



2023-2024

Student Handbook

Brazosport Christian School
200-B Willow Drive
Lake Jackson, Texas 77566
(979) 297-0563
www.1bcs.org

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GENERAL PHILOSOPHY

Foreword

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

- the understanding by each teacher of his or her identity and calling in Christ;
- the recognition that each student is brought to BCS by divine appointment and, if he or she is a believer, shares that same spiritual heritage and identity;
- a selfless commitment to discipleship;
- a strong academic curriculum including fine arts, athletics, and other extracurricular endeavors
- a reliance upon the Holy Spirit to lead and guide the direction of the school.
- adherence to the following key campus principles of the BCS organization

Guiding Campus Principles

Campus Mission: Brazosport Christian School provides families academic excellence with a Biblical worldview and equips students with qualities of knowledge, character, leadership, and service to the glory of God.

Campus Heart: To teach and allow all participants (student, staff, and stakeholder) to Be With Jesus, Become Like Jesus, and Do What Jesus Did in all areas of school and life.

Campus Vision: BCS will become a leading standard in education in its endeavors to holistically train each student in the way of Jesus as they find their purpose and place in life.

Campus Purpose: BCS exists to foster a life-giving educational experience for each student and family through innovative instruction, high academic standards, truth filled curriculum, supportive and encouraging community, and a molding of leadership all rooted in the life and way of Jesus.

Profile of Brazosport Christian School Students

Brazosport Christian School exist to help train and prepare each student to:

- Think critically
- Discern truthfully
- Apply knowledge wisely
- Articulate clearly
- Care deeply
- Work diligently

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- Rest appropriately
- Decide thoughtfully
- Serve generously
- Lead influentially
- Commune with God fully
- Confront life's problems in Spirit and Truth
- Live at peace with one another
- Walk in healthy community with others
- Delight constantly in God's goodness

Statement of Faith

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

- that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- that the Bible is the only inspired and infallible authoritative Word of God. (II Timothy 3:16-17, II Peter 1:21)
- in the deity of our Lord Jesus Christ, the Son of God; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection from the dead; in His heavenly ascension, and His personal return in power and glory. (John 10:30, Acts 1))
- in the creation of Man by a direct and unique act of God. (Genesis 1:26-28)
- that Man is sinful by nature and by choice, and that regeneration by the Holy Spirit is essential to his salvation. This regeneration occurs when an individual believes in his innermost being that he is separated from God because of his sin, repents of that sin and by an act of God-given faith, receives Jesus Christ as his personal and only Master and Savior. At this point, we believe God gives the free gift of eternal life. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- in the continuing ministry of the Holy Spirit, by whose indwelling from the moment of regeneration, the Christian is enabled to live a Godly life, which glorifies the Lord Jesus Christ. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
- in the resurrection of both the saved and the lost; they who are saved unto eternal life with God, and those who are lost unto eternal damnation and separation from God. (John 5:28-29)
- in the spiritual unity of believers in our Lord Jesus Christ. As His earthly body, He has uniquely equipped each believer to serve Him and one another. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

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

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Basic Affirmations

BCS is committed to a partnership with parents and their churches, educational excellence and balance, understanding and living the Christian faith, Biblical integration and worldview formation, and the appropriate handling of major and minor Biblical doctrines. BCS endeavors to provide a controlled environment of behavior and exposure to ideas. Our aim is not to create a shelter from the world in which we live but to give our students a solid foundation on which to stand when they ultimately encounter, on their own, the full spectrum of ideas the world holds.

Partnership with Parents and Their Churches

The spiritual emphasis of BCS is accomplished from an interdenominational, evangelical perspective. We realize there are differing views relative to biblical doctrine, practicing Christianity and personal convictions. We do, however, hold to our Statement of Faith. Anything interpreted by the school administration to be out of harmony with this statement will not be allowed into the school program. Because BCS enters into a partnership with parents and their churches of various backgrounds, we attempt to avoid activities and programs that might cause conflict. Although we realize it is virtually impossible to please everyone, BCS will, nevertheless, endeavor to minimize those operations, activities, and programs that might bring dissension among our families.

