



BROWN COUNTY
CHRISTIAN SCHOOL

Parent / Student
Handbook

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STATEMENTS

Mission Statement

Our mission is to educate the mind using state standards with an innovative curriculum that incorporates a Biblical worldview, to provide a conducive environment for Biblical character development through servanthood, and to provide physical fitness activities to enhance overall health.

Brown County Christian School students will be provided a well-rounded education that will enhance their lives and minister to the whole person spiritually, mentally, and physically.

Philosophy of Christian Education

The purpose of Brown County Christian School is to provide quality education in a Christian atmosphere. BCCS's program is geared to meet not only the intellectual needs of the student, but also his/her spiritual and physical. Every subject focuses on a Biblical Worldview.

Brown County Christian School shall provide an environment which encourages each student to discover their unique abilities, to develop those graces and skills demonstrated in the life of Christ.

Brown County Christian School views itself as an extension of the Christian home, reinforcing the ideals, social norms, and beliefs of the Christian family. It takes place in the Christian home, and in the church. It is therefore important that parents enrolling their children understand the nature and philosophy of Brown County Christian School. Brown County Christian School's ultimate purpose for existing can only be fulfilled as parents see and agree with where Brown County Christian School is leading their children.

Statement of Faith

Brown County Christian School's Statement of Faith is based on the scriptures as the all-sufficient rule of faith and practice, which is the creed of the church and proceeds with the following authoritative basics in clear focus.

- We believe the Bible is the inspired, infallible, inerrant, and authoritative Word of God.
- We believe there is one God, Creator of Heaven and Earth, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

- We believe that men are sinful in God’s eyes and, therefore, need to be born again to be saved. There is an ever present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the second coming of our Lord and Savior, Jesus Christ.
- We believe moral values are not determined by human expediency or intellectual precepts but by the determination and acceptance of the principles of the righteousness found in God’s Holy Word – the Bible.
- We believe the church, the body of Christ, is God’s chosen community and the fellowship of the redeemed.

Spiritual Goals

Brown County Christian School is dedicated to meeting the needs of the whole child: physically, spiritually, and academically. In meeting the spiritual needs of its students, Brown County Christian School has established the following objectives:

- BCCS, first and foremost, acknowledges the eternal value and spiritual worth of each person and therefore shall present the salvation message to each student.
- BCCS shall dedicate itself to the spiritual training of its staff to serve as leaders and witnesses of Christ among the students.
- BCCS shall provide adequate and daily spiritual instruction to each of its students, with considerations to the developmental level and background of each.
- BCCS shall provide quality instruction in Bible knowledge and facts in order to provide students with training for their spiritual lives.
- BCCS shall develop a chapel program that provides additional spiritual training and provides opportunities for corporate worship by students and staff.
- BCCS shall encourage extracurricular and community outreach programs whereby students shall be able to spread the Gospel of Christ in fulfillment of the Great Commission.
- BCCS shall be in communication with the families of its students and provide opportunities for their spiritual edification and growth.

ADMISSIONS POLICY

Brown County Christian School offers instruction in Pre-K through 12th grade and is a Christian school emphasizing the spiritual as well as academic development of the student.

A strong scriptural foundation is pivotal to Brown County Christian School's curriculum, as such, students will learn scriptures that clearly tell of God's plan of salvation, receive instruction in Biblical knowledge and learn how to apply scripture in their daily life.

Parents/Guardians desiring admission of their child to Brown County Christian School shall:

- Complete the online enrollment process and provide all necessary support documents
- Make payment of enrollment and insurance fees which are due at time of enrollment for new students and due at time of re-enrollment for returning students.
- Be willing to support BCCS's *Philosophy of Christian Education* through participation in the educational process of their child.
- Be willing to support BCCS's policies and procedures as listed in the student handbook.

Students applying for admission to Brown County Christian School shall:

- Exemplify moral character in agreement with BCCS's *Standards of Behavior* as presented in the student handbook.
- Meet the academic requirements as determined by BCCS's entrance testing.
- Be willing to support BCCS's *Statement of Faith* and *Philosophy of Christian Education* as presented in the student handbook.
- Be willing to support BCCS's policies and procedures as listed in the student handbook.

No student will be considered enrolled without completing the entire enrollment process. Should it be determined by the administration team that Brown County Christian School is not able to meet the educational needs of the student and is not able to enroll them, then the enrollment fee(s) will be refunded in full. Otherwise, all enrollment fees are non-refundable.

All applications are subject to the approval of BCCS's administrative team and taken on a space available basis. Applicants are considered in the following order:

- First consideration is given to returning students.
- Next, students whose parents are members of Victory Life Church are considered.
- Third, those whose families are committed to Christian education are considered.

Grades According to Ages

To be enrolled in Kindergarten, the child must be 5 years old by September 1 of the enrollment year. The first-grade child must be 6 years old by September 1 of the enrollment year. Exceptions for 3 & 4-year-old students who will be tested to determine eligibility.

Reenrollment

Reenrollment information online will be sent to parents during February of each year. Students who currently attend BCCS will be given the first opportunity to re-enroll for the next year. Also, at this time, children who are current members of Victory Life Church will be given the opportunity to enroll for the coming school year.

Early reenrollment for current students is necessary for those parents who would like to be assured of a space for their child. Completion of the re-enrollment process needs to be completed as quickly as possible. If the school does not receive a reenrollment notification from the parents by the time of open enrollment, the administration team will assume that the parents do not wish to reserve a space for their child.

Tuition & Fees Payment Agreement

Parents sign a *Parental Release & Agreement* form and a *Payment Agreement* form yearly. These forms establish parental financial responsibility for payment of tuition and fees in a timely manner. BCCS accepts all major credit cards for payment. Families whose accounts become delinquent may be subject to:

- Once the account becomes 20 days past due the parent/guardian will receive a phone call or email to inform them that if the account is not brought current within the next ten days, their student/students will be subject to a 3-day *involuntary withdrawal*. Students may be readmitted when the account is brought current.
- If the account is not brought current or a satisfactory agreement made within 10 days of the *involuntary withdrawal* the student/students will be withdrawn from the school. Students may be readmitted when the account is brought current providing their space is still available.
- Delinquency on outstanding balances for bus fees, fundraiser amounts due, cafeteria bills, library fees, etc. may be subject to a late fee of \$25 if not brought current within 30 days.
- A charge of \$25 will be applied to the student's account for checks returned for insufficient funds.

Withdrawal/Refund

Withdrawal should be initiated through the school office. No records will be released for any student until a release form from the school office has been obtained, all library books have been returned and outstanding library fines paid, all rented textbooks have been returned and all outstanding payments have been made. If a student withdraws during the school year, the remainder of activity, book & supplies, processing and lab fees and enrollment fees are payable in full before records can be forwarded. Tuition payments made in advance may be refunded on a pro-rated basis when all withdrawal procedures have been completed.

Statement of Nondiscrimination

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

ATTENDANCE POLICY & PROCEDURES

Brown County Christian School considers good attendance habits a key part of the educational process. Research, as well as common sense, suggests better academic achievement for students who attend school regularly. In addition, punctuality and dependability are important traits to develop regardless of one's lifetime pursuits.

The Texas Compulsory Attendance Law requires that schools offer 75,600 minutes of school each year. BCCS encourages parents and students to be diligent in adhering to the letter of the law as well as the spirit of the school attendance policy. The legal ages for compulsory school attendance are between the ages of 6 through the academic year in which the student becomes 16 years of age. There are legal and legitimate reasons for being absent, and parents should submit written excuses to the attendance officer who is responsible for monitoring and implementing attendance laws and policy.

Parent Notification

If a student is absent on any given day, parents are requested to notify the attendance office of this fact before 9:00 a.m. by phoning 325.641.2223 or email us at william.hoffman@bcc.school.

Students who incur more than 10 non-valid absences during a semester may lose credit for that semester. When the sixth (6th) absence has occurred, the school may notify the parents, either by U.S. Mail, documented telephone call, or documented personal contact, that the student may not receive credit or may be retained.

Responsibility for make-up work lies with the student. The student is to go to the teacher to request assignments when returning to class and is responsible to turn them in on time. One day is allowed for each day absent.

Excused Absences

Absences will be excused for the following reasons:

1. Serious illness – extended absence (more than three consecutive days) due to illness may also require a doctor's permit to enter class. An absence may be investigated by administration or an appropriate designee.
2. Death in the family – family meaning kinship within the second-degree consanguinity (blood relative) or the first-degree affinity (relative of marriage).
3. Quarantine

4. Weather or road conditions which make travel dangerous.
5. Other causes acceptable to administration. Approved school-sponsored activities will not count as an absence.
6. Students may be excused for the following reasons, providing they have not, in the opinion of administration, had excessive absences and are maintaining acceptable grades:
 1. Aptitude and Achievement testing by outside agencies
 2. Non-school instruction
 3. Non-school clubs, youth, or other organizations' activities
7. Court subpoenas

Unexcused Absences

Absences with approval of a parent or guardian that are not listed under reasons for being excused will be unexcused. Examples: babysitting, vacations, working, or other personal reasons. Assignments missed during unexcused absences may not be made up without permission from the teacher. In order to make up missed work, students taking outside trips with parents must have advanced permission from the school and teacher concerning assignments) unless it is a family emergency.

BCCS follows the State of Texas requirements for attendance. A compulsory attendance notification will be sent to the parent if a student has unexcused absences of 10 or more days or parts of days within a six-month period or three days or parts of days during a four-week period.

State law requires schoolchildren to attend school each day that instruction is provided. The law applies to children ages 6–18. If you voluntarily enroll your child in Pre-Kindergarten or Kindergarten before age 6, school attendance laws apply to your child, too.

There are legal and legitimate reasons for being absent, and parents should submit written excuses to school principals or other administrative designees who are responsible for monitoring and implementing attendance laws and policy.

Brown County Christian School complies with this law. Notification will be given to the parent/guardian when a student is in jeopardy of being reported to the district attorney. This will be either by certified mail or a documented phone call when the student has been absent one less of the maximum stated above.

Truancy means absence from school or class without knowledge and consent of parent or guardian and administration. Truancy is also an unexcused absence from school for all or part of

a school day. Class work missed because of truancy may not be made up and may result in failure to earn a passing grade or possible removal from class for cutting. A student incurring an unexcused absence for truancy will be required to do work for that day as assigned by the teacher. No grade will be given for this make-up work.

Absences During Suspension

Absences occurring because of truancy or during the time that a student is suspended from school by the administration shall be considered unexcused.

