or has an Incomplete in any class at any nine weeks or semester grading period, the student will be placed on academic probation. The only exception is if the student is failing a Pre-AP or AP course. The administration stands as the final authority in any decision related to academic probation.

## Probation Plan

Any student on either conduct or academic probation will be subject to the following plan:

- The plan will include suspension of extra-curricular activities (see statement on “Activity Eligibility”).
- At the end of the 3<sup>rd</sup> week of the next nine weeks grading period, if the student’s conduct or grades have improved, they are released from probation.
- If the student’s conduct or grades are still unsatisfactory at the end of the 3<sup>rd</sup> week, they will be placed on a week-to-week evaluation.
- If at the end of the 5<sup>th</sup> week, the student’s conduct or grades are still unsatisfactory, probation will continue until the end of the nine weeks grading period.
- If the student is participating in sports or extra-curricular activities, they may be dismissed from the team or activity at the end of the 5<sup>th</sup> week if they are still on probation. The student will not receive credit for the sport if they are dismissed.
- Conduct probation carries forward from the end of one school year to the beginning of the next school year.

## Activity Eligibility

To be eligible for any BCS sponsored athletics or extra-curricular activity, a student must not be on academic or conduct probation. The only exception is if the class in question is a Pre-AP or AP course. The administration will make the final determination.

### Activity

- Student Council Officer
- Yearbook Editor
- Class Officers
- Club Officers

### Requirements

- 85 weighted CNA and not on academic or conduct probation
- The same student cannot fill the offices of Class President and Student Council President during the same time frame.

### Consequences for failure to meet requirements:

- Removal from office by administration

### Activity

- Athletes in all sports
- Cheerleaders
- Student Council Representatives
- Praise and Worship Band/Team

### Requirements

- 75 weighted CNA and not on academic or conduct probation

### Consequences for failure to meet requirements:

- Removal from activity by administration.

## Awards

### Honor Roll Policy

Students in 4<sup>th</sup> – 12<sup>th</sup> grades are recognized for academic achievement through Honor Roll. Weighted CNA grades in academic classes are used for determining all honor rolls. Grades are not rounded up. Grades from non-academic classes: Fine Arts, Physical Education, Electives, Study Skills, etc. will not be used in the calculation. Honor rolls will be announced at the end of the first semester and the end of the year.

### Principal's Honor Roll

- Raised overall average by 3 points or more, from 1<sup>st</sup>-2<sup>nd</sup> nine weeks or 3<sup>rd</sup>-4<sup>th</sup> nine weeks

### **AB Honor Roll**

- A combination of A's and B's based on semester grades

### **A Honor Roll**

- All A's based on semester grades

### **High Honor Roll**

- All A's with Overall Average of 96 or higher based on semester grades

### **President's Award for Educational Excellence**

- Awarded in the 6th, 8th and 12th grades for students who have a 90 or above average in academic classes as well as a high-standardized test score as determined by the school in reading or mathematics.

### **Elementary**

Semester and/or end of year awards include Perfect Attendance, Shining Star, Honor Roll and Christian Character Trait Certificates.

### **Secondary**

End of year academic awards are given out. Christian Character Trait certificates will be given at the end of year through Bible classes for grades 7-11. Senior Christian Character Trait certificates are given out at graduation.

### **Physical Education Awards**

The President's Challenge Physical Fitness Awards are given out at the end of each year in grades 1<sup>st</sup> – 12<sup>th</sup>. Awards are given to those students who qualify for either the Presidential Fitness Award or the National Fitness Award and are enrolled in Physical Education.

### **Letter Jacket Policy**

Eligibility requirements to letter and be able to order BCS letter jackets:

- Yearbook Editor (must have completed the year as editor) or completed 2 full years of yearbook
- National Honor Society (eligible as soon as you have been inducted)
- Spanish Honor Society (eligible as soon as you have been inducted)
- Student Council officers & representatives (must have completed the year in that position)
- Praise Worship Band/Team (eligible after 2 full years of participation)
- Homecoming King and Queen
- Brazoria County Fair Queen Candidate
- Athletics and Cheerleaders eligibility requirements as listed in the Athletic Handbook. (eligible after completion of the season in which they lettered)

Each coach/sponsor/teacher will provide a list of eligible students to the Herff Jones representative. We will take letter jacket orders two-three times per year. After completion of

the year or eligibility requirement, you will be able to place the order the next time the Herff Jones representative comes to the campus to take orders.

## **National Honor Society**

The National Honor Society (NHS) at BCS exists to recognize and promote scholarship, character, leadership, and service. BCS strives to maintain a foundation of biblical principles in all facets of school life. These four attributes held in high esteem by the NHS are a reflection of the virtues listed in 2 Peter 1:5-7.

The students at BCS are first eligible for membership in the NHS during the 2<sup>nd</sup> semester of their 10<sup>th</sup> grade year. To be eligible for membership, candidates must have been in attendance for one semester at BCS. Eligible candidates will have an overall weighted CNA of at least 90. The students who are eligible scholastically will be notified and asked to complete the Student Activity Information Form for further consideration for selection. Students are only considered for membership if they complete the form and turn it in by the deadline. The Faculty Council, a committee of five faculty members appointed by the Head of School or Dean, then reviews student documents. The school NHS adviser is a sixth, non-voting member of the Faculty Council. Induction ceremony will be in the spring.

The students who are selected for membership into the NHS are expected to maintain the standards of scholarship, character, leadership, and service. If a member falls below the standard in effect when he was selected, he will be given written warning and a time period for improvement. Offenders of the school conduct code will also be given written warning notification. NHS members are expected to promote school activities and exercise a positive influence on their peers. They are dependable students who are willing to help others. While they are expected to represent the school in various competitions, they should also be involved in some activity outside of school. Students are expected to participate in NHS service projects and individual service projects each year. These students are expected to maintain the highest standards of honesty, responsibility, respect, and courtesy.

## **Spanish National Honor Society**

BCS Spanish Honor Society (SHS) Chapter is named "Las águilas de Dios (God's Eagles). The purpose of the SHS is to recognize high achievement in Spanish and to promote the interest in Hispanic/Spanish studies. To be qualified, a student must be enrolled in the second semester of Spanish III, have at least a B average in the current Spanish class, have an overall weighted CNA of 90 and never failed a class due to attendance. Total fee is approximately \$30 (includes: national dues, certificate, patch, graduation cord and t-shirt). Also, positions are open for: president, vice-president, treasurer and secretary. Applications are available each spring from the Spanish teacher. Completed application must be returned by the deadline. Induction ceremony will be in the spring.

## **Report Card Grades**

Students will receive a numeric grade on their report card on a 100 point scale at the end of each nine weeks grading period. No un-weighted numeric grade may exceed 100 as of the 2009-2010 school year. Semester grades will be the average of the two nine week's grades plus the semester exam. Junior High exams count as 10% of the semester average. High School exams count as 14% of the semester average.

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## **Mid-Term Transfer Grade Formula**

Students transferring to BCS in the middle of the nine weeks grading period will receive credit for work done at the previous school based on non-weighted grades received. The grade determination will be pro-rated based on the number of days at the previous school and at BCS.