All Things Excellent

The staff and faculty of BCS endeavor to help students realize their full potential in all areas of life. They recognize the need to listen and respond to students in an attitude of love, while fostering an environment that upholds high standards of course completion and discipline. There is an expectation that the entirety of the BCS community strives for excellence, not perfection, in all facets of the school. BCS affirms the need to provide a proper balance among spiritual, academic, extra-curricular, and at-home activities and strives to coordinate this balance in the day-to-day and annual operation of the school.

Understanding and Living within the Christian Faith

BCS is founded on a firm commitment to God and faith in Jesus Christ. The students of BCS are expected to engage in and comprehend the spiritual and moral values of the Christian faith, which support and sustain the family, school, and local church. We seek to graduate students into society with an understanding of their responsibilities as mature Christian citizens, who ultimately learn to possess their own life experience of discipleship to Jesus. Life with God is first and foremost modeled by the leadership and staff of BCS, and further engaged within general dynamics of the BCS community.

Biblical Integration and Worldview Formation

We intentionally and proactively seek to integrate Biblical principles into all aspects of the curriculum, thereby aiding in the worldview formation of our student body. Teachers are given training on classroom strategies for Biblical integration and develop course philosophy statements that outline how their curriculum scopes can be defined within the Biblical principles that apply. The students learn that the content of the Bible is relative to all areas of human understanding, thought, and vocation. They are taught to discover the significance of His Word in their daily lives, and further are equipped to view the world through a lens of the biblical

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narrative and values found in scripture. Ideas and practices opposed to the Christian faith will be brought to light in conversation within the classroom as they relate to the subject being studied, with the goal of helping students discern the difference and choose the position and practice that harmonizes with God's Word.

Major doctrinal values and minor doctrinal distinctives

As an organization we stand in certain affirmation of our Statement of Faith, and acknowledge that these principles are foundational to all aspects of life and world understanding in our relation to God, each other, and the world at large. The statement of Faith is a measure of unity for the body of Christ as we seek to work alongside one another, and should be seen as the major points of emphasis within our doctrinal studies. There are other areas of minor distinctives that each person, family and church likely hold, and it is the goal of BCS to allow a space for those specific distinctives to be discussed openly without demeaning other stances or viewpoints of those Christian perspectives.

Philosophy of Education

To accomplish our mission, we will seek to develop the attitude of Christ in the spiritual, mental, emotional, social and physical areas of each child. A primary goal in the school will be teaching the principles of God's Truths so that the Holy Spirit can instill Godly character in our students and guide them in making wise decisions. Our role is to support the family in leading students to the understanding of God's creation and His plan for their lives. We believe that this Christian philosophy of educating the whole child - mentally, physically, emotionally, socially, and spiritually - will produce Christian leaders who are able to cultivate and shape the world alongside the redemptive plan God holds.

Comprehension of truth is God's desire, and it is His plan that academics be the method whereby students learn of the world He has made and how to cultivate each space to be transformed by God's renewing presence. Also, realizing that the acquisition of knowledge without love breeds arrogance (1 Corinthians 8:1), we will integrate character training and Biblical principles with every discipline we teach. We will consistently give praise and honor to God, the Creator and source of all knowledge.

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

Accreditation

BCS considers accreditation to be a vital part of the educational process. This assures a healthy level of accountability is in motion for the school and promotes key standards to be met that foster the educational institution to flourish and stay course to its mission, heart, vision and purpose.

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As a Christian school, BCS holds the call to hold excellence in all areas of the school, and it is our desire to see each student come to learn, know, and understand their unique calling and giftings that has been designated to each of them. The interpretation of this path necessitates a high standard of excellence, which includes a curriculum that is both academically rigorous and acts as a support to each individual student to reach their full potential through Christ.

BCS holds a state certified preschool program and is currently accredited for Kindergarten - 12th grade by the Association of Christian Schools International (ACSI). The State Commissioner of Education and the Texas Education Agency recognize accreditation through these agencies. At BCS, accreditation is achieved within the scope of a Biblical worldview and fashioned in place with the key values and principles found within the scriptural narrative.