Students are not counted absent due to in-school suspension and will be required to complete all assignments in order to receive credit. Any absences from school during in-school suspensions may require the student to serve additional days, until the required amount of suspension time has been served.

Unusual Absences

Excused absences for unusual opportunities which are difficult to schedule during the regular school vacations may be considered on an individual basis by the administration, provided the following criteria are met:

1. Written advance notice of the dates and duration of the absence is submitted to the administration 48 hours prior to an absence of one or more days.
2. The student assumes full responsibility for obtaining all assignments prior to the absence.
3. All make-up work is submitted to the teacher within two days of the student's return, unless otherwise approved by the attendance officer.
4. In the opinion of the attendance officer, the student has not already incurred excessive absences and this absence will not jeopardize the student's academic performance.
5. In the opinion of the attendance officer, such absences will not cause undue hardship on teachers or be disruptive of the normal flow of exams, grading periods, etc.
6. In the event the student is unable to return on the date specified prior to the absence, the attendance officer must be notified on or before that date and must grant excuse for the extended absence. Otherwise, the extended absence will not be excused. Work missed during the extended absence should be made up within three days after the student returns.

Partial Day Absences

1. Elementary students who arrive after 7:50 a.m. and before 11:30 a.m. are considered tardy.
2. Elementary students who arrive after 11:30 a.m. are considered absent for the day.
3. Elementary students, who leave school before 11:30 a.m. and do not return that day, are considered absent for the day.
4. Middle school and high school – Absences/tardies are recorded for each period of the day. Students who are late to a class but arrive before it is half over are counted tardy. Arrival to a class after it is half over is counted as an absence for that class period.

Early Departure Procedure

A parent or authorized guardian must contact the school office. The parent/guardian must sign-out on the designated form listing:

1. Student's name (printed)
2. Reason for student leaving early
3. Time of departure
4. Parent or guardian signature.

Exceptions

Students who are employed or concurrently enrolled at another institution will be allowed to leave during the school day and return for later classes.

1. Students attending college concurrently or on a work program may sign themselves out at the time pre-approved by the admissions officer and must sign in upon return to school.
2. Students who drive and have a legitimate reason to leave campus during the school day (i.e., doctor appointment, etc.) may sign themselves out, providing a note from their parent/guardian giving approval has been submitted. The student may then sign themselves back in upon return to campus.
3. Seniors with pre-approved alternative schedules may sign themselves out through the appropriate office.
4. High school students remaining on campus all day will be required to enroll in an elective class or as a teacher's aide during periods where they are not enrolled in course work.

Readmit Policy

If a student is absent on a given day, upon returning to school he/she must bring a note to the school office stating the following:

1. Reason for the absence
2. Date of the absence
3. Signature of parent or guardian

The only allowable excuse for a student's being tardy is a doctor's or dentist's appointment, providing a doctor's note is submitted to the attendance office within 24 hours of the tardy.

No other reason for tardiness will be accepted unless specifically approved through the attendance officer. It is the attendance officer's discretion to excuse a tardy, but the parent/guardian must submit, in writing, within 24 hours of the tardy the reason the student was late to school. The school reserves the right to accept or reject any reason(s) other than a doctor's or dentist's appointment given for tardiness. Three occurrences of unexcused tardiness shall count as one unexcused absence, and parents will be notified when this occurs. Habitual tardiness may result in excessive absences which could lead to loss of credit or retention.

Class-to-Class Tardies

Excessive tardies may be subject to a disciplinary process.

ACADEMICS

Academic Expectation

Brown County Christian School is not a permissive academic program. This means that the student will need to organize and regulate his/her time in order to achieve success. Students should earnestly give themselves to their studies as they will need to later in their life's work. Good study habits begin with the proper attitude in the heart by receiving course assignments "as from God" and doing it "as unto the Lord."

The student has the major responsibility to participate in school in a manner that demonstrates respect for others, respect for his/her studies and respect for the Lord and His desires to develop the student into a positive, happy person. Proper attitudes and conduct within the classroom, during athletic competitions, and at school activities are expected at Brown County Christian School.

Correspondence Classes

Correspondence courses will be allowed where there are subject deficiencies and lack of credit. Elective courses not offered at BCCS may also be accepted for credit. All courses have to be pre-approved by the academic advisor.

Dual Credit/Concurrent Classes

Students must meet state requirements and qualify for college entrance before they will be allowed to take classes off campus.

Students must meet the dual credit requirements of the college they elect to attend.

1. Government – Course can be taken at BCCS or college. Only one semester required.
2. English – College Composition I and Composition II for English IV.
3. Math – College Algebra, Trigonometry, Calculus, etc.
4. Pre Approved electives

*Students will be given one high school course credit per three-hour dual credit class.

*College courses will NOT be considered weighted grades.

*All college courses will be included on their high school transcript and the grades will be figured in their overall GPA considered in class ranking.

Grade Reports

Report cards are issued on a nine-week basis one week following the close of the grading period.

Grade Value

Teachers determine the goals of instruction for their courses and evaluate student achievement accordingly. The letter grades a teacher assigns to students represents that teacher's estimate of how well the student has met course standards based on the evaluation methods.

Brown County Christian School's Number/Letter Scale

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60
P	=	Pass
I	=	Incomplete

Credit will be awarded on a semester basis. Any exception must be approved by the academic administrator.

Graduation Requirements

Curriculum for the high school level is based on the Texas State Board of Regents requirements to enter a university in the State of Texas. A student must acquire 26 credits in high school in order to graduate.

Core Classes for High School Credit	
Discipline	Core Subjects
English Language Arts	Four credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV
Mathematics	Three credits: <ul style="list-style-type: none"> • Algebra I • Algebra II • Geometry
Science	Three credits: <ul style="list-style-type: none"> • Biology 1 • Biology 2 • Physical Science
Social Studies	Three credits: <ul style="list-style-type: none"> • U.S. History (one credit) • U.S. Government (one-half credit) • OK History (one-half credit) • World History (one credit) or World Geography (one credit)
Additional Requirements	CPR Personal Finance (one elective credit)
Foreign Language	Two credits in the same language
Fine Arts	One credit
Bible	Four credits (or every year enrolled in BCCS)
Electives	Five credits
Total Credits	26

Service Learning

30 service hours per year of enrichment approved service is the goal.

Graduation Ceremony Participation

In order to participate in any graduation ceremony at Brown County Christian School the students must complete the following:

1. All grades will be reviewed by the Academic Administrator during the school year. If class credits are in danger of being lost, parents will be contacted, and a plan of action will be made.
2. Any recovery credits for classes failed during the 1st semester of their senior year must be completed by March 1st of their graduating year. This allows for lessons and final tests to be graded and returned for posting from the accredited institutions.
3. All discipline records must be in good standing with the BCCS Administration Team.

Recovery Class Policy

Brown County Christian School will provide recovery classes. The cost for the recovery course through BCCS is available in the Academy office.

All recovery courses must be completed in a timely manner as set by the Academic Administrator.

Homework

1. **Philosophy**
 1. Anyone who hopes to achieve academic excellence must understand that homework is a vital part of academic growth. Brown County Christian School is committed to providing all of our students with the tools necessary for academic as well as spiritual success.
 2. The amount of homework that is necessary depends upon the particular courses being studied and the student him/herself. Homework is an extremely important part of any skill-building subject. Math, science, foreign languages, reading, and language arts all involve building basic skills that are essential for continued development. Slacking off in any skill-building process is very costly. On the other hand, the student who practices diligence in the lifelong process of problem solving and memorization reaps benefits that can scarcely be counted. Parents, who have questions regarding the homework level for their child/children, are encouraged to visit with the appropriate teacher or administration.

2. Late Work

1. Daily Assignments: Must be turned in at the time specified by the teacher (this includes class assignments due at the end of the hour).
2. Assignments one day late may earn a 70% as the highest score. Assignments that are two days late may earn a 50% as the highest score. Assignments that are three or more days late must be completed but will result in a 0% score.
3. Extended Daily & Special Assignments: Extended daily assignments are assignments given on one day and due two or more days from the assignment date (e.g., assigned on Monday and due Thursday). Special assignments include term papers, projects, etc. These assignments must be turned in at the time specified by the teacher. A grade of zero may be given if the assignment is not turned in at the specified time.
4. Assignments during absences: (1) The student is responsible to get all make-up assignments upon returning to school. (2) Students will be given one day for each day's absence to make up the assignment.
5. Exceptions for late work based on extenuating circumstances may be made by administration.

Requirements for Honor Roll are as follows

1. Principal's Honor Roll – must receive all A's on report card for the school year (including weighted classes)
2. Academic Honor Roll – must receive all A's and B's on report card for the school year (including weighted classes)

Progress Reports

Progress reports are released midway through each grading period. Parent/teacher conferences are scheduled two times during the school year to discuss the student's progress.

- Testing:
- PSAT, ASVAB, ACT, and/or SAT- students will begin college preparatory testing at the Freshman and Sophomore levels. All Seniors are encouraged to take the ACT.
- Iowa Based Achievement Test- In the spring of each year, 3rd through 11th Grade students are administered the Iowa Based Achievement Test.

Valedictorian & Salutatorian

The valedictorian and salutatorian are chosen on a grade point average based on seven and one-half semesters in high school (9th, 10th, 11th grades and the first three nine weeks of the 12th grade); and five and one-half semesters in middle school (6th, 7th grades and the first three nine weeks of the 8th grade).

For graduation ceremonies, two honor students will be selected to deliver the valedictorian and salutatorian speeches. Two other honor students will be selected to deliver the invocation and benediction. These students will be voted on by administration based on their class rank, leadership, character and school attendance.

Grading Scale			
A	=	90 – 100	(4.00)
B	=	80 – 89	(3.00)
C	=	70 – 79	(2.00)
D	=	60 – 69	(1.00)
F	=	00 – 59	(0.00)

Weighted Courses

Includes Calculus, Pre-Calculus and all Advanced Placement (AP) classes

A = 90 – 100 (5.00)

B = 80 – 89 (4.00)

C = 70 – 79 (3.00)

D = 60 – 69 (2.00)

F = 00 – 59 (0.00)

ATHLETIC ELIGIBILITY

BCCS Athletics Statement of Purpose

The purpose of athletics at BCCS is to fully equip students to be successful in life. Therefore, the athletic program is an integral part of the Brown County Christian School educational experience. For students at BCCS this happens in the classroom and on the field or court. We recognize that student-athletes are much better equipped to face the challenges that come and after they graduate.