# STANDARDS OF CONDUCT

BCS students are expected to honor God at all times, show respect for others, maintain regard for the authority of teachers and administrators, and adhere with a joyful spirit to all school policies. Students in grades PK through 3<sup>rd</sup> are subject to discipline as the classroom teacher and elementary administration define. All students, 4<sup>th</sup> – 12<sup>th</sup> grades, are subject to the following conduct policies on and off campus.

## Basic Restrictions

1. Students are not to leave campus without permission from the School Office. To receive permission, students must either be checked out by a parent or have a legitimate need and a written note or verbal permission from parent accompanied by either a fax or email, confirmed by the school office. Any student leaving campus during the school day without following proper procedure will receive an automatic five infraction points and one or more day's suspension.

Privileges exclusive to seniors regarding leaving campus require specific documentation, including a hold-harmless agreement signed in advance by parents/guardians and on file in the secondary office. The hold-harmless agreement is available on the school website and in the school office.

Seniors must sign out when leaving the campus during the school day. They must sign in upon their return. If the secondary office is closed, the student will sign in and out in the elementary office. Students who neglect to sign in and out will lose driving privileges for a time to be determined by the secondary administrator. The loss of driving privileges means that they will not be allowed to leave the campus during the day. They will report to the secondary administrator during all periods they do not have an assigned class.

2. Students should be in class whenever class is in session. Students wandering during class times will be awarded infraction notices and detentions. Students are also not to go to their cars or be in the parking lot during the school day.

3. All students are to respect teachers as representatives of God's authority. Incidents of disrespect or defiance will result in severe consequences. Any threatening behavior, violence or threatened violence against a teacher or other school personnel will result in suspension or expulsion.

4. Chewing gum is not allowed on campus. Students chewing gum will be assigned an infraction notice and detention.

5. Cell phones, I-pods, tape or disc players, Game Boys, or other technology must be "off" and kept locked in lockers, cars, or the appropriate school office. Students shall not use these electronic devices from 7:30 a.m. until 3:15 p.m. during the school day. If a student is using a device, it shall be confiscated and reported to the appropriate administrator. The device will be returned only on a Monday or a Friday from 3:15 – 3:30 p.m. There will be a \$15 fine. Students may serve 2 morning detentions in lieu of the fee. The detentions must be served before the device is returned. Electronic devices are defined as any battery driven or electrically powered device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including music, games, and text messages.

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6. Students should not be on campus after hours unless accompanied by school personnel.
7. The public showing of physical affection is not permitted on campus or at school events.
8. Vulgar or profane language or gestures, coarse joking, any form of sexual harassment, or offensive or racist communication are unacceptable and will result in disciplinary action.
9. Students are expected to conduct themselves in accordance with standards of Biblical morality. Students who choose to engage in, pursue, endorse or encourage sexual conduct defined as inappropriate by Scripture will be disciplined, suspended or expelled. Inappropriate sexual conduct includes but is not limited to heterosexual activity outside of marriage, e.g. premarital sex or cohabitation; homosexual or lesbian sexual activity; viewing or the transmission of pornography; maintenance of or frequent visits to websites carrying sexually suggestive images or language, or improprieties toward minors as defined by Scripture, federal or state law.

## Major Violations

1. Alcohol: Drinking alcohol or being under the influence at any time will result in suspension or expulsion.
2. Drugs: The sale, purchase, possession, consumption, etc., of illegal drugs at any time, will result in suspension or expulsion and the necessary notification of proper authorities. All students and employees are subject to drug tests if, by the estimation of the school administration, sufficient cause exists to suspect drug abuse.
3. Tobacco: The use of tobacco in any form will result in suspension. Repeated offenses will result in expulsion.
4. Fighting: Students who fight will be suspended or expelled.
5. Harassment: Each student at BCS has a right to his or her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing or demeaning another student or students will be suspended or expelled. Racial insults, ethnic insults, sexual innuendo or prejudicial behavior even as misguided humor will not be tolerated.
6. Threats: BCS will not tolerate any kind of threat (verbal, written, gesture, picture or otherwise). Threats will result in immediate consequences up to and possibly including suspension or expulsion. In accordance with law, incidents involving threats will be reported to local authorities.
7. Terrorism: Terrorism involves the intent to cause a reaction by an agency organized to deal with emergencies; provokes fear of imminent injury; prevents or interrupts the use of a facility or means of transportation; and/or causes impairment or interruption of public communications, transportation, utilities or other public service. Any act of terrorism will result in suspension or expulsion and notification of public law enforcement personnel.
8. Weapons: Bringing or threatening to bring a knife, gun or other weapon to school is against BCS policy and is also a violation of law. In addition to immediate disciplinary action, the offending student may be subject to consequences as mandated by law.
9. Vandalism: Any student caught vandalizing may be suspended or expelled.

10. Theft: Theft is a violation of fundamental commandments. Incidents of theft, once proven to the satisfaction of the school administration, will result in suspension or expulsion and notification of public law enforcement personnel.

11. Truancy: Any student who is consistently absent from school without authorization will be suspended or expelled.

12. Cheating: All students involved in cheating will receive a "0" on the assignment. Parents will be notified, and other disciplinary action may be taken as deemed necessary for any of the following:

- Cheating – using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Plagiarism and Copying – submitting material (written material, projects, test materials or homework assignments) that, whether in part or in whole, is not entirely one's own work, without attributing those same portions to their correct source(s).
- Fabrication – falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered and collected.
- Obtaining an Unfair Advantage – stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Aiding and Abetting Academic Dishonesty – providing material, information, or other assistance to another person with the knowledge that such aid may be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
- Falsification of Records and Official Documents – altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, ID card, or any other school document.
- Unauthorized Access to Computerized Academic or Administrative Records or Systems – viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

13. Bullying: As a school, we will take seriously any report of bullying behavior. Parents whose children have been involved in bullying behavior will be notified. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension or expulsion. While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a

distinction based upon perceived issues of aggression, power, domination, humiliation and control. The characteristics of bullying are as follows:

- Both boys and girls can engage in bullying. We will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered by the victim and judged by the administration to be physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her peers.
- Bullying commonly involves malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school, will be addressed by administration. Examples of bullying outside the school can be (but are not limited to) the following: phone calls, e-mails, text messages, or instant messages that include physical threats and/or malicious gossip and slander.

## **Discipline**

Godly discipline is the responsibility of every parent. Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in this process. It is therefore the expectation of every teacher and administrator that parents will support the school in upholding Biblical disciplinary standards and actively reinforce the student’s understanding of the teacher’s authority in the classroom. *Parents who cannot support the discipline standards of BCS should consider other educational alternatives.*

### **PK - 3<sup>rd</sup> Grade Discipline Plan**

Teachers in PK through 3<sup>rd</sup> grade will employ their own in-class discipline structure with the option of referring students to the Elementary Dean.

### **4<sup>th</sup> - 12<sup>th</sup> Grade Discipline Plan**

Teachers in 4<sup>th</sup> – 12<sup>th</sup> grade are encouraged to employ but are not restricted to a three-step in-class discipline plan. Serious offenses may result in more serious consequences immediately.