School Governance

Board of Directors

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

Head of School

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

Grievances

BCS faculty, staff, parents, and students are expected to model Biblical problem solving by applying the principles of Matt. 18: 15-19, 35 in seeking to settle differences. Based upon this model, we agree to the following: In the event of questions, concerns or conflict pertaining to student/teacher relations, assignments, classroom procedures, teacher actions, grades, etc., we pledge to first consult with the classroom teacher. Should the meeting with the teacher prove unsatisfactory, we will consult with the teacher and the appropriate Principal. If differences still exist, we will seek an appointment with the Head of School. If differences remain after meeting with the Head of School, we may then exercise our right of appeal by submitting a letter explaining our complaint to the Chairman of the Board of Directors who will then decide upon an appropriate course of action with the approval of the entire school board.

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Non-Discriminatory Policy

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

Sexual Morality Policy

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

Further BCS affirms that there is distinction between male and female and that God has assigned a person's gender from birth. BCS will not support a transitioning of gender identity with any of its staff or student bodies, and support, display or engagement in any activity of this nature could result in removal from the BCS campus.

ADMISSIONS POLICIES AND REQUIREMENTS

Admissions Policies

BCS is open to all students (pre-kindergarten through 12th grade) who qualify for admission academically, behaviorally, and stand in agreement with our Statement of Faith and Code of Conduct.

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

BCS reserves the right to deny, prohibit or terminate admissions to the school on the basis of academic performance, religious affiliation, spiritual commitment, lifestyle orientations in contrast to our values and principles outlined in our policy and handbooks, and personal qualifications, including an unwillingness to cooperate with BCS's administration and to abide by its policies. Students with exceptional educational needs may be denied admission if the school administration believes that the student's needs extend beyond the effective range of services available at BCS. All records, forms, and information obtained as a result of the application process become the property of BCS.

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

Admissions Requirements: Parents

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

- Tour the school and interview with a member from our administrative team
- fully complete the Admissions Application, providing all requested signatures and supporting documentation.
- meet all necessary financial requirements for payment of tuition and fees.
- agree to the Code of Conducts and Statement of Faith

Admissions Requirements: Students

- It is the goal of the BCS campus to serve as many students fully within our capacity and resource availability. Students admitted with less than a "C" average in the primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement and may be required to take an entrance/placement exam and/or repeat certain subjects. Home-schooled students and those students from unaccredited schools will be evaluated on a case-by-case basis. For said students, proficiency testing may be required to receive credit or admittance into the school. Students must be tested for placement in the appropriate grade levels and/or subjects and show developmental readiness for appropriate grade level.
- BCS does not accept students who have been expelled or have faced serious disciplinary action within the last 12 months. BCS reserves the right to deny admission to students whom the school perceives as ill-behaved or potentially wielding influence contrary to school standards or interest.
- Married students will not be enrolled, and enrollment will be terminated should a student get married while attending BCS.
- BCS deals only with students who live with and are responsible to parents or guardians.
- Students must be at least three years old by September 1st if entering PK3, four years old by September 1st if entering PK4, five years old by September 1st if entering Kindergarten and six years old by September 1st if entering first grade.
- Students must adhere to the Statement of Faith and BCS Community Pledge
- Students 6th grade and older must sign the Statement of Faith and BCS Community Pledge.
- Students must be free of severe learning or behavioral difficulties. A limited number of students with learning difficulties who are capable of success in a traditional classroom and meet certain requirements can be accepted. BCS may not always be equipped with the resources required to serve all children with learning difficulties.

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- Students must be a U.S. citizen or receive an I-20 for the purpose of attending school in the U.S.

Credit Transfer Guidelines

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

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

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

Full-Time Student Classification

In order for a student to be considered a full-time student within the BCS organization, he or she must be enrolled in a minimum of 4 classes, not including athletics. Additionally any student who is registered with 4 or more classes would be expected to abide by full annual tuition range for their child as laid out in the admissions documentation for each school year.

Students enrolled as full-time participants within the BCS organization are permitted to attend and participate in all extracurricular opportunities and school functions, unless restricted by any behavioral or administratively assigned guidance.

In order to graduate and receive a diploma from Brazosport Christian School one must earn 29 credits through the school. Transfer credits will apply to that credit total if applicable. The Head of School will have the final decision in the number of credits needed to graduate and receive a diploma.

For specific information regarding athletic or TAPPS participation, see the Athletic and TAPPS sections below.