BCCS Athletics Statement of Philosophy

Working with teachers and parents to use athletics as part of the process of teaching students to live Christ-Centered lives in volatile environments. The program should be a rallying point for students, faculty and alumni, while enhancing educational values. It is not about making championship teams, it is about making championship boys and girls that are forever strong.

BCCS Athletics Core Values

At BCCS we believe that Interscholastic athletics is an excellent venue in which to teach life lessons and reinforce Biblical Truth in students. Competition in athletics can teach students how to handle difficult and adverse life situations in a way that is God-honoring. We emphasize in athletics that focusing on Christ is the only way to overcome adversity.

The following core values will guide all our athletic programs and standards:

- **Integrity – doing the right thing because it is the right thing to do**
- **Discipline – willingness to do the difficult tasks that lead to success**
- **Accountability- being answerable to one another to get the job done**
- **Pride – being proud of who you are and who you represent**
- **Competitive – having a fierce will to win**
- **Relentless – never giving up or giving in despite the odds**
- **Unity – feeling a sense of oneness like we are all in this together**

TCAF

Brown County Christian School is a member of the Texas Christian Athletic Fellowship. TCAF is our sanctioning organization for all athletics competitions for grades 9 – 12. BCCS pays membership dues and meets all criteria to participate in TCAF events. For more information, visit <http://www.tcafellowship.com>. Every two years, districts are organized, and schedules set according to TCAF parameters. No parent or student should ever attempt to contact the TCAF office without going through the Victory Life Athletic Department. All questions concerning eligibility, rules, regulations or policies can be answered by the school administration.

Player Eligibility

Brown County Christian School's membership in TCAF enables us to include homeschoolers for participation in athletics. Homeschoolers must abide by the academic policy to be eligible for play. Each team may have a maximum of 25% of their total roster as homeschool athletes. TCAF also allows students to "play-up" one grade level to complete a team. This can be a 6th grader that "plays-up" on the Junior High (7th-8th) team or an 8th grader that "plays-up" on the High school (9th-12th) team. These decisions will always be made with the parents and with great consideration to safety.

Multiple Sports

A student in good standing, without an ineligibility the previous semester, may participate in one team sport and one individual sport during the same season; or the student may participate in two individual sports during the same season. Individual sports include cross country, track & field, golf, and tennis. A student may not play two team sports during the same season.

Sports Fees

Each sport will have a participation fee that must be paid by the sign-up date for each season. These fees will ensure that athletes have proper uniforms, opportunities for competition, equipment, athletic training services (for sports when necessary). Please make payments to the school office.

Academic Eligibility

BCCS expects its athletes to be leaders in their church, school, and community. Students must be present for four (4) periods to participate that day. Participating in extracurricular activities is a privilege based on the student's academic performance and classroom conduct. With that in mind, a Brown County Christian School high school's student's eligibility will be governed in the following manner:

1. Each student begins the school year with full academic eligibility unless there are academic matters from the previous school year that are unresolved, e. summer courses (semester failures made up).
2. At the end of each 9-week grading period, grades are reviewed and any student with one (1) grade below 70 will be declared academically ineligible. Ineligibility begins on the day after the end of 9-week grades are posted to RenWeb. The ineligible student remains ineligible for a 4.5 week period. Typically, this takes place at 4:00 PM on a
3. At the end of the three-week period, all grades will be reviewed and if the student has a 70 or better, the student will regain his/her This determination will be made on Tuesdays (after grades are updated on Monday). If the review shows a continued failure, the ineligibility will remain in effect.
4. Each week forward the review continues and the student will either regain his/her eligibility or remain ineligible based on the grades attained (Tuesday to Tuesday).
5. If a student is unable to regain their eligibility by the end of the present grading period, he/she will remain ineligible three weeks (first three (3) weeks of the new grading period), with grades to be re-evaluated to determine eligibility
6. An ineligible student may not practice, suit up, travel, or participate with his/her respective team or
7. If a student has incomplete(s) when eligibility is checked, he/she will remain ineligible until the incomplete(s) are
8. Eligibility lost for conduct will follow the process outlined The principal working with the Athletic Director may declare a student ineligible based on student conduct. The student's eligibility will be determined by the principal, and notification will be sent to the student, parents, and coaches.

Disciplinary Procedures

Student athletes are bound to the same rules outlined in the BCCS student handbook. Anything that would not be allowed during the school day is not allowed during games or practices. A student that is ejected from a contest is subject to further punishment determined by the coach and Athletic Director. The student is also responsible for any fines issued by TCAF in response to being ejected from a contest.

Delayed Arrival Times

A student arriving after 11:00 PM the night before a school day because of participating in a school function may be excused from first period but must be on time for second period. A student arriving after 12:00 AM the night before a school day because of participating in a school function may be excused from first and second period but must be on time for third period. All assignments, quizzes, and tests are due the next time the class meets.

Transportation

For team travel, the following are rules concerning the safety and testimony of our students and school:

1. The school provides transportation, and the student is required to travel with his/her team to the event
2. A student may travel home with his/her parents after the game if the student has received permission from the head
3. Traveling home with someone else's parents is permitted with notification from the student's
4. No one is permitted to travel home with friends or other students.
5. A student traveling home with the team will be picked up at the main BCCS parking lot.
6. An estimated time of arrival will be given to the *As a courtesy to our coaches, please pick up your student on time.*
7. Overnight trips may occur during a team's These trips are pre-planned, and the student and parent will be informed of the arrangements and costs before tryouts.
8. Overnight trips due to playoff games or state tournaments are a possibility for every sport, and the student and parents should understand this potential added cost while considering Cost to the student on these trips will include meals, hotel room, and possibly transportation.

9. Rules, guidelines, hotel information, and directions will be posted on the team page of the BCCS
10. If a student does not arrive on time to ride with the team, the parent will be responsible to transport the student to the Riding with the team is mandatory.
11. Non-team member students may not ride the team
12. Behavior that threatens the safety of the team may result in an athlete's removal from the team.

Quitting a Sport

Once a commitment has been made to a team and a coach, BCCS believes it is important for that student to honor that commitment. No student should ever quit a team except regarding medical or family situations. The following guidelines will take place if a student chooses to quit a team or sport:

1. A meeting will take place between the player, varsity head coach and the Athletic Director. If a player decides to stop attending practice, the coach will contact the parents and arrange an exit interview for that sport.
2. Any student who quits a sport at any time during the season will lose any awards he/she may have earned up to that point.
3. The student will not be ineligible to begin the next sport until the season of the team he/she has quit is
4. The student will not be able to join another team that is in-season.
5. The student may not participate in off-season with another sport, until the season of the team he/she has quit is over.
6. Once a student quits a sport, he/she is ineligible to return to that sport until the next
7. The coaching staff will be informed of any student who quits a sport and will retain the right to use that information in evaluating the student for participation in another
8. The Athletic Department reserves the right to review each case and determine if the student should be allowed to participate in any other sports for that school

Attendance

A student must attend school a minimum of four (4) hours to be eligible to participate in any extracurricular activities for that day.

Make-up Work

Students must follow the procedure set forth in the BCCS Student Handbook. There are no special considerations for athletes or performers. Our faculty is very supportive of the athletic and fine arts departments and will work with students to make up their work.

Uniforms

All uniforms and equipment issued by BCCS are property of BCCS and must be returned at the conclusion of each individual sports season. Students may not participate in another sport until all issued uniforms and equipment has been returned to the coach for that sport.

**Sports are available based upon an adequate number of eligible participants. The Athletic Director reserves the right to cancel any sport on a year-to-year basis based on the number of participants.*

BCCS Athletic Department Athlete Code of Conduct

1. Athletes are expected to accept responsibility for their behavior and its consequences.
2. Athletes should self-report any involvement in any type of misconduct (illegal, academic or social, on or off campus)
3. Athletes are expected to maintain academic integrity and honesty.
 - *Be prepared for class and attentive to instruction*
 - *Inform teachers of upcoming absences due to athletics*
 - *Be prepared to turn in assignments prior to the absence*
4. Athletes will not use profanity or questionable No trash talking will be tolerated. *“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.” Ephesians 4:29*
5. Athletes will address coaches and officials with Athletes will address coaches as “Coach”. Athletes will address officials as “Sir” or “Ma’am”.
6. Athletes will address concerns or complaints with their coach Divisive speech or behavior will not be tolerated.
7. Athletes will not criticize coaches or Both are considered authority figures. Obedience to authority is not optional and is not conditional on whether you agree with it. Disobedience to authority is disobedience to God, as all authority is God-given.
8. Athletes are expected to help promote a family atmosphere by developing good relationships with their teammates and If sports become all about you, then you do not

have the right attitude and need not participate. *"This is my commandment, that you love one another as I have loved you." John 15:12*

9. Athletes are expected to develop good relationships with their classmates and Athletes are ambassadors of our athletic program not only to other schools, but also within our own walls.
10. Athletes are expected to develop good relationships with students from other Opponents on the court are still our brothers and sisters in Christ. Treat students from other schools with respect and a kind heart.
11. Athletes will allow the love of God to motivate their actions and strive for victory in order to glorify *"...do all to the Glory of God." I Corinthians*
12. Athletes will demonstrate Christ in their lives by abiding by the rules of the game in letter and in spirit. Unfair "gamesmanship" will not be
13. Athletes will be committed to excellence in all areas of faith, practice, academics and game preparation. Pursuing excellence is a form of
14. Athletes will maintain good standing with the administration, faculty, staff and
15. Athletes will meet all eligibility
16. Athletes will know and understand all requirements outlined by their coach and will follow them both in action and in
17. Athletes will show respect for all coaches and staff, as well as their game plans, methods and philosophies.
18. Athletes will show respect for their teammates by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common
19. Athletes will adhere to the strictest interpretations of the school dress code and uniform codes established by
20. Athletes will never engage in fighting. Athletes will maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and can result in suspension or dismissal from the
21. Athletes will understand the philosophy of Brown County Christian School, and that they represent themselves, their families, their school, their church and their Lord and Savior. Athletes will respect the effects of their speech and *"He who says he abides in Him ought himself also to walk just as He walked." I John 2:6*

BCCS Athletic Department Parent Code of Conduct

1. Parents will not use profanity or questionable No trash talking will be tolerated.
2. Parents will be positive and encouraging, uplifting their students, and parents should stress the importance and benefits of being part of a team.
3. Parents will not criticize coaches or officials. Both are considered authority figures. If you are "bad mouthing" your child's coaches or officials, you cannot expect your child to play

for or respect these Obedience to authority is not optional and is not conditional on whether you agree with it. Disobedience to authority is disobedience to God, as all authority is God-given.