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Punishment at teacher discretion
- 3<sup>rd</sup> Offense: Infraction

The goal is to work toward high standards of consistency. As necessary, additional steps in the discipline process may be instituted.

## **Infractions**

As faculty or administrators deem necessary, infraction notices will be written for students who violate school rules or policies. Each infraction, regardless of the violation, will result in

a detention. Infraction points, suggested by the teacher, will be assigned and recorded by the Dean or Head of School based upon the severity of each offense. A pattern of repeated wrongdoing may result in more points being assigned for similar offenses. Point totals will accrue by semester. Disciplinary actions will be instituted according to the following schedule:

**Step 1**

- 7 Infraction Points
- Parent Conference

**Step 2**

- 10 Infraction Points
- Parent Conference
- One-day Suspension

**Step 3**

- 15 Infraction Points
- Parent Conference
- Two-day Suspension
- Conduct Probation

**Step 4**

- 20 Infraction Points
- Withdrawal or Expulsion

**Probable Point Assignments**

- 0 points but detention: Chewing gum, tardy to class
- 1 point infractions: Foolishness in class, talking
- 2-3 point infractions: Class disruptions, cell phone usage, eating in class
- 5+ point infractions: Disrespect, foul language, skipping class, plagiarism\*

\*Regardless of total points accrued, plagiarism results in one day ISS.

**Detention**

Each infraction will result in a 45-minute detention to be served on a day specified by the Dean or Head of School. Detention takes precedence over all extra-curricular or athletic commitments. Failure to report for detention will result in three more infraction points and possibly an in-school same-day suspension.

**Suspension**

Students serving an “off-campus” suspension are not allowed on the campus for the duration of the designated period; a one-day suspension, for example, means one full 24-hour period.

Students serving an “in-school” suspension (ISS) spend the day on campus. The Dean or Head of School will determine their activities.

Students on suspension, off-campus or in-house, will receive a zero (0%) for all daily work and homework. Tests, quizzes or projects due during the time of suspension will be marked down ten percent (10%) for each day of suspension. Students suspended from school are not allowed to participate in any extra-curricular or athletic activities on the days of their suspension.

### **Expulsion**

Expulsion will result when a student, by repeated violations of school standards, demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established for students of BCS. Students may also be expelled if parents/guardians refuse to support the school's disciplinary/ educational standards, refuse to comply with state requirements such as those involving health records or compulsory attendance, are perceived as sowing dissent or disorder among the school family as a whole, or fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved.

Any student who is expelled or asked to withdraw from the school may re-apply to BCS after he or she has completed one successful year in another organized school system. BCS reserves the right to admit or deny admission in this circumstance. The respective Dean stands as the final authority in any such decision.

### **Substitute Teachers**

There are times when BCS depends upon the services of substitute teachers. A negative report to the school office by a substitute teacher will result in disciplinary action for any or all students in the class. It is in the best interests of all students to assure that substitute teachers are treated with every respect.

### **Off-Campus Behavior (“The Elastic Principle”)**

Students need to recognize the elastic principle as part of the discipline policy at BCS. The elastic principle simply means that BCS students are accountable to the school for behavior occurring on or off campus. Students who engage in behavior outside of school that brings discredit to themselves and the school will be held accountable by the school and may have privileges revoked, detentions assigned, be suspended or expelled. Although the school's intent is not to monitor students' behavior off campus, BCS students are expected at all times to act in a manner that brings credit to our Lord, themselves, their families and the school.

### **End-of-the-Year Student Review**

At the end of the school year, the Dean and Head of School will review the performance of all students. Special attention will be given to any student who accumulates either 12 or more infraction points in a semester or 25 total infraction points or more during the school year. The Dean will then decide, whether the student will be re-admitted, re-admitted conditionally, or denied the opportunity to re-enroll.

### **Dress Code Regulations**

As a Christian school, BCS has chosen to follow and encourage high Christian standards of conduct and appearance (I Timothy 4:12, I Peter 3:3-4). The school feels a responsibility to

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create an atmosphere conducive to the purpose of education. Each student's general appearance should contribute to this basic atmosphere. The school reserves the right to dictate standards of dress, grooming and appearance in every school-related circumstance.

Our school favors tasteful, contemporary dress. In all areas of appearance (clothing, hair, makeup) students should look neat and emphasize cleanliness and modesty. Extreme fads and sloppiness should be avoided. Our appearance should be conservative, so that we are not offensive, so that we may be described as "in good taste," and so that we are a positive influence on others whom we want to think well of Christ and of our school. When purchasing clothes or dressing for the school day, please consider the following questions:

- Am I honestly trying to meet the dress code or trying to push the limits (Philippians 4:8)?
- Have I responsibly chosen my clothing to honor God (Colossians 3:23)?
- Am I working hard to create an atmosphere of unity for the good of the school (Romans 14:19)?
- Am I respecting rules that have been established by the authorities (Romans 13:5)?

It must be remembered that school is a place of business and not a party or picnic. Styles perfectly acceptable for social occasions may be completely inappropriate for school. The dress code outlined below is applicable on campus each school day and is also in effect on field trips, subject to the discretion of the administration.

Specific guidelines are as follows:

- Our objective in appearance is one of a neat, conservative and non-trendy look. Goth or gangsta styles, for example, will not be tolerated even in accessories such as jewelry, notebooks, etc. Ragged clothing which is torn, excessively frayed or has holes is not acceptable.
- All clothing must be easy and relaxed in fit and should not be immodest or too tight.
- Clothing shall be of appropriate size, length and fitting to cover undergarments (boys and girls) when the student is standing, sitting, stooping or bending. Necklines should be high enough to be modest and appropriate even when leaning over.
- Shirts must have sleeves and a modest neckline. No midriff may show at any time, including when arms are raised. Students may wear t-shirts. Messages on these shirts must not promote anything ungodly or contrary to defining principles of the school. No secular music groups may be promoted on t-shirts.
- Bottoms
  - Bottoms that may be worn in PK-3<sup>rd</sup>: shorts (denim, dress or khaki), skorts, capris, pants, jeans or skirts, sweatpants,
  - Bottoms that may be worn in 4<sup>th</sup>-12<sup>th</sup>: shorts (denim, dress or khaki), skorts, capris, pants, jeans or skirts.
  - Bottoms that may **NOT** be worn in PK-3<sup>rd</sup>: swim trunks, shorts (board, workout, silky workout or practice), wind-suits, or silky workout or practice long pants.
  - Bottoms that may **NOT** be worn in 4<sup>th</sup>-12<sup>th</sup>: swim trunks, shorts (board, workout, silky workout or practice), sweatpants, wind-suits, or silky workout or practice long pants.
  - Length of bottoms in PK-6<sup>th</sup>: shorts or skorts must not be shorter than 2" above the bend of the knee; skirts must reach the bend of the back of the knee.