Part-Time Student Classification

Brazosport Christian School is pleased to partner with families outside full enrollment as they seek to educate their children in the home or alternate setting but may desire their children to be in courses offered by BCS.

After regular enrollment has ended, selected classes are made available for qualified applicants. Students who enroll as a BCS “part-time” student must commit to attending all classes for which they have registered and be accepted, on a regular basis for one academic school year unless providentially hindered. The student will be considered an integral part of the class with all the right and privileges thereof, and, therefore, will be expected to do all class assignments, projects, tests, etc. A report will be issued at the end of the semester, certifying that the course has been taken, completed and passed.

Students are expected to abide by the BCS dress code and all general policies applicable to full time BCS students as delineated in the Student Handbook, including receiving demerits and doing restitution for those demerits; as well as all applicable handbooks found on the BCS website.

Students are expected to arrive for the class on time and then leave when the class is over. Students may not stay at BCS unattended. The parents are asked to contact the school office if they are going to be late in picking up the student.

Attendance as a “part-time” student does not qualify the student to participate in activities of the school unrelated to the particular class taken (extracurriculars and school events, etc.). A part-time student is invited to attend all field trips as related to their specific class and must pay additional admissions fees particular to the event. Arrangements may be made to take PSAT or other standardized tests on a per test cost basis.

Interested families are required to apply to BCS through the regular admissions process (Includes testing) and to include a \$100.00 application fee with their application. Classes will be prorated at \$1200/course. Each part-time student is limited to 3 full year courses (6 semester based courses) annually.

A reminder that in order to graduate and receive a diploma from Brazosport Christian School one must earn 29 credits through the school. Transfer credits will apply to that credit total if applicable. The Head of School will have the final decision in the number of credits needed to graduate and receive a diploma.

Records Ownership

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

Medical Insurance

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

Placement

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

Tuition Assistance

Tuition assistance is available to qualified candidates on a first-come, first-served basis but is not provided for application or registration fees. In order to qualify for tuition assistance receipt, all documentation and forms must be completed before an official extension is granted. Applications for tuition assistance may be obtained from the Admissions Office.

Acceptance

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

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

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

Students who withdraw of their own volition must re-apply, including paying the application fee, as a new student. Students who are expelled or asked to leave the school may re-apply, as would any other student after they have successfully completed one full year of classes within another organized school system. Any student engaging in a removal from the campus must follow all agreed upon procedures, rates, and withdrawal steps as outlined in the signed enrollment contract.

Notification and Finalization

The final decision as to whether to admit a particular student is left to the admission committee. The school office will contact parents via email after the interview and testing are completed.

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

BUSINESS POLICIES

Tuition and Fees Policy

All financial obligations must be fulfilled promptly. Monthly tuition payments will be drafted via Electronic Funds Transfer through FACTS Tuition Management. Electronic funds transfer payments returned for insufficient funds will be assessed a \$70.00 late fee. If the office is not contacted by the 15th of the month, the transfer will be attempted again (amount will include the \$70.00 late fee). If transfer is returned a second time for insufficient funds, the account will be considered delinquent. The student records such as report card, transcript, and diploma will not be released until financial obligations have been met in full.

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

Withdrawal Procedure

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

- Parents should notify the school at least two working days prior to withdrawal. The student should plan to attend school the full day on that last day of attendance.
- Students in grades PK-5 will have their withdrawal forms completed by their homeroom teacher.
- Students in grades 6-12 should pick up withdrawal forms from the office at the beginning of the last day, have teachers assign grades as they attend each period and return textbooks to each classroom teacher.
- The student must return all books to the library and pay all debts to the school. All textbooks must be returned to the classroom teachers.
- Parents must go to the school finance office to obtain a statement of cleared account.
- All accounts must be cleared and all agreed upon tuition payments completed before student records are released.

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Refunds

BCS must make budgetary decisions upon a projection of total enrollment, purchasing supplies and materials, contracting with teachers and staff, and deciding operational issues based upon parental agreement and representation to enroll children for the entire school year. As a result, enrolling families are responsible to the school for tuition for the entire semester. In the event that a student is removed from BCS or does not otherwise complete the entire semester for any reason, including but not limited to withdrawal, expulsion, relocation, disciplinary issues, natural disasters, financial issues, health issues or excessive absences, failure to pay tuition in a timely manner, or any other reason, families are still responsible for tuition and fees for the entire semester in the amount set forth in the Tuition & Fees brochure as well as any reasonable expense the school may incur to collect monies due. Appeal of particular circumstances in this regard may be made to the Financial Director and Head of School.