4. Parents will instruct their children to address coaches and officials with Their coaches should be addressed as “Coach”, and officials should be addressed as “Sir” or “Ma-am”. Parents will also use these titles in the presence of their students when referring to coaches or officials.
5. Parents will not be involved in negative sportsmanship. Parents will not boo or shout at officials. Parents will not participate in negative chants against the opposing crowds or players. All these actions set a bad example for our children and do not fit into BCCS’s mission.
6. Parents will not speak negatively around students or other parents about the school or the sponsoring church, Victory Life Church. A negative atmosphere can be contagious, but a positive atmosphere can also be contagious. We get to create the atmosphere that we want in this environment, so let’s create a positive one. Negative speech about either entity demonstrates ignorance, arrogance and an ungrateful heart.
7. Parents will not speak negatively about other students or parents will only speak to other parents about their own students. Parents will speak to other students only in an encouraging manner. If something needs to be addressed about another student’s behavior, bring it to the school administration.
8. Parents should never criticize their child’s teammates. Such speech is contradictory to the team attitude we are trying to establish and teaches students to make excuses for their performances, instead of encouraging them to work hard to achieve their goals.
9. Parents will always address differences with coaches out of sight and earshot of students and other Parents will call to set an appointment so that they can speak with the coach privately.
10. Parents will let their actions be motivated by God’s love for us.
11. Parents will use winning as a tool to teach their students, not as a deciding factor for their success.
12. Parents will teach their students to abide by the rules of the game, and that unfair “gamesmanship” will not be
13. Parents will keep a consistent philosophy between athletics and home. If an action would not be acceptable off the court, it shouldn’t be acceptable on the court.
14. Parents will find a way to be involved in their child’s sport, not by trying to affect what happens on the playing field, but by volunteering their time and resources.
15. Parents will maintain class and character, remembering that every action reflects upon themselves, their family, BCCS, VLC, and ultimately the Lord.
16. Parents will always instruct their children to follow instructions. Coaches depend on a player’s ability to follow orders immediately and without question. Parents should advise their children to raise questions at the appropriate time, such as at practice or after a game.

17. Parents will remain in the stands and never attempt to approach the field, court, bench area, press box, score table or the officials before, during or after a game. Parent may visit with the coach briefly after a game.
18. Parents will be modest in victory and gracious in defeat.
19. Parents will develop relationships with the coaches, getting to know them and praying for Parents will communicate with them using an open heart and mind.

Comprehensive Test Policy

Regular testing should be given throughout each nine-week period and the semester. In addition, comprehensive tests (when applicable) will be given to all students in grades 7-12 according to the following guidelines:

Grades 7-8

At the end of each semester, a comprehensive test worth only one test grade.

Grades 9-12

At the end of each semester, a comprehensive semester test will be given that counts as 10% of the semester grade.

The teacher must provide thorough review opportunities, i.e. students should keep each chapter or unit test in order to review for the comprehensive test; teachers should review materials to be covered on the test in class as part of the class learning activities.

The comprehensive exams must cover curriculum objectives. Tests are not to be “just more busy work,” they are to be an assessment of the students’ retention and understanding of the course material presented. Comprehensive testing will also allow the teacher to assess whether the students are accomplishing set goals and objectives in each class.

Exams in grades 11-12 should deal more with comprehension and application of concepts rather than rote retention. Questions need to be pertinent to the objectives and not just opinions.

The teacher has full creative freedom on the type of testing done according to what method will be the best assessment of a particular class.

Standards of Behavior

The students of BCCS are expected to show forth the life of Christ in their behavior. Their attitude and actions both at school and away from school affect their educational process. If the administration becomes aware of unacceptable conduct on or off campus, the administration reserves the right to review the situation and circumstances, and confirmation of the unacceptable conduct (in the administration's sole judgment) may result in the termination of that student's enrollment.

"These are the commands, decrees and laws the Lord your God directed me to teach you to observe in the land that you are crossing the Jordan to possess, so that you, your children and their children may fear the Lord your God as long as you live by keeping all His decrees and commands that I give you, and so that you may enjoy long life. . . These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deut. 6:1-2, 6-7)

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Eph. 6:4)

"Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6)

The Bible is quite clear that the responsibility of teaching and training children lies with the parents. Brown County Christian School's responsibility is to assist the parents in their God-given responsibility to bring up their children in the fear and admonition of the Lord. The school's responsibilities include establishing guidelines necessary for ensuring correct behavior in the classroom.

Expected Character

1. Treat others as you want to be treated.
2. Obey authority.
3. Follow the Matthew 18 principle in dealing with conflicts. *"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or more, that in the mouth of two or three witnesses every word may be established."* Matthew 18:15-16
4. Relationships are encouraged by the school only in the purest sense of brother and sister relationship as outlined in I Timothy 5:1-2 (Amplified). *"Do not sharply censure or rebuke*

an older man but entreat and plead with him as you would with a father; treat younger men like brothers. Treat older women like mothers and younger women like sisters, in all purity.”

Rules of Discipline

Students are to:

1. Be courteous and respectful of others.
 1. Maintain a positive attitude towards self, teachers and fellow students.
 2. Respect the person and property of others.
 3. Behave respectfully by keeping hands and feet to oneself.
2. Respect classroom procedures and instruction.
 1. Behave in a manner which does not disrupt the class or hinder the teacher from teaching or students from learning.
 2. Refrain from excessive talking or playing in the classroom.
 3. Remain seated unless teacher permission has been granted to leave their seat.
3. Be prompt and prepared.
 1. Tardiness is unacceptable behavior.
 2. Come to class with required class materials.
 3. Complete classroom assignments and homework on time.
4. Respect school property.
 1. Move quietly in the halls, restrooms and cafeteria (no running).
 2. Treat school property with respect and not damage school facilities.
5. Obey authority.
 1. Respectfully obey teachers and school personnel.
 2. Promptly follow directions.
 3. Obey school rules.
 4. Dress according to BCCS dress code.

Prohibited Behavior Subject to the Discipline Policy

- Gambling
- Showing disrespect
- Using profanity
- Having weapons on campus
- Cheating

- Fighting
- Vandalizing
- Using illegal drugs
- Using alcoholic beverage
- Using tobacco
- Conversations of sexual content
- Harassment/Bullying
- Any other behavior deemed inappropriate by the administration

Dress Code & Appearance

Philosophy

No aspect of Christian testimony is as readily obvious as is the matter of appearance. BCCS holds that Christians should present themselves so that Christ would be pleased and honored.

Students who come to school without the proper attention to personal cleanliness, neatness or uniform dress, will be asked to correct the situation before entering class. This may be accomplished on campus if possible or parents will be called to rectify the situation.

Dress Code

*Students may wear school t-shirts or uniform shirts with uniform pants or jeans each day. On Friday, students may choose to wear any Christian t-shirt.

*Links to order t-shirts will be on the school website.

*School hoodies along with solid red, black, or gray jackets or hoodies may be worn in classrooms. No logos are permitted unless they are BCCS logos.

*Students may wear uniform shoes or tennis shoes of their choosing.

*See the Dress Code information in the Student/Parent Handbook for gender specific information.

*All clothing is subject to administration approval.

Boys Uniform (Pre-Kindergarten through 12th Grade)

1. Pants, shorts, or jeans – Blue, black, red, navy, or khaki colors may be worn.
2. No clothing may be stained, soiled, have holes, or frayed hems. Shorts are to be no shorter than 3 inches above the knee.
3. Polos/Spirit Shirts – Long or short sleeve red, black, or white polos may be worn. Spirit BCCS shirts may be worn daily.
4. Dress Shirts – Long or short sleeve white or black button-down Oxford dress shirts may be worn.

5. Undershirts – Red, black, or white undershirts may be worn under polo shirts, Oxford dress shirts, and pullover sweaters in the winter. Only white t-shirts may be worn under white shirts, polos, or pullover sweaters.
6. Sweaters – Red, black or white vests, pullover sweaters, or button-down sweaters may be worn in the winter. No logos allowed on sweaters. (i.e. Nike, Under Armour, or any other name brand or decorative logos of any kind.)
7. Jackets – Red or black solid color uniform polar fleece jackets, BCCS letter jackets, and solid jackets (red, black or gray) with BCCS logo may be worn in classrooms. Any other brand of jacket may be worn to school but must be placed in a locker.
8. Hoodies –BCCS logo hoodies may be worn. The hood may not be worn on the head inside the building. Red, black, gray, and white solid color hoodies with no decorations or logos may also be worn.
9. No hats, caps, or sunglasses are permitted to be worn inside the buildings.
10. Masks are optional. This is subject to administrative approval.
11. Shoes – All footwear must be closed toed; a full shoe is required for safety. No military style boots will be allowed.
12. Socks are required.
13. Nails – Must be kept neat and clean.
14. Hair – Must be kept neat, clean and out of their eyes. No unnatural or distracting hair color will be allowed.
15. Undergarments: Proper undergarments must be worn at all times. No undergarments shall be visible outside clothing at any time.
16. P.E. and Practice Wear: 7th-12th grades change clothes for P.E. Black or grey jersey shorts (no shorter than 3 inches above the knee) and a BCCS Spirit t-shirt or plain red, black, white, or gray t-shirt will be required for P.E. as well as before and after-school sports practice. In addition, students in Pre-K through 6th grades may change clothes for P.E. if required by the teacher.
17. Spirit wear shirts purchased from BCCS may be worn daily. Church event or Christian logo t-shirts may be worn on daily.
18. No body piercing shall be allowed.
19. Jewelry and accessories should not have emblems that are inappropriate and should not be a distraction in the classroom, as determined by the administration.

Girls Uniform (Pre-Kindergarten through 12th Grade)

Note: Skirts, skorts, shorts, and jumpers can be hemmed but not shorter than 3 inches above the knee.