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- Length of bottoms in 7<sup>th</sup>-12<sup>th</sup>: must reach the bend of the back of the knee.
- Any modest dress with sleeves, an appropriate neckline, and non-clingy fabric that meets the length requirement is acceptable.
- Hair should be neatly groomed. Radical hairstyles or radical changes in hair color are not permitted. Boys' haircuts should be styled in a regular boy's cut, which does not touch the collar of a t-shirt and does not extend below the eyebrows. Facial hair (beards, mustaches, long sideburns, etc.) is not permitted.
- Hats, caps, headbands or bandanas should be conservative and tasteful. Hats will not be worn in chapel, on Grandparents Day, at any awards ceremonies or in the classroom at the teacher's discretion.
- Male students can wear no jewelry other than finger rings, necklaces, and watches.
- Female students can wear simple and tasteful jewelry with no more than two earrings per ear. Make-up should be modest and tastefully applied so that it does not draw undue attention to a student.
- Visible tattoos or body piercing of any kind or the appearance of the same is not permitted.
- A field trip/special occasion shirt will be required of each student. This shirt may be purchased through the school office or at the beginning of the year during Parent Information Night. Each child in a family needs a field trip/special occasion shirt as the whole school may wear the shirts for certain occasions.
- Shoes:
  - Elementary students: Shoes/Sandals worn must have a back strap and can have heels no higher than 2".
  - Secondary students: Shoes/Sandals do not have to have a back strap and should not have heels higher than 2". No slippers or house shoes may be worn.
  - For all students, Physical Education requires tennis shoes with scuff resistant soles.
- Swimwear in the event of a field trip, retreat, school sponsored swim party:
  - Girls – a dark short sleeved shirt/tshirt must be worn over a one piece or tankini type bathing suit
  - Boys – must wear a swimsuit with liner. Basketball type shorts may not be worn. Boys do not have to wear a tshirt.

## **Event Dress Code**

The following dress code is for the Athletic Banquet, Awards Night and all Award Ceremonies/Chapels, Seniors on Graduation Night, and the Seniors Halftime Activities during the Homecoming Game.

### **Girls**

- Dress or blouse with skirt/slacks/capris/khakis (must meet dress code). No jeans.
- Sandals and dressy flip-flop type shoes may be worn. Spike heels may not be worn at the Homecoming Game due to the track and football field.

### **Boys**

- Collared or dress shirt (must be tucked in) with slacks/khakis (must meet dress code). No jeans. Dress shoes or boots may be worn. No flip-flops, sandals or tennis shoes.

## Formal Dress Code

The formal dress code is for BCS Homecoming Dinner and BCS Junior/Senior Night.

### Girls

- Dresses are to be no higher than 2" above the knee. Slits are to be no higher than 2" above the knee. Girls can wear short or long dresses to the Homecoming Dinner. Girls generally wear long dresses to Junior/Senior Night.
- Clothing should be made from appropriate fabric and should not be too tight.
- Modest sleeveless, halter, spaghetti straps and strapless dresses may be worn.
- No open-midriff dresses are to be worn.
- Open backs should be above the waistline.
- Necklines should be high enough to be modest and appropriate even when leaning over.
- Other items covered in the BCS dress code (such as tattoos and piercing) apply here.
- Dress shoes or heeled, dressy flip-flop type shoes may be worn.
- Modesty in dress should be a guiding standard.

### Boys

- Boys should wear dress shirts and tuxedos, suits, or sport coats and slacks for Junior/Senior Night.
- Boys should wear, at minimum, dress shirts (not Polo shirts) and Dockers type pants or slacks to the Homecoming Dinner.
- Boys should dress in a way that shows respect for the young ladies who are attending these events.
- Boys should wear appropriate dress shoes. No tennis shoes or flip-flops.

Dates who are not BCS students are also required to meet these guidelines. The inviting student should give a copy of the dress guidelines to them.

Dresses may have to be approved by administration prior to the event. Parents and students should be aware that inappropriately dressed students would be required either to wear a covering provided by the school or leave the event.

## Consequences for Dress Code Violations

Students out of compliance with dress code guidelines will be issued infractions and must serve a detention. Normally, no points are assigned for dress code violations; repeated violations or violations which are so blatant that they clearly speak of an attitude of the heart may result in infraction points or more severe consequences.

## Extracurricular Activities, Clubs, and Organizations

Student clubs and performing groups such as, but not limited to, National Honor Society, Student Council, band, choir, praise team, cheerleading, and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the student code of conduct or by local policy will apply in addition to any consequences specified by the organization(s).

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# STUDENT LIFE POLICIES

## Attendance

### Attendance Policy

All students, including elementary and secondary, will be required to attend school in accordance with the calendar accepted by the BCS School Board. A student who misses 10% of the days of the semester or 10% of the individual class periods of the semester is required to make special arrangements with the school in order to receive credit for the course. Notification will be sent home to advise the parents of the problem. This applies for both excused and unexcused absences. The student will receive an "I" or "Incomplete" on his/her report card until the time is made up. If a student has accumulated a sufficient number of excused or unexcused absences to be unable to meet the per semester attendance requirement, the Dean will act in accordance with state regulation and deny the student credit for the grading period in question. Days spent in suspension do not count against the 10% attendance rule. A high school student's attendance must meet the state requirements for an 80-day certificate for a driver's license.

### Parent's Web

Check Parent's Web online through the BCS website to view student's attendance records.

### Attendance Procedures

The teachers will take daily attendance for each class noting any absence or tardy.

### Excused/Unexcused Absences

Absences will be considered "excused" or "unexcused." Students' absences will initially be marked as "unexcused." The student must bring a note within three school days following the return to school after the absence to the appropriate office. Upon receipt, the student's absence will be changed to "excused" if the absence was for one of the reasons listed below. The authority for determining the legitimacy of an absence rests with the school administration. Only the Dean or his/her designated representative has the authority to change an absence from "unexcused" to "excused" within the three days following the absence. Absences will not be changed to "excused" if the note is brought later than three days following the return to school after an absence.

Reasons for an "excused" school absence are:

- Personal illness
- Serious illness in the immediate family
- Death in the immediate family
- Medical or dental appointments
- Family emergencies
- Attending a funeral
- Extremely severe weather, such as a hurricane watch, warning, or evacuation
- Personal absences with prior approval of the Head of School or Dean
- Absences for school trips approved by the administration, such as field trips, academic and athletic competitions will be considered excused. In these cases it will be the

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responsibility of the teacher or coach to provide administration with a list of students participating.

### **Reporting Absences**

A student will not be counted absent for periods missed at an appointment with a doctor, dentist, or other health care professional if the student attends school for the rest of the day of the appointment, provides appropriate documentation from the doctor or dentist's office, and if the student satisfactorily completes the missed school work in a reasonable amount of time. A student will not be counted absent for periods missed for attending a funeral with a written note from a parent/guardian prior to the funeral.

Upon returning to school after an absence, the student is to bring a signed note from the parents detailing the cause of the absence. The student must present the note to the school office before returning to class. The office will give an admit-slip to the student. This dated slip will permit the student to return to class.

### **Personal Absences With Prior Approval Of Administration**

Each student may be allowed a limited number of personal absences per year. These absences must have the prior approval of the Administration. An "absence request form" must be submitted to the Administration for approval in advance of the absence. If at all possible, this request should be submitted at least one week prior to an absence. If no request were made, if the request is not granted, the absence would be considered unexcused. Personal absences cannot be taken during semester tests. Pre-approved absences are considered excused and count toward the 10% maximum allowable absences per semester. If a student is currently over the 10% maximum allowable absences per semester, personal absences may not be approved. Personal Absence requests may not be approved if the student is failing any class or if they have an incomplete grade on their report card. If the student is on conduct or academic probation, the absences may not be approved. The "Make-Up Assignments" statement in this handbook applies to these absences.