Degradation of Facilities

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

Fines Policy

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

Lost & Found

All personal articles, clothing, class materials, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in a designated location and the school is not liable for any missing items. At the end of each nine-weeks, all items remaining may be donated to a local charity.

School Office

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

Student Records

Parents may request to view their child's educational records through the office personnel. A student who is 18 may also request to view his/her educational records. A member of the administration will be present when records are reviewed to assist the parent/student with interpreting information contained within them. If information contained within the student's records is believed to be inaccurate then the parent/student may request that the information be corrected. The administration will review the request and the parent/student will be notified of the decision. Parents/students may not remove documents from the records. BCS normally releases records either by written request or by personal visit from the parent or legal guardian.

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All accounts to the school must be paid prior to the release of records. If a request is received by judicial order for a copy of a student's records, the records will be transferred, and we will attempt to notify the parents/student.

Textbook Policy

Textbooks are provided by BCS. The students are responsible for all textbooks issued to them. If students lose or damage a book, they must pay for the book in the school office. All accounts must be cleared before student records are released. Students/Parents will be responsible for the replacement cost of any damaged materials.

Visitors

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

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

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

Fund-Raising Activities

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

Hurricane/Severe Weather Information

In the event of a hurricane or other emergency situation threatening southern Brazoria County, BCS will keep parents and students informed via email, Parent text alerts and Social Media. To sign up for the BCS Facebook account, click on the logos at the bottom of the home page of the BCS website. Check with BCS regarding reopening dates following severe weather as we may not always follow BISD. National Weather Service NOAA Weather Radio transmitters provide continuous broadcast of weather, 24 hours a day, 7 days per week.

Disaster Drills

Practice drills will be provided for fire, storm and intruder scenarios. Disaster drill sheets are posted in each classroom.

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

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

Annual Notification of the Asbestos Management Plan

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

ACADEMIC POLICIES

Definition of Grade Levels

Elementary	PK - 5th grade
Secondary	6th - 12th grades
Junior High	6th - 8th grades
High School	9th - 12th grades

Curriculum

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

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Secondary Course Offerings

Junior High Classes: Grades 6-8

<u>6th</u>	<u>7th</u>	<u>8th</u>
*Computer Science	*Life Science	*IPC (HS Credit)
*Math	*7th Grade Math/Pre-Algebra	*Pre-Alg./Alg. 1 (HS Credit)
*English	*English	*English
*World Cultures and Religions	*US History	*Gov't (Semester)
*Gospel Survey	*New Testament Survey	*Personal Finance (Semester)
*Intro to Athletics	*Athletics	*Understanding the Faith
*Fine Art (Drama, Art, Orch.)	*Fine Arts (Drama, Art, Orch.)	*Athletics
*Homeroom (Semester)	*Logic	*Fine Arts (Drama, Art, Orch.)
*Keyboarding (Semester)		*Spanish I (HS Credit)

High School Graduation Plan: Grades 9-12

Students must complete the foundational requirements in order to walk at graduation and receive a diploma from BCS. Additional levels of achievement are available for any student to enhance their graduating transcript.

Academic Discipline	Foundational Plan
Mathematics	Minimum Three Credits: <ul style="list-style-type: none"> ● Algebra I (8th Grade) ● Geometry ● Algebra II ● Pre-Calculus ● DC College Algebra ● Calculus AP
English	Minimum Four Credits: <ul style="list-style-type: none"> ● English I ● English II ● English III ● DC English (2301 and 2302) ● English IV
Science	Minimum Three Credits: <ul style="list-style-type: none"> ● IPC (8th Grade)