1. Pants, shorts, jeans, or capris – Blue, black, red, navy, or khaki colors may be worn.

2. No clothing may be stained, soiled, have holes or frayed hems. Shorts are to be no shorter than 3 inches above the knee.
3. Skirts, skorts, Polo Dresses (Polo skirt combo) or jumpers- school colors or solid colors in black or khaki may be worn. Hemlines must not be shorter than 3 inches above the kneecap. Black modesty shorts are required under skirts and jumpers. BCCS Plaid must be red, black, and white.
4. Polos – Long or short sleeve red, black, or white polos may be worn.
5. Dress Shirt – White or black button-down dress Oxford shirts in long-sleeve, short-sleeve, or 3/4 length sleeves may be worn.. Black, red, or white tank top must be worn under blouses. Only white tank top may be worn under white polos, shirts, and pullover sweaters.
6. Sweaters – Red, black or white vests, pullover sweaters, or button-down sweaters may be worn in the winter. No logos allowed on sweaters. (i.e. Nike, Under Armour, or any other name brand or decorative logos of any kind.)
7. Jackets – Red or black solid color polar fleece jackets, BCCS letter jackets, and solid jackets (red or black) with BCCS logo may be worn in classrooms. Any other brand of jacket may be worn to school but must be placed in a locker.
8. Hoodies – BCCS logo hoodies may be worn. The hood may not be worn on the head inside the building. Red, black, gray, and white hoodies with no decorations or logos may also be worn.
9. Shoes – All footwear must be closed toed; a full shoe is required for safety. No military style boots will be allowed.
10. Socks, tights, or solid black leggings under skirts are required.
11. Undergarments – Proper undergarments must be worn at all times. No undergarments shall be visible above the outside garments at any time.
12. Make-up – Students may wear cosmetics. If worn, make-up should be applied with great modesty and only to enhance the natural look. Excessive or extreme make-up must be removed upon request by the BCCS administration.
13. Hair – Must be kept neat, clean and out of the eyes. No unnatural or distracting hair color will be allowed.
14. Hair accessories such as headbands and bows may be worn.
15. Jewelry and accessories – Should not be excessive and should be modest and in good taste.
16. No body piercing shall be allowed, with the exception of ear-piercing. Jewelry and accessories should not have emblems that are inappropriate and should not be a distraction in the classroom as determined by the administration.
17. Nails – Must be kept neat and clean. Polish for nails and toenails is acceptable but must be in good taste.
18. No hats, caps, or sunglasses are permitted to be worn inside the buildings.

19. P.E. and Practice Wear: 7th-12th grades change clothes for P.E. Black or gray jersey shorts (no shorter than 3 inches above the knee) and a BCCS Spirit t-shirt or plain red, black, white, or gray t-shirt will be required for P.E. as well as before and after-school sports practice. In addition, students in Pre-K through 6th grades may change clothes for P.E. if required by the teacher.
20. Spirit wear t-shirts purchased from BCCS may be worn. Church event or Christian logo t-shirts may be worn on daily.
21. High School Only – Black blazers and matching scarves of your choosing may be worn.

Special Day Dress

There are times during the school year when the school's administration plans for special days when the student may wear designated clothing styles for the purpose of unity and "fun." Examples of these might be Bible Character Day, Sweatshirt Day, Western Day, etc. Even on these days, the administration reserves the right to reject apparel which is inappropriate, (e.g., unduly form-fitting or revealing clothes are never permitted).

Dress Code Summary

All student dress will emphasize modesty. No garment shall be excessively tight or form fitting. All garments and footwear will be clean, neat, and in good repair. No extreme styles in clothing, hair, jewelry, or make-up will be permitted regardless of the present cultural norms. Temperance is the goal of BCCS's Dress Code. The administration reserves the right to change the dress code as needed to ensure modesty and neatness.

Discipline Policy & Procedures

Policy

The discipline maintained at Brown County Christian School is firm, consistent, progressive, fair and tempered with love. The faculty maintains standards of behavior in the classroom through kindness, love and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding. Students are reminded that Jesus expects us to be disciplined in all areas of life.

BCCS regards discipline from two aspects, foolishness and rebellion. Rebellion can be defined as resistance to or uprising against authority. Any act of rebellion will be dealt with immediately. The student will be sent directly to an administrator's office with a discipline form completed by the teacher. Foolishness can be defined as lacking good sense or judgment. It is usually dealt with in the classroom through classroom discipline procedures.

Teachers, and the administration shall speak with or discipline students should they feel it necessary in the classroom or on the school premises whenever conduct has a tendency to degrade or lower the prestige of Brown County Christian School. Teachers shall use professional judgment in each situation. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. As a Christian school, BCCS must be very much aware of its image as an arm of the Church of Jesus Christ.

Discipline for Foolishness

The following *Rules of Discipline* are enforced by the teacher and are designed to deter acts of foolishness by the student. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures.

Rules of Discipline

Students are to:

1. Be courteous and respectful of others.
 1. Maintain a positive attitude towards self, teachers and fellow students.
 2. Respect the person and property of others.

3. Behave respectfully by keeping hands and feet to oneself.
2. Respect classroom procedures and instruction.
 1. Behave in a manner which does not disrupt the class or hinder the teacher from teaching or students from learning.
 2. Refrain from excessive talking or playing in the classroom.
 3. Remain seated unless teacher permission has been granted to leave their seat.
3. Be prompt and prepared.
 1. Tardiness is unacceptable behavior.
 2. Come to class with required class materials.
 3. Complete on time classroom assignments and homework.
4. Respect school property.
 1. Move quietly in the halls, restrooms and cafeteria (no running).
 2. Treat school property with respect and not damage school facilities.
5. Obey authority.
 1. Respectively obey teachers and school personnel.
 2. Promptly follow directions.
 3. Obey school rules.
 4. Dress according to BCCS dress code.

Consequences of Foolishness

Foolishness is generally dealt with within the classroom through classroom discipline procedures.

When discipline is administered, consideration will be given to alternative methods to ensure that the most effective discipline is administered in each case. Alternative methods of discipline may include, but are not limited to, the following:

1. Conference with the student
2. Conference with the parent/guardian
3. Requirement that student makes financial restitution for damaged property
4. Requirement that student clean items or facilities
5. Restriction of privileges
6. Detention
7. In-School Suspension (ISS)
8. Involvement of civil authorities
9. Out of School Suspension (OSS)
10. Expulsion

11. Other disciplinary action

This list does not necessarily reflect an order or sequence of events to follow in disciplinary action.

Discipline for Rebellion

Any act of rebellion will be dealt with immediately by the administration. The student will be sent directly to an administrator's office with a discipline form completed by the teacher. An administrator shall deal with the situation through spiritual counseling of the student and shall determine the consequence for the student's rebellious actions. In some cases, the parents of the student may need to be brought in to assist with the discipline process.

Senior Policy

As the highest-ranking grade level, seniors are looked up to and emulated by underclassmen. In order to set a good example for the younger students, administration is asking that all seniors adhere to the following instructions.

Seniors who have checked out of school but come back on campus in the classroom, lunchroom, or gymnasium areas during school hours are required to abide by the following directions:

1. Have on uniform dress code attire.
2. Sign in downstairs at the reception desk.

We propose developing a panel of delegates that would assist administration in difficult disciplinary and/or academic actions that need to be taken with students. This panel would investigate and review all previous measures exercised to determine appropriate proceedings that need to be taken in each case presented to them.

Bullying

The policy of Brown County Christian School is to forbid bullying as defined below for the protection of our students and staff alike on any school property and/or at any school event. Brown County Christian School is committed to maintaining an environment in which all individuals treat each other with dignity and respect. All forms of intimidation and harassment are unacceptable, and the school is prepared to take action to prevent and correct any violations of this policy.

1. Definition: What is bullying? In general bullying is the exploitation of a less powerful person, by an individual taking unfair advantage that is repeated over time and has a negative effect on the victim. The seriousness depends on harm to the victim and the frequency. Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be, but is not limited to physical strength, social skills, verbal ability or another resource.
2. Bullying:
 1. Is aggressive behavior or intentional harm-doing
 2. Can be physical, verbal, emotional or sexual
 3. Is carried out repeatedly over time
 4. Occurs within an interpersonal relationship characterized by an imbalance of power
3. Examples of prohibited behavior in regard to bullying: name calling, racial slurs, pushing, crowding, or cornering, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, displaying obscene gestures, hitting someone or taking things without permission.
4. The Difference between Telling and Tattling: Telling is reporting if someone is doing something harmful on purpose. Telling is when you or someone else needs help, or when you are scared. Tattling (snitching, ratting) is trying to get someone in trouble, or trying to get attention for yourself.
5. A student or parent who has a complaint alleging sexual harassment or offensive, intimidating conduct of a sexual nature may request a conference with a school administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved with regard to any complaint.

Cell Phone Policy

Students may not use cell phones during the school day without the permission of the classroom teachers. Students refusing to put the phone away when directed will have the phone taken to the office where the parent must pick it up at the end of the day. If continued defiance occurs, students will be required to check their phone in with the office at the start of the day and check phone out at the end of the day. If a student needs to call home, they need to come to the office and use the office phone. If you need to reach your child, please contact the school office, and we will relay the message to them or have them come to the phone.

General Areas of Concern

Alternative Activities

Each year students participate in field trips, activities, competitions, etc., which are designed to involve all or most of the students in a given class. Some of these activities require additional costs. Students best benefit from participation in alternative activities; however, BCCS realizes that it is not always financially possible for each student to participate. If a parent is unable to afford the cost of a specific field trip, BCCS will provide alternative in-house learning experiences for the student. If your child will be unable to participate in an alternative activity, please notify his/her teacher or the school office as soon as possible so that alternative arrangements can be made.

Students participating in any BCCS outing are *not required* to buy a meal on the way to or from the event. Frequently, classes will choose to stop for a snack or meal; however, *no* student is required to participate. Students may bring a snack or bagged meal to enjoy when his/her peers purchase theirs. BCCS's goal is to keep any and all such costs at a minimum and to always avail the parent of the option of not participating if the cost cannot be made to fit the parent's budget.

Asbestos

BCCS is an asbestos free facility.

Bus

A bus route will be considered with a minimum of 15 students from the same area. A Bus Route Agreement must be completed in order to ride the bus.

Bus Rules

1. Students must cooperate with the bus driver and/or monitor.
2. The bus driver and/or monitor is authorized to assign seats.
3. Students may not eat or drink on the bus.
4. Heads, hands and feet must remain inside the bus at all times.
5. Feet must be kept out of the aisle.
6. Student must stay in their seat while the bus is moving.
7. The back-exit door and aisle must be kept free from clutter at all times.

Chapel

Chapel is one of the most important and exciting times at Brown County Christian School. Students will meet to worship and praise and hear the teaching of God's Word. Attendance by each student is required. Parents and/or guardians are always welcome to attend Chapel. A visitor's pass is required before joining your child for Chapel.