### **Extracurricular Activity and Off-Campus Program Absences**

Participation in school-approved extracurricular activities, including off-campus programs, is not considered an absence from school. The "Make-Up Assignments" statement in this handbook applies to these absences.

### **College Visitation Days**

Students are allowed three college visitation days per year for their Sophomore, Junior and Senior years. College days must be pre-approved by the Head of School or Secondary Dean. A parent must fill out a "College Day Absence Request Form," found on the website and in the secondary office, for approval prior to the absence. If a student is currently over the 10% maximum allowable absences per semester, college days may not be approved. If approved, college visitation days do NOT count toward the 10% maximum allowable absences per semester. College day absences do not appear on the report card. Students visiting colleges must bring verification from the college to the secondary office in order to verify that a college visit did take place. If a student takes more than the three total approved college days, the additional days, if approved by administration, will count as a regular

excused absence and will count towards the 10% maximum allowable absences per semester. A student's request for college days will not be approved if the student is failing any class or if they have an incomplete grade on their report card. The "Make-Up Assignments" statement in this handbook applies to these absences.

## **Make-Up Assignments**

### **For Excused Absences**

Students are responsible for completing all assignments. In the event of the student not being present in class, it is the student's responsibility to obtain missed assignments and tests and set up a schedule for completion. In general, the student will be allowed the same number of days to complete the make-up assignments as the number of days he/she was not in class.

If a student is present when the assignment or test date is given, but is then absent prior to or on the assignment due date or test date, the student will be allowed the same number of days to complete the assignments or test as the number of days he/she was not in class.

The student should make arrangements to have major projects delivered even during an absence. Exceptions may be granted by the teacher in emergency family/illness situations.

Assignments/ tests not made up within the agreed upon schedule for completion will be recorded as "zeroes."

For pre-approved absences and absences due to sports, it is the student's responsibility to check with the teacher prior to the absence, if possible, for the assignments.

### **For Unexcused Absences**

Students are expected to complete all assignments on time. Students with unexcused absences will receive a zero (0%) for all daily work and homework. Tests and/or quizzes due during the time of the unexcused absence will be made up the day of return. Projects and will be marked down ten percent (10%) for each day late.

### **For Suspension**

Students in suspension must complete all daily work and will receive a zero on all daily work or homework in all classes for each day that they serve suspension. Each test, quiz or project due during the time of the suspension will be marked down ten percent (10%) for each day of suspension.

## **Tardiness**

### **PK – 3<sup>rd</sup> Grade**

Students who are tardy to class miss valuable class time and interrupt the classroom learning process. Parents are strongly encouraged to help children be on time. A student is considered tardy after the 8:00 AM bell has sounded. Students arriving after 9:30 AM are considered absent a half-day. Students leaving before 1:30 PM are considered absent a half-day. The students arriving after lunch are counted absent one full day. Three unexcused

tardies equals one unexcused absence. Unexcused absences from tardies do count against the 10% maximum allowable absences and do appear on the report card.

#### **4<sup>th</sup> – 6<sup>th</sup> Grade**

A student late to any class or activity period will be assigned an infraction notice and a detention unless he or she carries a written note from an administrator or teacher excusing the tardy. A student is considered tardy after the 8:00 AM bell has sounded. 4<sup>th</sup>-6<sup>th</sup> grade students arriving after 9:30 AM are considered absent a half-day. 4<sup>th</sup>-6<sup>th</sup> grade students leaving before 1:30 PM are considered absent a half-day. The students arriving after lunch are counted absent one full day. Three unexcused tardies equals one unexcused absence. Unexcused absences from tardies do count against the 10% maximum allowable absences and do appear on the report card.

Students will not leave the classroom except in cases of emergency. All students should have a hall pass when they are outside of the classroom.

#### **7<sup>th</sup> - 12<sup>th</sup> Grade**

A student late to any class or activity period will be assigned an infraction notice and a detention unless he or she carries a written excuse from the school office, teacher or Dean. Students will be counted tardy on a per class basis. Three unexcused tardies equals one unexcused absence. Unexcused absences from tardies do count against the 10% maximum allowable absences and do appear on the report card. If a student misses one third or more of a class period, he is absent and not tardy.

Students will not leave the classroom except in cases of emergency. All students should have a hall pass when they are outside of the classroom.

### **Communication with Faculty and Staff**

BCS faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a faculty/staff member:

Parent's Web is the online, password protected, student information system available through RenWeb's school management software. Student's grades, report cards, discipline record, attendance, and homework assignments can be viewed and printed via the web. Parents and/or students may contact the Network Administrator at [ldavis@1bcs.org](mailto:ldavis@1bcs.org) to obtain the policy and instructions for logging on. The "Parents Login" can be found in the bottom navigational bar on the BCS website.

Staff Mailboxes – Notes or letters may be left at the school office for placement in the staff mailboxes.

E-mail – All faculty and staff have e-mail. E-mail addresses are listed on the website under "Staff Directory." The rule is first initial last name [@1bcs.org](mailto:@1bcs.org). Example: [ldavis@1bcs.org](mailto:ldavis@1bcs.org)

Telephone/Voicemail – Most administrative staff have voicemail extensions. Classroom teachers do not have voicemail or phones in their classrooms. Call the main office at 979-297-0563 to ask for a staff member's voicemail. If the staff member does not have voicemail, the office will take a message.

Conferences (Telephone or Face-to-Face) - Parents wishing a conference with a teacher should send a note or e-mail to the teacher to arrange a conference time either over the phone or face-to-face. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers have conference times built into their schedules and would be happy to meet with you during this time. Parents are requested not to request conferences with a teacher before school, as teachers will either be on duty or in their prayer time.

Home – Our staff's family time is precious. We respectfully ask you to refrain from calling our staff at home after 9:00 PM unless they have given specific permission to do so.

Parents should talk to the teacher first about any classroom situation before consulting the administration. Questions concerning school policy should be directed to the Head of School or Dean.

## **Chapel**

An important part of each week at BCS is our weekly chapel time. The students should come to Chapel prepared with a reverent attitude and their Bible. The students come together in a unified time to praise and worship God, to receive spiritual instruction, or to participate in other special school presentations. We invite and encourage parents to attend chapels whenever possible.

## **School Telephone Policy**

School phones are available for student use. Students will NOT be allowed to use the phone unless permission is granted in the school office or by the classroom teacher. Only messages pertaining to extreme emergencies or a change in end-of-day plans will be taken and delivered to the student.

## **Music Policy**

Music, whether instrumental or with lyrics, to be used in presentations, chapels, skits, dramas, performances, at any school sponsored events, etc. must be Christian music. Exceptions must be approved in advance by the Head of School or the appropriate Dean. All media must also be approved.