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	<ul style="list-style-type: none"> ● Biology ● Chemistry ● Physics ● Chemistry AP ● Anatomy and Physiology ● Environmental Science
Social Studies	Minimum Three Credits: <ul style="list-style-type: none"> ● World History ● Government (Semester Credit) ● Economics (Semester Credit) ● DC US History
Bible	Must Take Each Year Enrolled: <ul style="list-style-type: none"> ● Apologetics - 9th Grade - Former Speech Credit ● Spiritual Disciplines - 10th Grade ● Missions - 11th Grade ● Senior Bible - 12th Grade
Foreign Language	Two Credits in Same Language: <ul style="list-style-type: none"> ● Spanish I and II
Physical Education	One Credit Needed
Fine Arts	One Credit Needed
Career Foundations	One Credit: Taken Junior Year <ul style="list-style-type: none"> ● Career Exploration (Semester Credit) ● Career Readiness (Semester Credit) <ul style="list-style-type: none"> ○ Or ● Beginning of Vocation Path through BC
Senior Apprenticeship Capstone	Two Credits: <ul style="list-style-type: none"> ● Students will be shadowing/observing different careers of interest ● Designated time during school hours ● Class time debriefs and discussions
Electives	Five Additional Credits: <ul style="list-style-type: none"> ● Journalism ● Media/Broadcasting (Junior/Senior Only) ● History of the Holocaust ● Drama ● Praise and Worship Leadership ● Christian Service - Mentor Period ● Art

	<ul style="list-style-type: none"> ● Orchestra ● Cheer ● Athletics ● Any additional Math, Science, or core class credits
	Total 29 Credits
Distinguished Academic Achievement	<ul style="list-style-type: none"> - 4 Credits in Math - 4 Credits in Science - Completion of BCS Graduation Plan
Transfer Students	Students transferring to BCS during high school will be adopted into the BCS graduation plan based on the state of Texas' Foundational Graduation Plan. Credits will be transferred and mirrored as closely as is able with the BCS credit requirements.

Vocational Certificate Options

In tandem with our graduating plan course work, students at BCS with an interest in vocational/trade skill routes of education have the opportunity to begin and complete their certification work in conjunction with receiving a high school diploma through BCS.

Vocation/Trade	BC - Coursework Needed to Complete
Automotive Tech	<p>Intro Auto Technician - Two BCS Credits</p> <ul style="list-style-type: none"> ● AUMT 1405 - Intro to Automotive Technology ● AUMT 1410 - Automotive Brake Systems <p>Advanced Auto Technician - Two BCS Credits</p> <ul style="list-style-type: none"> ● AUMT 1407 - Automotive Electrical Systems ● AUMT 1416 - Automotive Suspension and Steering Systems
Drafting Technology	<p>Intro to Drafting - Two BCS Credits</p> <ul style="list-style-type: none"> ● DFTG 1305 - Technical Drafting ● DFTG 1309 - Basic Computer Aided Drafting <p>Advanced Drafting - Two BCS Credits</p> <ul style="list-style-type: none"> ● DFTG 2319 - Intermediate Computer-Aided Drafting ● DFTG 1317 - Architectural Drafting - Residential
HVAC	<p>Construction Tools and Techniques - One BCS Credit</p> <ul style="list-style-type: none"> ● CNBT 1318 - Construction Tools and Techniques

	<p>Intro to HVAC - Two BCS Credits</p> <ul style="list-style-type: none"> ● HART 1401 - Basic Electricity for HVAC ● HART 1410 - Shop Practices and Tools <p>Advanced HVAC - Two BCS Credits</p> <ul style="list-style-type: none"> ● HART 1403 - Air Conditioning Control Principle ● HART 1407 - Refrigeration Principles
Chemical Tech Process Operations	<p>Intro to Process Technology - Two BCS Credits</p> <ul style="list-style-type: none"> ● PTAC 1302 - Introduction to Process Tech ● PTAC 1308 - Safety, Health, and Environment <ul style="list-style-type: none"> ○ Or ● INTC 1401 - Principles of Industrial Measurement <p>Advanced Process Operations - Two BCS Credits</p> <ul style="list-style-type: none"> ● PTAC 1410/L - Process Technology Equipment ● PTAC 1432 - Process Instrumentation <p>OR</p> <p>Instrumentation - Two BCS Credits</p> <ul style="list-style-type: none"> ● INTC 1441 - Principle of Automatic Control ● INTC 1315 - Final Control Elements
Cybersecurity	TBD

Daily Schedule

Grade PK & K, Half Day	7:45 AM – 11:55 AM
Grade PK – Kinder	7:45 AM – 3:00 PM
Grade 1st – 4th	7:45 AM – 3:10 PM
Grades 5th – 12th	7:45 AM – 3:15 PM

Classes begin at 7:45 AM. Students may enter the main entrance at 7:15 AM. Elementary students will be directed to the Commons area. Secondary students gather in the gym foyer. No before-school care is provided. However, we offer after-school care for PK through 6th grade from 3:00 PM to 6:00 PM for an additional fee.