Closed Campus Policy

BCCS has a closed campus policy which includes all students. During regular school hours a student is allowed to leave campus with an adult provided that the student has received prior written permission from their parent/guardian, or the adult is their parent/guardian and that adult has signed them out/in at the front office. The only times a student can sign themselves out is if the student has finished all of their classes for that time period and their parent/guardian has made prior arrangements with administration to allow them to do so, or in extenuating circumstances in which their parent/guardian has received approval from administration.

Students who drive

Once a student's car is parked on campus, it is to remain there and is off limits during regular school hours unless approval is received from administration.

Contacting Teachers

Parents wishing to contact a teacher or administrator should call the school office between 8:00 a.m. and 3:45 p.m. If the teacher/administrator is unavailable at the time of calling, the secretary will take a message and have the teacher/administrator return the parent's call. It is requested that parents honor teachers' and administrators' family time and church time and try to contact them during school hours.

Curriculum

Brown County Christian School uses a variety of curricula throughout the various grade levels. Curriculum is reviewed periodically to ensure that the needs of the students are met and also that college entrance requirements are met for the high school student. Adjustments to the curriculum will be made as deemed necessary to give each student the best Christian education possible.

FERPA Rights

Parents and eligible students of Brown County Christian School have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Brown County Christian School Board of Education:

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational record, in a hearing if necessary.
4. The right to report violations of the FERPA to the U. S. Department of Education.
5. The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the school office. Copies of educational records may be obtained from the appropriate school office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parents in their native language or to the visually impaired in their mode of communication. All rights and protections given parents under the FERPA and school policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible" student.

Crisis Drills

Crisis drills will be conducted each semester.

Fire and Tornado Drills

Regular fire and tornado drills are conducted throughout the school year. Evacuation and action plans are posted throughout the facility.

Field Trip Permission Slips

All students are required to have on file a *Parental Release and Agreement Form* which gives permission for the student to participate in school field trips and alternative activities. Prior to a field trip, parents will be sent a field trip permission slip. This lists dates, time and any special requirements, i.e., lunch money. This must be returned on or before the field trip date.

General Classroom Information

Lunch

Students will bring lunch each day. Microwaves are available; however, refrigerators are not available for student use. Parents are welcome and encouraged to join their child for lunch in the cafeteria. You must obtain a visitor's pass before joining your child for lunch. BCCS is a closed campus and students who drive may not leave campus for lunch. Students may go off campus with a parent/guardian providing the parent/guardian signs the student in/out at the receptionist office.

PARENT PARTICIPATION POLICY

Parents are encouraged to attend Parent/Teacher Conferences and PTC meetings. Parents of athletes are encouraged to attend the booster club meetings.

Parent Action Committee (PAC)

Parents are encouraged to attend PAC meetings. These meetings are for the express purpose of helping parents better assist their children to learn, mature and succeed at Brown County Christian School. These take place once a quarter.

Personal Property

Brown County Christian School is not responsible for personal property left in student lockers, in any of the campus buildings, or on any of the grounds or facilities of these said premises. It is suggested that the student's name be marked on all personal property with permanent marker. Items left in the "Lost & Found" will be donated to the clothing bank on the 1st and 15th of each month.

Physical Education

K through 6th grade students participate in physical education on a rotating weekly schedule. Parents may request that a student be excluded from physical education for medical reasons for up to three (3) days or longer if instructed by a physician, by sending a note to the P. E. teacher and/or class teacher and notifying the school office of this information.

All students must wear appropriate tennis shoes during physical education classes and during all athletic practices and events.

Sex Education

BCCS believes that it is the parents' responsibility to teach sex education to their own children. However, in an effort to partner with parents and students, as scheduling permits BCCS may offer one class. In such cases parents will be notified in advance of the material covered and will be given an opportunity to "opt out" their child's attendance. If "opt out" is preferred, BCCS will provide an alternative class.

Solicitation on Campus

Students are not allowed to sell any items at the school without first obtaining permission from the school's administration. Any items to be sold must be accompanied by an official letter from the parents requesting that such sales be allowed by the school. BCCS does not endorse the selling of items at the school nor the items sold. Any such sales allowed will be the extreme exception rather than the rule.

Supplies

All students can obtain a Supply List from the website, school office the week prior to school, or at the Parent Orientation meeting.

Student Drivers

Students with a valid driver's license may drive to and from school. Prior to using their own vehicle, students must complete the *Student Driver Authorization* form. Students are to adhere to safety standards:

- speed of 5 mph in the parking lot, or less as safety mandates
- entering and exiting parking lot as designated by administration
- driving only in the designated areas in the parking lot
- parking in the designated student parking section

Failure to have the appropriate permission forms on file in the school office, failure to adhere to the above safety standards or reckless driving will be met with disciplinary action.

Action steps range from a verbal admonishment to notification of parents and/or revoking of the privilege to drive to and from school.

Student Information

Parents/guardians are responsible to keep the school office informed of changes of address, telephone numbers, place of employment of both parents, and the current name, phone number and address of the person(s) to be contacted in case of an emergency.

Sexual Harassment

No staff member or student will harass another employee or student in reference to sexual relations. Any harassment should be reported immediately to a member of administration.

Telephone Use

Students will not be called to the telephone except in the case of an emergency. The office telephones are for business and emergency use.

Visitors

All visitors must check in at the office. Visitors include family members, potential students, and anyone who is not currently on staff or enrolled at BCCS.

Parents of students are always welcome to visit their child's classroom with administration approval. New prospective students to Brown County Christian School are also welcome to visit the school and classrooms with administration approval. We ask that no friends of students visit the classroom or cafeteria.

Wireless Telecommunication Devices

No student may use any wireless telecommunication device during regular school hours or school-sponsored activities, unless granted permission by administration. See the technology policy.

Social Media Policy

Purpose

Brown County Christian School understands the importance of students engaging, collaborating and sharing in the fast-moving world of the Internet and “social media” such as “Facebook”, “Twitter”, “Shutterfly”, “Wikipedia”, “blogs” and many other online tools through which people connect and share information. With this in mind, Brown County Christian School has developed the following guidelines to provide direction for students when participating in online social media activities.

General Guidelines

Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises. Generally speaking, with respect to social media, Brown County Christian School will not regularly monitor the language and/or actions on such media. Brown County Christian School will defer to the user policies of the individual social medium. However, Brown County Christian School will hold students accountable for conduct violations reported or learned from student uses of social media. Additionally, in the event there is a cause to suspect violation of this policy, students are required to open social media sites to the BCCS staff upon request.

Also understand that as a Brown County Christian School student you represent the school even when you are not posting to social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

1. Be aware that what you post in online social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Remember that once you send a message or picture there is no way to take it back.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your parents and teachers.
4. Cyber-bullying will not be tolerated. Harassing, denigrating, impersonating, tricking and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or

post comments with the intent of scaring, hurting, or intimidating someone else. Please immediately tell your teacher or another school official if you are a victim of cyberbullying.

5. If in doubt, remember to be respectful, be careful, be responsible, and be accountable.

Furthermore, any violation of this policy could result in disciplinary action up to and including immediate dismissal from the Academy.

Video Surveillance Cameras

Purpose

In the daily operation of Brown County Christian School, the safety of property, visitors, staff and students is protected and maintained by means such as, but not limited to, alert observation by staff as well as video surveillance cameras.

General Guidelines

1. BCCS balances the security of benefits derived from the use of video surveillance with the privacy rights of visitors, staff and students. Therefore, all video surveillance cameras are placed in public places on the premises such as, but not limited to, hallways, classrooms, foyers and stairwells.
2. All requests to view video records should be directed to Chief of Security.
3. Access to the video surveillance records, e.g. logbook entries, CD, video tapes, etc. shall be restricted to authorized personnel, and only in order to comply with their roles and responsibilities as authorized by the Chief of Security.
4. When recorded images from the cameras must be viewed this must only be undertaken by Chief of Security, in a private, controlled area that is not accessible to other staff and/or visitor that are not authorized by the Chief of Security and/or his designee.

Health & Illness

General Health

Every possible effort is made to provide a wholesome, healthy atmosphere for the students of Brown County Christian School. There is a real correlation between a student's health and his/her enjoyment and ability to learn at full potential.

1. Parents are requested to comply with the following standards:
 1. Seeing that their child gets adequate rest and sleep.
 2. Ensuring that their child eats balanced meals, especially an adequate breakfast. Children cannot participate to their potential if they are hungry.
 3. Not allowing a sick child to come to school, i.e. a high fever, vomiting, or diarrhea are conditions which preclude a student from attending school. Cause of rashes should be verified by a physician before allowing school attendance. Conditions of head lice, pinkeye, etc. should be reported to the school and the student not allowed back in class until the situation is remedied. After any illness, the student's temperature should be normal for 24 hours before the student returns to school.
 4. Parents need to inform administration immediately if their child has or there is a possibility that the child may have been exposed to a communicable disease. Administration will then be able to verify incubation dates and protect the health needs of all the children. Your cooperation is your child's best protection.

2. BCCS staff will adhere to the following guidelines:
 1. Children will not be allowed to remain in class with the following:
 1. High fever
 2. Diarrhea
 3. Vomiting
 4. Symptoms of possible childhood communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain, when accompanied by fever)
 5. Pinkeye
 6. Head Lice
 2. Administration or teacher has the authority to refuse to accept any child if a child shows signs of illness. In case of rejection, the administration's judgment is final.

3. If a child becomes ill while at school, the parent will be called and asked to pick up the child immediately. The child will be made as comfortable as possible while waiting for a parent.

Acute Illness or Serious Injury

In case of acute illness or serious injury, all attempts will be made to notify the parents or other person(s) specified on the medical release form. If these are not available, the doctor specified on the medical release form will be consulted when possible. Otherwise, an emergency clinic or hospital will be consulted. School personnel may transport a student to a medical facility, or if ambulance transportation is necessary EMS will be used. Continued attempts will be made to notify the parents at the emergency phone numbers listed in their student's application.

No student is to leave school because of illness or injury without obtaining permission from administration and/or their parent signing the sign-out sheet posted in the school office.

Chronic Medical Problems

Brown County Christian School will accommodate students with chronic medical problems if such accommodations are within the ability of the school to give appropriate care for the student. Children with conditions such as asthma, food allergies or suffering illnesses of a more severe or non-contagious type may remain at the school if the administration determines that the child can be safely and properly cared for and does not place the health of others at risk.

Injury and Insurance

All students attending Brown County Christian School will be covered by a basic accident plan.

Immunization Requirements

Texas state law is very specific, "No child shall be admitted to any public or private school unless he/she has an authorized certification and that he/she has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles rubella, polio myelitis and smallpox." Texas law requires that students attending public and private schools must have a validated record of their immunization file in the school office. This record must be signed by a physician or a Public Health Department official. A copy of immunization records from a previous school will be accepted as a validated record.