## **Transportation Policy**

All students participating in school events will ride in vehicles designated by the school. The number of passengers in a single vehicle (other than the school bus) is not to exceed the number of seat belts in the vehicle. The driver of the vehicle is responsible for requiring each student in the vehicle to have his/her seat belt securely fastened.

All students will return to the specified area (school or meeting place) after the event in the same designated vehicle. If the parent of the student wishes for the student to ride home with an adult (other than the parent), they must sign the Alternate Transportation Form and turn it in to the coach/teacher prior to the trip. Students will only be released to adults (over the age of 18). Parents/legal guardians transporting their own children do not need to submit

an Alternate Transportation Form. The Alternate Transportation Form can be found on the BCS website under “Documents”.

If more than one vehicle is used, the drivers are expected to travel in a caravan. Parents’ authorization for medical treatment must be present in the vehicle in which the student is a passenger.

The students are the responsibility of BCS staff members while at school events, and they must remain under the supervision of staff at all times while at the event.

Upon return to the school after the event, BCS is no longer responsible for the transportation of the student. The parent must arrange for the student’s transportation home.

The students not cooperating with the above policies will not be allowed to participate in school events involving transportation.

All drivers for any school functions (field trips, athletic team travel, play-off games, etc.) must be at least 25 years of age and hold a valid Texas driver’s license, appropriate for the vehicle being driven. Drivers of BCS vehicles must be on the Approved Drivers list for that type of vehicle.

## **Field Trips**

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum. Each excursion must have an educational purpose, meet a real need, and provide worthwhile experiences. The Parent Approval for Field Trip Form, which must be signed before your child is allowed to go on the field trip, releases the school from any liability.

BCS will provide transportation and an appropriate fee will be charged to cover transportation costs. BCS faculty or staff will be responsible for the students’ safety while on the field trip. If a non-BCS faculty or staff provides transportation for students in their personal vehicles, their personal insurance will be the primary insurance. They are responsible for the students’ safety to and from the school. Prior approval for a non-employee driver must be granted through the Administration.

BCS activities are for current BCS students only. No other students are allowed to attend. Siblings are not allowed to attend. Any student on conduct probation may be excluded from the field trip. School rules, regulations, and policies are in effect on all field trips on or off campus. The sponsoring teacher will communicate the dress code. If parents choose not to allow their child to participate in a scheduled field trip, BCS may ask the parents to keep their child at home.

## **Class Trips**

Traditionally, BCS offers class trips for grades 5-12.

5<sup>th</sup> – 6<sup>th</sup> grades go on an annual retreat which is typically three days in length to build unity within the class, provide opportunities for students to overcome fears and develop trust and to experience the love of Christ in an energizing, fun-filled, Christ-centered atmosphere. All class members are required to attend.

7<sup>th</sup> grade goes on an annual Texas History trip, which is typically three days in length for the purpose of academic enrichment. All class members are required to attend.

8<sup>th</sup> grade goes on an annual science trip, which is typically three days in length for the purpose of academic enrichment. All class members are required to attend.

9<sup>th</sup> – 12<sup>th</sup> grades go on an annual retreat, which is typically three days in length for the purpose of spiritual growth. All class members are required to attend.

## High School History Trip

Traditionally BCS offers a high school history trip to either a US or European destination. The trip is typically seven days in length. This is an optional trip and not tied to any particular class. Parents of students traveling are welcome and encouraged to travel with them. BCS Alumni are also welcome to travel. Additional travelers, outside of the BCS family, may be allowed to participate. Travelers are responsible for the cost of the trip. All travelers must receive the Head of School or Secondary Dean's approval to participate in the trip.

## Locker Usage

The students in grades 4<sup>th</sup> - 12<sup>th</sup> will be assigned a locker to store supplies, textbooks, lunches, phones and electronic devices, and clothing. Lockers are the property of BCS, and, as such, students must abide by the rules for lockers or face disciplinary measures or ultimately lose the privilege of using them. The following rules apply to locker usage:

- No open containers of food or drinks in the lockers.
- No beverages other than water can be stored in a locker.
- No objects on top of the lockers.
- No objects on the floor in the halls.
- No stickers or any objects taped or stuck to the lockers inside or out. Magnetic items are acceptable.
- All students must keep their assigned locker unless permission is received from administration to change lockers.
- The students cannot put their belongings in unassigned lockers.
- Lockers should be kept clean and neat at all times.
- Lockers are the property of BCS and may be opened and searched at any time by the administration of BCS without anyone's permission.
- It is recommended that students keep a combination (not keyed) lock on their lockers. The locker combination must be turned in to the office.
- Lockers are not a safe place to store valuables. If a student brings valuables to school or large amounts of cash, the student should take them to the office for safe keeping until the school day is over.
- BCS is not responsible for items that are lost or stolen at school.

## Search and Seizure

BCS may search a student or student's property. Moreover, vehicles that students have driven to school or to school-sponsored activities are also subject to search.

## **BCS Property**

Areas such as lockers or similar areas, which are owned by BCS, may be searched at any time.

## **Personal Property**

The search of a student's person or property, including electronic devices and vehicles, may be conducted. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present.

## **Vehicle Regulations**

- The students who drive without a valid driver's license will have their key confiscated and the parents will be notified.
- Reckless or careless driving will not be tolerated.
- The speed limit is 10 mph on school property.
- The students are not permitted to go to their vehicles during school hours unless they receive permission from a teacher, Dean or the Head of School.
- No writing, pictures, or symbols shall be displayed on any vehicle, which promotes a philosophy contrary to the philosophy of BCS.
- No loud music will be permitted in the vehicles while on school property or at school activities.
- Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

## **Parties**

### **Parties For Birthdays and "Un-Birthdays"**

The students will be allowed, during lunchtime only, to have a birthday or un-birthday party with classmates. The birthday or un-birthday person will normally provide refreshments. Plans and arrangements must be cleared with the homeroom teacher prior to the day of the party. Classmates will bring no gifts to these parties. If birthday parties are scheduled for non-school hours, invitations may be distributed at school, provided that every student in the class is invited. It is acceptable to send invitations for all girl or all boy parties provided that every girl or boy in the class is invited.

### **School Parties**

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- Halloween: Halloween will not be observed.
- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines Day: Class parties may be planned. Valentine cards and small gifts may be exchanged provided students bring them for all class members.
- Easter: Class parties will be planned with an emphasis on the death, burial, and resurrection of our Lord Jesus Christ.

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*BCS policies may be changed from time to time, as the school, in its sole discretion, may elect. Furthermore, such policies shall be considered in light of the overall policies and proceedings established for the school's students. The policies expressed herein, as they may be amended from time to time, shall supersede and have control over any previously published guidelines and/or policies.*

- End of Year: A class party may be held on the last day of school or prior to exams at the end of school.
- Special parties are conducted as rewards with the prior approval of the Head of School or Dean.

The chairperson of the homeroom parents for each room, in accordance with school policies and in cooperation with the teacher and other homeroom parents, is responsible for carrying out the teacher's plans and cleaning up after the party. Parents should come at least 15 minutes before the party begins to set up and stay until clean up has been completed.