Grading Policies and Procedures

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
F	69 and below

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Secondary

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

Semester grades for 6th - 12th grade will be computed by having each 9 weeks grade count for 43% and the semester exam count for 14% of the semester grade.

Conduct Grades

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

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Elementary Standards for Conduct Grades

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

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

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

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

Conduct Probation

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

Character Development and Study Skills Development Grades

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

- 1 - Tries hard
- 2 - Listens well

- C - Completes work on time
- D - Disruptive to others

- 3 - Participates in class
- 4 - Effort needs improvement
- 5 - Conference requested
- 6 - Lacks organizational skills

- E - Excessive absences
- H - Hurries through work
- I - Inadequate homework/materials
- L - Low test scores
- N - Needs attention/participation
- P - Pleasure to have in class
- T - Inappropriate talking

Grades Available Online

Check Family Portal online through FACTS SIS (factsmgmt.com) to view student's grades. Report cards will be available online at the end of each nine weeks period.

Dropping or Changing Courses

All course changes should be made by the end of the 2nd week of the semester. Students will not be allowed to drop or change courses at any time unless recommended or approved by the Secondary Principal and Director of Academics.

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

Incompletes

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

Midterms/Finals

Semester tests are an important part of the transition from junior high into high school and college. In addition to evaluating the student's academic knowledge of the course, the purpose of requiring finals is to better prepare the student for college pace and scale of assessment. Final exams must be taken at the regularly scheduled time. In the case of dire circumstances, special permission must be received from the appropriate Principal to take an exam early. The appropriate Principal will handle an unexcused absence from a semester exam. The students not required to be present for an exam may leave campus through established checkout procedures. Students may be exempt from the final in a specific course if they meet all the following requirements:

- have a 90% or better in the course
- have missed 3 or fewer classes (exception being school activity)
- have obtained no demerits or discipline write ups

Junior High and High School

Semester exams count as 14% of the semester grade. A test schedule will be presented each semester.

6th - 12th Grade Tests Administered: English, Math, Science and History (1st & 2nd Semester)

Daily Work

Day to day focus in class is essential to knowledge attainment, comprehension, and understanding. Daily work incorporates a variety of tools, resources, and measurement factors such as, but not limited to quizzes, homework (see homework policy below), class discussions/participation, or designated class assignments by the teacher. Daily work makes up 50% of each 9-week grade, and is paramount for success in each course taken.

Tests/Assessments

Both formal and informal based assessments are necessary in measuring student comprehension of their participating course work. Each style of assessment holds merit in reinforcing strengths and areas of improvement for each student. Following, teachers hold the ability to utilize various assessment measures within their class to guide and redirect instruction. Assessments include, but are not limited to tests, written reports, individual/group projects, oral presentations, etc. Tests/Assessments make up 50% of each 9-week reporting grade.

Homework

Homework is an integral part of the school program. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

- For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

Homework grades are a portion of our Daily Work grade category which constitutes 50% of each nine-weeks' grade. Each teacher will be allowed to assign homework no more than three days per week, and studying for quizzes or exams do not count as a homework assignment.

Late Daily Work Assignments

The penalty for late assignments could result in zero credit and is ultimately up to the discretion of each teacher.

Late Projects

Unless a teacher has given permission, late projects will be lowered to the lowest passing grade on the first late day (70). A zero "0" will be the result thereafter. This includes students who are absent on the day the project is due. The student should make arrangements to have major projects delivered if they are absent.