Immunizations Required by Texas law are found here:
<https://dshs.texas.gov/immunize/school/school-requirements.aspx>.

Immunization records must be on file with BCCS before the student begins classes. Students transferring from out of state will be allowed a thirty-day grace period for transfer of records. Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. It is the responsibility of the parents to ensure that all medical records are up to date. If records are found to be delinquent in any way, this is sufficient cause for immediate suspension from school, pending the completion of said records.

Medical Release & Medication Policy

A medical release form must be on file in the school office before the student begins classes. This gives authorization for school personnel to obtain medical help for the student in case of an emergency in which the parent or guardian cannot be reached. Medications may be administered if the following criteria are met:

1. "Medicine Dispensation Authorization" form must accompany all prescription and non-prescription medications listing instructions and authorization. Each form is good for one week or until instructions are changed. Medications must be administered according to label directions by age or weight. Any exceptions must be written and signed by a physician. For liquid medications, a dosage spoon must be provided by the parents.
2. All medicine must be in the original container and properly labeled with the student's name.
3. Students are not allowed to have prescription or non-prescription medications on their person unless pre-approved. Medicines must be left in the designated school office.

Special Needs

Children having special needs such as a physical handicap and/or learning disability will be accommodated at Brown County Christian School providing the academy is capable of doing so.

Hours of Operation

Hours of Operation

Brown County Christian School is open Monday through Friday from 7:45am to 4:00pm. Supervision of students begins at 7:45am and ends at 4:15 pm.

Class Hours

Pre-K – 12th grade students are in class from 8:00am to 3:45 pm.

Extended Care

Is available for students requiring after school care when enough students are interested to justify hiring a teacher for this program. Please see the school office for more information.

Student Drop-Off

Parents may drop off students at the school door and may enter the building with children when not under a pandemic mandate to limit access. Follow traffic flow through the parking lot or park your vehicle in one of the designated spaces.

Student Pick-Up

Pre-K through 2nd grade students will remain in the classroom for parents to meet them at that location or the teacher will take these grade level children to the porch.

Students in 3rd through 6th grades will be dismissed to meet parents at their vehicles. The NAME CARD should be displayed in the vehicle window. If no identifying card is available, the authorized driver must park and walk to the office with a driver's license or other proper identification.

Fundraising Policy

Brown County Christian School was established with the mission of providing choice of education to the families of the Central Texas area. The goal of BCCS is academic excellence in a Christian environment. Secondary to this aim is to keep tuition at a level which is not cost prohibitive to parents who desire the educational standards for their children which BCCS provides.

Tuition and fees mainly cover teacher salaries with much of the general expenses of the academy coming from other sources. Consequently, if BCCS is to obtain additional items necessary for the school, such as playground and sports equipment, reference and library books, audio-video equipment, computers and software, etc., additional funds must be raised through school-sponsored fundraisers.

BCCS's selection of fundraising events is based on building relationships within Brown County Christian School and the community. BCCS strives to partner with student families, local businesses and the community to raise needed funds and to serve the community at the same time. BCCS's fundraising philosophy is about *"building relationships with donors that allow the donors the greatest opportunities to 'do good' in ways they care about deeply."* (Growing Giver's Hearts, Jeavons & Basinger.)

BCCS seeks to offer fundraisers that strive to meet various levels of need. For example, bake sales after church services give the sponsoring church's congregation an opportunity to sow into the school and enjoy something fresh and homemade. The school receives the profit. Everyone involved benefits, and BCCS's relationships with those involved is enhanced.

Fundraisers disburse the economic burden by expanding the base from which funds can be obtained, (i.e., extended family, neighbors, co-workers, etc.).

All School Fundraisers

BCCS conducts school fundraisers each year.

Class Fund Profits

Classes may raise money by exceeding their class quota in the BCCS fundraisers, (once the class quota has been met, all monies above the quota go into the class fund), or by conducting BCCS approved class fundraisers. Students are allowed to conduct additional fundraisers which do not

directly affect the church/school body, (i.e., car wash, garage sale, etc.), with prior approval from the school administration.

Distribution of Class Funds

Monies raised from class fundraisers will be used for the designated class project. Individual credit will be assessed by individual student participation in the fundraiser. (i.e., if a student does not participate in a fundraiser, they will not receive credit for that fundraiser). Students who have low participation or no participation in class fundraisers and desire to take part in the class project may be required to provide their percent of the cost personally.

Determination of Trip/Project Cost

If sufficient funds are not raised to cover the cost of the desired trip/project, then the trip/project may be adjusted to meet the funds raised. (i.e., the length of the trip is cut to two days instead of three, etc.) Students may incur out of pocket cash above funds raised, for the following: 1) shortage in student account to cover trip costs and 2) personal spending money, as desired.

Parent Participation

Parents may do things on their own to help raise funds for their child's class project, provided prior approval has been obtained from administration. An approved parent/sponsor must be present at all class-sponsored fundraising events. All students participating are required to follow BCCS dress code and behavior guidelines.

The administrators give approval to BCCS class, group and department fundraisers as well as planning and implementing BCCS's all-school fundraisers. The coordinator works closely with the administrative team in the selection and the approval process of all fundraisers pertaining to Brown County Christian School.

No fundraising event for Brown County Christian School may be held without the written approval of the resource development coordinator. No BCCS fundraiser may put any student participant at risk. All fundraisers must have an approved BCCS faculty member or BCCS designated parent/volunteer in attendance at the fundraiser during the entire course of the event. These individuals are to provide oversight of the event, ensure proper student behavior, provide adult presence for the protection of the students and ensure complete take-down and clean-up of the event area. The adult presence and supervision of students also ensures positive community perception of Brown County Christian School.

Library Policy

It is the goal of Brown County Christian School to provide inspiring, wholesome and academically appropriate books and materials for the library.

BCCS's school board and administration subscribe in principle to the following statement of policy expressed by the American Association of School Libraries as it supports the philosophy of Brown County Christian School.

Bill of Rights for Library Media Center Programs

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the *Library Bill of Rights* of the American Library Association and asserts that the responsibility of the school media center is:

- To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
- To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciation and ethical standards.
- To provide materials on all sides of issues, beliefs, and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.
- To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness or the users of the media center.

Library Material Selection Responsibility

BCCS's administration is responsible for the selection and approval of instructional materials. This authority is delegated to the professional personnel of the school for the selection of these materials.

Materials for the library resource center are selected primarily by the librarian with input from the administration and teachers.

Library Material Purchase Policy

Materials purchased for the library must support and not contradict BCCS's *Philosophy of Christian Education & Statement of Faith*.

Library Material Selection Criteria

1. Instructional materials need to be of interest to and have learning value for the student.
2. Insofar as it is in accordance with the philosophy of BCCS, materials will be selected which present all points of view concerning the problems and issues of our time: international, national, and local.
3. Periodicals and newspapers which supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand and price.
4. Multiple items of outstanding quality and much in demand media will be purchased as needed.
5. Nonfiction subjects will be carefully considered before selection and must support BCCS's philosophy.
6. Selections will be made for, and in accordance with, the different maturity levels of the students.
7. Materials will be selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
8. Interests, needs, student abilities and correlation of materials with the curriculum shall be contributing factors in the selection of library materials.

Library Material Evaluation Criteria

The following criteria shall be considered in the selection of library materials.

1. The author or producer should be qualified as a subject specialist.
2. Concepts, content and vocabulary should be appropriate for the potential user.
3. Facts presented should be accurate and up to date.
4. Information should be logically arranged.
5. Subject matter needs to hold the attention of the student.
6. Illustrations need to be pertinent and well executed.
7. Format of the material needs to be attractive and durable.
8. Each medium should meet a real or potential need.

9. Evaluation from standard selection aids should be given consideration.

Inclusion of Donated Books and Materials

Donated materials are accepted with the understanding that they must meet the same selection criteria listed above as required for BCCS purchased library materials.

Donated books and other materials once accepted by BCCS become the property of the BCCS library.

Recommendation Policy

The administration of Brown County Christian School recognizes that not all books approved by the BCCS library selection process may be considered suitable by all parents. Ultimately, it is the responsibility of the student's parent/guardian to monitor their child's reading selections and determine the appropriateness of the books their child is reading.

If a parent/guardian has an objection to a particular book being in BCCS's library, they may submit their concerns in written form to the school librarian. The school librarian will review the request and a determination as to inclusion of the book will be made. Notification of action taken will be made to the parent who submitted the objection.

Deletion of Library Materials

Worn items will be replaced periodically. Out-of-date or no longer useful library materials will be withdrawn from the collection.

Book Fines

A replacement fee will be charged for lost library items. A book will be declared lost when it is 30 days overdue.

Computer/Internet Policy

Internet/Computer access is available to Brown County Christian School students and faculty. In order to prevent misuse and abuse of this access, certain terms and conditions must be complied with for the protection of both the school and user. The following shall be adhered to by students and faculty:

1. Conduct and behavior while “online” is the same as expected in the daily classroom.
2. Access is a privilege, not a right. Inappropriate use could terminate user privileges.
3. Access for the purposes of commercial, political, or advertising gain is not permitted.
4. Any exchange of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal information is not permitted.
5. Any physical or electronic tampering with the system or any of its related software is prohibited.
6. All copyright laws must be respected and obeyed.
7. The use of another person’s password or the misrepresentation of one’s self, while using any information system is not permitted.
8. Brown County Christian School assumes no liability, nor makes any warranty concerning the information the user may or may not be able to receive.
9. Monitoring of the systems used by school personnel will be permitted to insure compliance of the policy governing the use of the internet.
10. Depending on the severity of the user’s infraction, loss of access, as well as disciplinary or legal action, could occur.

Home Study Policy

The philosophy of Brown County Christian School is to assist Christian parents in fulfilling their divine responsibility to thoroughly train each child to obey God in every area of life and to make him/her a true disciple of Jesus Christ.

BCCS provides quality education in a Christian atmosphere. However, the administration and school board of Brown County Christian School recognizes that a traditional school setting is not the correct option for all students, nor is it the family choice of many parents. Therefore, BCCS recognizes the validity of home study and seeks to support parents who have chosen this form of education for their children.

Students who study at home may participate in classes and extracurricular activities, provided the following criteria are met. Contact the school office for tuition costs details.