## Volunteers

BCS is always in need of volunteer parent helpers for various projects and activities throughout the school year. Assisting teachers, working on fundraising projects, helping in the library or in the lunchroom, assisting in the school office, and providing activity supervision are just a few areas where volunteers are involved. The volunteer help we receive is vital to the success of our program and we encourage every parent to be involved in some way. Parents and others who give of their time and talents find themselves abundantly blessed because of their involvement. Please call the school office or talk to your child's teacher to find out how your volunteer services may be used.

All volunteers must submit to a background check. Volunteers should always work under the guidance and direction of teachers and staff. Volunteers are also expected to abide by the Student Handbook. Volunteers must maintain proper boundaries with regard to students. Teachers and staff are responsible for discipline and correction of students.

As a Christian school, BCS has chosen to follow and encourage high Christian standards of conduct and appearance. The school feels a responsibility to create an atmosphere conducive to the purpose of education. Each volunteer's general appearance should contribute to this basic atmosphere.

Our school favors tasteful, contemporary dress. In all areas of appearance (clothing, hair, makeup), volunteers should look neat and with emphasis on cleanliness and modesty. Extreme fads and sloppiness should be avoided. Our appearance should be conservative, so that we are not offensive, and in good taste, so that we are a positive influence on others who we want to think well of Christ and of our school.

# HEALTH POLICIES

## Vaccine Requirements

Vaccine requirements can be found on the BCS website under “Documents”. Texas vaccine information can be found at [www.dshs.state.tx.us/immunize/school](http://www.dshs.state.tx.us/immunize/school).

## Vaccine Exemptions

The law allows:

- a physician 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
- parents/guardians to choose an exemption from immunization requirements for reasons of conscience including a religious belief.

The law does not allow parent/guardian to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). For children needing medical exemptions, a written statement by the physician should be submitted to the school. Affidavit Request for Exemption from Immunizations for Reasons of Conscience can be found at: <https://webds.dshs.state.tx.us/immco/affidavit.shtm>

## Medical Records

Medical records will be checked at admission. The students who are non-compliant will be notified. Please check with your local pediatrician to verify that your child’s immunization record is up to date and send a copy to the school. The current immunization record or the physician’s exemption note must be on file at BCS or the student will not be allowed to begin school.

## Medication For Students

Medications needed by a student during the day must be kept in the school or nurse’s office with the pharmacy label giving the name of the medication and dosage. State law requires that any medication including aspirin, Tylenol, etc., a student takes must be accompanied by written permission and instructions from parents.

## Administering Medication By School Employees

School employees may administer medication to students during school hours with the written request of a parent/guardian. All medication (whether prescription or non-prescription) must be in the original container, labeled with the student’s name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to the school receptionist. Medication to be administered daily over a long period of time must be kept by the administrative assistant’s office. The students will be required to sign each day when they receive their medication to ensure an accurate account. BCS, its School Board, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.

## Physical Education Exemption

When a student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in Physical Education due to an illness, a note is required from a doctor or parent.

## Illness At School

If a student becomes ill or injured at school, the following guidelines will be followed:

- In a case of critical illness or injury, 911 will be called.
- The students are to be isolated if they develop symptoms of illness at school. The students suffering injury will be administered first aid, if needed.
- The student's parent/guardian will be notified immediately.
- The student will be supervised until leaving school. The students who are obviously ill will not be allowed to remain at school.

## Communicable Diseases

It is in the best interest of all students for a student who is sick to remain at home. The following guidelines will be used to ensure the health interest of all students. If a student has fever do not send him to school until he is free of the fever for 24 hours without the use of medication.

Chicken Pox	Students need to remain at home for six days after the last crop of blisters appears or until temperature is normal. All blisters should be dry before the student returns. Incubation is 14-21 days.
Conjunctivitis (Pink Eye)	Students need to have completed 24 hours of antibiotic drop therapy or be released by a physician before returning to school. Incubation is 3 days.
Impetigo	Students need to remain at home until adequately treated or released by a physician. The incubation period varies.
Mononucleosis	Students need to remain at home until free of symptoms and released by a physician. Incubation is 4-10 days.
Mumps	Students need to remain at home until temperature is normal for 24 hours (without medication) and swelling has disappeared. Incubation is 12-26 days.
Pediculosis (Lice)	Students need to remain at home until under treatment. <b>All live organisms and nits must be removed from the hair.</b> Medication is available at pharmacies over the counter. Incubation is 1-2 weeks.
Rubella (Measles)	Students should remain at home 7 days after appearance of rash or released by a physician. Incubation is 7-14 days.
Rubella (German Measles)	Students should remain at home until free of all symptoms. Incubation is 7-14 days.
Streptococcal Infections	Students need to remain at home until released by a physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours (without Tylenol or Motrin). Incubation is 1-3 days.

## **Vision And Hearing Screening**

Each year students in odd-numbered grade levels and all new students will be provided the opportunity to fulfill the required vision and hearing screening on campus. Professionally trained individuals administer tests to students. Parents will be notified of any apparent deficiencies.

## **Scoliosis**

The students in grades six and nine are provided the opportunity to fulfill the required scoliosis screening on campus. Professionally trained individuals administer tests to students. Parents will be notified of any apparent problem.

# **MEDIA POLICIES**

## **Information and Media Release**

The school assumes the following Information & Media Release policies are acceptable to the parents. If there is any portion of the following policies to which a parent/guardian does not agree, it is his/her responsibility to contact the Admissions office and fill out the appropriate form, in writing, to withhold information or remove all or part of the media release. If the form is not submitted prior to the start of the school year, the parent understands that some publications may have already been printed and cannot be changed.

## **Family Directory Information Release**

A family directory and class lists are available on Parent's Web through the BCS website and consists of parent and student names, addresses, telephone numbers and e-mail addresses.

## **Family Information Release**

Family names and contact information have been added to the school's database and families may receive school publications and e-mail informational updates, as well as information regarding financial needs of BCS. The names and contact information of grandparents listed will be added to the same database. NOTE: BCS does NOT distribute contact information from its databases to third parties.

## **Church Release**

BCS may choose to release positive information regarding my child to the church listed on my enrollment form. Such positive information may include, but not be limited to: honor roll, academic, art or sports awards, leadership or character trait recognitions and invitations to performances and graduation.

## **Media Release**

BCS may photograph, interview or videotape students and/or display their work. The photographs/interviews/videotapes, student work or portions thereof may be used for public viewing (including but not exclusive to: school news programs and yearbook entities, slide shows, presentations by employees at conferences and/or workshops, BCS website, BCS created and distributed print media, and local newspapers). No student's full name will be placed on the site with his/her picture. There will be no financial remuneration and the photographer/interviewer will be released from any further claims, as well as from any liability arising from the use of said photograph/interview/video tape or portions thereof used for public viewing.

## **Computer Technology Policy**

### **Acceptable User Policy**

The use of technology in education presents many exciting opportunities for students and teachers at BCS. These opportunities present themselves with many responsibilities as well.

The goals of Internet and intranet connection are to expand research and communication, to encourage technological innovation and to allow worldwide interaction with other institutions.

Students will have access to the Internet for projects and information pertaining to school and homework related topics, as class time allows. They will, for a fee, be able to print out papers at school due to lack the proper equipment at home. The student will need to bring their paper or project, on a flash drive, the day before the project is due. Staff will not be expected to stop work to print out a project or paper that is due that day.

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. The students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Access to the Internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although BCS has taken precautions to restrict access to controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites. We believe that the valuable information and interaction available on the Internet far outweighs the possibility that students may seek or stumble upon materials which are inconsistent with the spiritual and educational goals of BCS or its representative families.

Before students may use computers or access the Internet at BCS, they must read and agree to the acceptable-use guidelines. Parents or guardians also must sign the contract for their minor students. Only students or adults with this contract on file will be allowed to utilize the Internet or e-mail through the school computers.

### **Computer Use Policies**

- Computers are to be used by permission of faculty and for school-related purposes only.
- The students should save files only in their personal file on the server or where directed by faculty. The students should not make unnecessary printouts.
- The students are not to engage in activities that are intended to hinder another's ability to do his/her work.
- The students are not to misuse or abuse hardware and will be responsible for repairs or replacements that result from mishandling; this includes removing mouse balls and writing on mouse pads.
- The students are not to change or manipulate software or operating environments, including downloading software without permission.
- Disks or flash drives used at home must be scanned for viruses before use on any BCS computer.
- Students will not use the computer to purchase items online.
- Neither parents nor students are to try to repair computer malfunctions or breakdowns.
- Such situations should be immediately reported to a supervising teacher or network administrator.

### **Enforcement Guidelines**

Offenses will be handled on an individual basis and are punishable by: Infraction points, Detention, Loss of computer privileges, Suspension or Expulsion.

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BCS policies may be changed from time to time, as the school, in its sole discretion, may elect. Furthermore, such policies shall be considered in light of the overall policies and proceedings established for the school's students. The policies expressed herein, as they may be amended from time to time, shall supersede and have control over any previously published guidelines and/or policies.*

## **Network Use Policies**

- Network users must log on with their own user name and password. Users must obtain their user name and password from the BCS Network Administrator.
- Passwords may not be shared.
- Users must always log off when they leave a workstation.
- Users may not knowingly go into or read a file which has been opened under another user's password or which is not accessible to them under their own password.
- The students may not access another student's file and print out and turn it in.
- The students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- The students are not to use software indicated for faculty or staff use only. The network is to be used for educational purposes only and not for financial or commercial gain, or for entertainment.
- Software copyright guidelines are to be respected and followed.
- Students may not access their email, instant message, go to video websites, or visit social forums, while at school.
- Vandalism will result in detention, suspension, or cancellation of privileges. Additionally the cost of any repairs will be borne by the student's responsible party.

## **Enforcement Guidelines**

Offenses will be handled on an individual basis and are punishable by: Infraction points, Detention, Loss of computer privileges, Suspension or Expulsion.

## **Internet Usage Policies**

- Use of the Internet must be for an education or research project and must be consistent with the educational objectives of BCS.
- The students must have an assignment or permission from their teachers indicating the purpose of the Internet excursion.
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The students are not allowed to access the Internet without permission.
- The students are not to try and go around the firewall in any manner.
- The students are not allowed to download files without consent of the teacher.
- Internet users will abide by network etiquette.
- Be polite.
- Use appropriate language that reflects a Christian attitude.
- Do not reveal your name or any other personal information, or that of others.
- Remember that communication is not private.
- Do not disrupt another's ability to use the Internet.
- Users who note security problems must notify a teacher or the Head of School. The problem is not to be demonstrated to others.
- Attempts to log on the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.

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- The transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

### **Enforcement Guidelines**

A breach of these policies is taken very seriously and is punishable by: Infraction points, Detention, Suspension, Expulsion, or Legal action, if necessary.

THERE SHOULD BE NO EXPECTATION OF, AND, THERE IS NO RIGHT OF PRIVACY;  
BCS RESERVES THE RIGHT TO MONITOR ANY COMPUTER USAGE.

### **Parent's Web**

Parent's Web is the online, password protected, student information system available through RenWeb's school management software. Student's grades, report cards, discipline record, attendance, and homework assignments can be viewed and printed via the web. Parents and/or students may contact the Network Administrator at [ldavis@1bcs.org](mailto:ldavis@1bcs.org) to obtain the policy and instructions for logging on. The "Parents Login" can be found in the bottom navigational bar on the BCS website.

### **Library Policies**

The library is open for student use from 8:00 AM to 3:30 PM each day. The students must maintain orderly conduct while in the Media Center, or they will forfeit the privilege. Information about book fairs, celebration gifts to be given to the library (birthday, graduation, teacher appreciation gifts), and other special library events will be mailed or sent home with the student.

The students will be responsible for all library books and other media material checked out of the library in their name. A fine of ten (10) cents per day is charged for an overdue book with a maximum fine of the cost of the book. A student may check out as many as two (2) books at a time. Books are checked out for a period of 2 weeks. They may be renewed one time. In order to check out books a student must have a clear library record (no overdue books or fines).

Books on reserve may not be renewed. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

A book review committee exists to examine materials housed in the Media Center if the content is questioned by users.

# PROTECTIVE POLICIES

## Non-Custodial Parents

Divorced and separated families are realities of contemporary life that affect BCS' responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order, comparable legal document, or notarized written authorization signed by the custodial parent.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.

No employee of the school will testify in any legal proceeding without the provision in advance of a legal subpoena ordering such testimony.

## Sexual Harassment Policy

BCS is committed to maintaining an academic environment in which all individuals – employees and students -- treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### BCS Definition Of Sexual Harassment

At BCS, "Sexual harassment" means sexual advances, requests 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:

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*BCS policies may be changed from time to time, as the school, in its sole discretion, may elect. Furthermore, such policies shall be considered in light of the overall policies and proceedings established for the school's students. The policies expressed herein, as they may be amended from time to time, shall supersede and have control over any previously published guidelines and/or policies.*

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's favor, preferential treatment, academic status or progress.

Submission to or rejection of the conduct by the offending individual is used as the basis of decisions affecting the welfare of the victim.

The conduct has the purpose or effect of having a negative impact upon the victim's academic performance or creates an intimidating, hostile, or offensive educational environment.

Submission to or rejection of the conduct by the victim is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples Of Sexual Harassment**

Sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- 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 letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

### **What To Do If You Experience Or Observe Sexual Harassment**

The students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### **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 Of The Complaint And For Taking Corrective Action**

When one of the school officials designated in the policy receives a complaint, he or she shall immediately inform the Head of School. The Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **Where To Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment. The following names and phone numbers can be found on the BCS website:

- Head of School
- Elementary Dean
- Secondary Dean

## **Child Abuse and Neglect Policy**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Cooperation with a CPS Investigation is required to assist in the determination of abuse and neglect, the Head of School will allow CPS/DFPS personnel to conduct an interview with a student in the school building. The Head of School is not required to inform the student's parents or guardian or to secure their consent to the interview or to allow access by CPS/DFPS personnel to the student's school or school health record. If CPS/DFPS determines that the student needs protective custody, the Head of School may release the student to CPS/DFPS personnel.

## **Threats**

In today's society threats are considered reality until disproved. In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report written and verbal threats. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. School staff will make such reports in the best interest of the student body and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.