1. Students must go through the same enrollment process as all other students
2. Designation must be made of the classes/activities desired.
3. Enrollment is allowed only as space is available, with full time students receiving priority.
4. Additional insurance fee may be required, see school office for further details.

Transportation of Students & Private Vehicle Policy

Brown County Christian School administration believes that the safety of students is an utmost priority. Policy and procedures have been established to ensure the safety of students when they are being transported in BCCS vehicles or volunteer/parent vehicles. VLC and BCCS vehicles are routinely maintained to ensure vehicles are working properly. All vehicles are insured in accordance with the state of Texas standards.

School vehicles owned by Brown County Christian School or Victory Life Church are utilized for field trips and athletic events. Should other means of transportation be needed, staff vehicles and/or parent volunteer vehicles may be used with administration approval. In order to transport students in private vehicles all staff and parent volunteer drivers must:

- Have a copy of a current driver's license on file in the office-updated yearly.
- Have current state mandated insurance coverage for their vehicle and a copy of insurance verification on file in the school office- updated yearly.
- Have a current *Private Vehicle Driver's Agreement* on file in the school office- updated yearly.

Guidelines for Transporting Students

1. **Cell Phone Use:** Drivers transporting BCCS students may not use a cell phone or other personal portable electronic device while operating any vehicle transporting students.
2. **Cell Phone Use:** Deviation from the above two regulations are exempt in the case of an emergency. Emergency is defined **only** as a situation in which the:
 1. The driver requires immediate assistance to ensure the safety of passengers.
 2. The driver needs to report a dangerous or life-threatening situation.
3. **Cell Phone Use:** If calls are necessary, but not an emergency, the driver should pull off the road and park in a safe, well lighted location, to make the call.
4. **Speed Limit while driving BCCS students:**
 1. Drivers must adhere to all posted speed limits.
 2. If any driver is cited for a speeding ticket or vehicle violation, they are personally responsible for the cost of the ticket.
5. **Loading & Unloading:** Students are to be loaded and unloaded from the curb side of the road.
6. **Seatbelts:** Seatbelts must be worn by all passengers and drivers. Two children should never be put in one seat belt.

7. **Prayer:** Before leaving, the teacher/driver should pray with the students for safety. **Seat Position:** Students are to remain facing forward and not allowed to turn around in their seats.
8. **Doors:** All doors are to be kept locked.
9. **Student Behavior:** Students are to behave in a calm and orderly manner. If behavior become unruly or disruptive to the driver, the following should occur:
 1. If another adult is in the vehicle, he/she should address the improper behavior. If no other adult is in the vehicle the driver should verbally address the improper behavior.
 2. If behavior does not change or has become disruptive to the driver, the driver should pull to the side of the road in a safe, well lighted place until students have changed their behavior and are no longer a disruption, the driver may continue on to their destination.

Class Trip Policy

Class Trip Approval

The class trip sponsor gathers all necessary information concerning the proposed class trip. A written proposal is then presented to the administration. This person verifies that the proposed dates do not conflict with any other scheduled school activities. Approval or denial of the proposed date is returned to the class sponsor. The class sponsor then presents the proposal, with the approved dates indicated, to administration. The proposal is then reviewed by the administrative team members. If approved, it is then sent to the school board for approval. At all steps, the class sponsor is kept informed. If a step is denied, then it is returned to the class sponsor indicating the reasons denied. After the reasons denied have been addressed, it may then be resubmitted to administration and the approval process begins again.

Class Trip Sponsors

- All sponsors must be approved by the administration
- A staff representative from BCCS will accompany both trips.

Class Trip Itinerary

The class sponsor must submit a detailed itinerary before leaving on their trip. (i.e. – flight, hotel, contact information, etc...)

Fundraising for Class Trips

Students are encouraged to begin raising funds for their class trip prior to the year the trip will be taken. Classes may raise money by conducting BCCS approved fundraisers.

Student Participation

Money raised from class fundraisers will be used for the designated class trip. Individual credit will be assessed by individual student participation in the fund raiser, (i.e., if a student does not participate in a fundraiser, he/she will not receive credit for that fund raiser). Students who have had excessive or repeated disciplinary actions must be approved by the administration to participate in their class trip. In addition, students who violate BCCS or class trip rules may be sent home prior to the completion of the trip. Parents will be charged any additional costs associated with sending the student home early.

Cost of Trip

If sufficient funds are not raised to cover the cost of the desired trip, the trip itinerary could be adjusted to meet the funds raised. Adjustments to the itinerary must be approved by the administration. Students may be required to pay a deposit to secure their place on a trip. Students may incur out of pocket cash above funds raised, for the following: 1) shortage in student account to cover trip costs and 2) personal spending money, as desired.

Curriculum Policy

All curriculum used by Brown County Christian School shall be consistent with the purpose, goals, and objectives of the academy. No curriculum shall espouse concepts contrary to Brown County Christian School's *Statement of Faith & Philosophy of Christian Education*.

Brown County Christian School uses a variety of curricula throughout the various grade levels. Curriculum is reviewed periodically to ensure that the needs of the students are met and also that college entrance requirements are met for the high school student. Adjustments to the curriculum will be made as deemed necessary to give each student the best Christian education possible.

The curriculum selection process shall be made by the Curriculum Committee.

The Curriculum Committee shall make its curriculum recommendations in accordance with the following guidelines:

- Current curriculum will be evaluated to determine if it is fulfilling the stated goals of instruction and meeting the current academic needs of the student.
- When a curriculum need is identified, the committee shall research and evaluate various curricula including curricula recommended by teachers.
- From this evaluation process, the committee shall select curriculum they deem best adheres to BCCS's *Philosophy of Education & Statement of Faith* and will most effectively serve the instruction of the student in the academic area being evaluated.
- The committee will then submit an evaluation back to the superintendent for a decision.
- Any curriculum in question shall be submitted to the BCCS Advisory Board for final approval.
- Curriculum chosen and approved by the administration will be used by all teachers. However, supplemental material may be added to enhance the curriculum according to student need.

Use of curriculum which does not meet BCCS's curriculum standards must be submitted to the superintendent.

- Argumentation must be given to show how the questionable curriculum shall be taught to compensate for its failure to meet the appropriate standards.
- Non-conforming curriculum must be taught in a manner that conforms to BCCS's *Philosophy of Christian Education & Statement of Faith*.
- Steps to teach non-conforming curriculum.

- The Word must be integrated into the curriculum.
- The teacher is to define the areas of non-conformation and present the truth as supported by BCCS's *Philosophy of Christian Education & Statement of Faith*.

Emergency Procedures

Fire

- Fire: Self Contained
 - Students should be moved away from the area and out of immediate danger.
 - The teacher should locate the fire extinguisher and extinguish the fire according to the directions on the extinguisher.
 - A student should immediately be sent to the office to report any damage.
- Fire: Non-Self-Contained Requiring Evacuation. Escape routes are posted in every room and in hallways. Teachers should familiarize themselves and their students with these routes. Periodic drills will be conducted during the year; some drills will be announced, and others will not. All drills will be timed. Fire Drill procedures are as follows:
 - When the fire alarm is heard, the students should immediately form a single file line at the door.
 - Students are to follow the exit path indicated on the fire exit sign in the classroom.
 - The teacher should ensure that the students leave the classroom in a single file and proceed to the outside designated areas with no talking, no running, no pushing, but with orderly, rapid walking
 - The teacher should walk near the end of the class line.
 - Teachers should remember to always take his/her class roll outside.
 - Teachers need to observe and make sure that the fire or debris is not blocking the exit path of the students.
 - Roll is to be taken outside, after the class has reached its designated area.
 - If a student is missing, the teacher must report it immediately to their supervisor.
 - Teachers are not to attempt going back into the building to find a missing student but are to remain with their class.
 - In the event of a real fire, the principal and/or other administrative team member will immediately notify the fire department by using a telephone located outside the building.
 - In the event of a real fire, parents will be notified by the administrative team members or their designee after the situation has been brought under control by the fire department.
 - After roll is called, all students accounted for, and the “all clear” signal given, students are to quietly enter the building in a single file.

- If a class is unduly slow exiting or follows the wrong procedure, that class should practice another drill the same day in order to avoid repeating the same error at the next regular fire drill. This practice should be done during recess if possible. This will keep the children from purposefully being slow in the future.

Injury

The teacher should:

- Not attempt to move an injured child.
- Ask the student where he is hurting. If the injury is minor and an open wound, apply hydrogen peroxide and a topical antibiotic ointment. If the injury is minor and not an open wound, apply an ice pack.
- Make sure that another teacher on duty (if during recess), knows that he/she has taken the student for first aid. If the injury does not happen at recess, the teacher should send a student to the school secretary and/or school receptionist, who will notify the principal, with a message that a student has been injured.
- In the event that the injury is serious (requiring sutures or the possibility of a broken bone), send another student to the school secretary and/or school receptionist, who will notify the principal, stating that a student has been injured.
- If the student can walk on their own, the principal will escort the student to a quiet place and then notify the parents. In the event the parents cannot be reached, the administrator will attempt to reach another person authorized to sign for emergency procedures at the doctor's office or emergency room. If that person cannot be reached, the principal will accompany the student to the doctor's office or emergency room.
- The principal or secretary/receptionist will continue to attempt to reach the parents by telephone.
- In the event that an injury is serious and imposes a life-threatening situation, the principal should immediately be notified. The student should not be moved.
- If the student is unconscious or having difficulty breathing, etc., the principal will immediately call for an ambulance.
- The principal will remain with the student and administer basic cardiac life support and/or first aid as necessary.
- The principal will immediately notify the parents once the ambulance and paramedics have arrived to give care to the injured student.

Tornado

- Outside Procedures:
 - If there is time, the students should be taken inside the building and follow the procedures listed below for inside tornado procedures.
 - If there is no time to move the students inside, the students should lie down so that they are flat and close to the ground, preferably in a ditch or gully if available.
- Inside Procedures:
 - Students are to line up quietly, single file, and proceed into their designated area.
 - Each class is to line up by the inside walls in the hallways. Students are to assume a sitting position, back against the wall, head down, placing their hands over their head.
 - Teachers are to check roll from their class roll book.
 - The principal should be notified immediately if a student is missing.
 - The principal will make a search of the building and grounds to locate the missing student(s).
 - In the event of a real tornado, if a student is injured, the procedure for an injured student should be followed.
 - In the event of a real tornado, any damage caused to individuals or property should be made known to the principal as soon as possible.

Intruder on Campus

Each staff member is trained in the procedures to follow. Parents may consult the principal for more information, as this will not be shared on a public site.