Homebound Instruction Policy

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

Standardized Testing

As a school we seek to foster an educational setting where students are assessed over direct instruction and content stemming from each of their classes. BCS utilizes a variety of formal and informal assessments such as quizzes, project grades, unit tests, cumulative exams and midterm/final exams. In addition, our 4th and 7th grade students will participate in the IOWA/COGAT Assessment which is both skill/content based assessment and IQ/Problem Solving test. The test provides dependable achievement measures that can be of assistance in improving instruction and evaluating progress, in tandem with highlighting the individual strengths and areas of further needed instructional focus for each student. Tuition fees cover the cost for this testing. This test is designed to measure the student's ability to learn. The students in grades 8-11 take the PSAT. The school pays for the PSAT for our students. The ACT and/or SAT are college entrance exams. Registration and fees for ACT and/or SAT exams are the responsibility of each student.

Special Services

As a school, we strive to serve each student uniquely to each of their individual abilities. Our staff has been trained in has experience in serving a wide variety of classroom affected learning dynamics such as ADD, Dyslexia, or other minor behavioral/learning impairments. As a school we have dedicated personnel and resources to serving, in limited capacity, support for any of these situations, and it is a goal to have a unified approach to service between the parent(s), teaching team, and administrative team to best codify a plan of service for each student in need of special services.

Designation for special services can come to attention in several ways, including but not limited to, teacher referral, administrative recommendation, or previous diagnosis from another school district or campus. Accommodations and levels of service will be discussed and agreed upon between parents and school authorities, and ultimately the BCS administration has resting authority to determine what is or is not acceptable as appropriate aide to support educational services while enrolled with BCS. Students with needs deemed by The Special Services Director and the appropriate administrative representation, to be beyond what can be effectively managed in a traditional learning environment setting may be denied admission or asked to leave BCS and directed to seek other educational options. The goal in every circumstance will

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be what is in the best interest of the student – balanced against the associated requirements of the other students sharing his/her classroom experience.

Personnel within the Special Services department are not to be utilized as a full day, one-to-one aide and will coordinate set times of interventional instruction throughout the school year for designated timeframes and specified instructional days.

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

Retention

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

Elementary

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

In general the criteria for 1st – 5th grade will be as follows: A student who fails one academic course (Bible, Language Arts, Math, Science, or Social Studies) may proceed to the next grade if the teacher(s) involved feel the student is capable of handling the expectations of the following grade. Summer remedial work may be required. A student who fails two or more academic courses must repeat that grade, and the report card will so indicate.

Junior High

In general the criteria for 6th-8th grade will be as follows: A student who fails one academic course (Bible, Language Arts, Math, Science, or Social Studies) may proceed to the next grade if the teacher(s) involved feels the student is capable of handling the expectations of the following grade. A student who fails Algebra I in the 8th grade may proceed to the next grade and retake the course. Summer remedial work may be required.

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

High School

The criteria for 9th - 12th grade will be as follows: A student who fails a class must repeat the class if it is required for graduation requirements. In some cases, the student may be permitted to retake the failed courses in summer school with an online, accredited educational institution, or during the following year for a grade. The higher grade, between the failing grade and retake grade, is posted on the official transcript and will count toward the grade point average (GPA) and cumulative numeric average (CNA).

Academic/Conduct Grade Probation

If a student receives a failing grade, or has an Incomplete in any class at any nine weeks or semester grading period, the student could be placed on academic probation at the discretion of the administrative team. In weighted courses (PAP, AP, Dual Credit, etc.) the weighted average must be a passing grade.

Probation Plan

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

- The plan will include suspension of extra-curricular activities while not passing the course(s) or following the academic plan
- At the end of the 2nd week of the next nine weeks grading period, if the student's conduct or grades have improved, they are released from probation. The probation plan will be reviewed weekly. When the grades and/or conduct reach a satisfactory level, probation will be released.
- If a student doesn't meet the conduct/grades required by the end of the 9-week period, they may be dismissed from school.
- If the student's conduct or grades are still unsatisfactory at the end of the 2nd week, they will continue to stay on probation until the end of the 4th week.
- If at the end of the 6th week, the student's conduct or grades are still unsatisfactory, probation will continue until the end of the nine weeks grading period.
- If the student is participating in sports or extra-curricular activities, they may be dismissed from the team or activity at any point during the probation if progress is not made, or if it creates problems for the team dynamic.
- Conduct probation can carry forward from the end of one school year to the beginning of the next school year.

Activity Eligibility

To be eligible for any BCS sponsored athletics or extra-curricular activities, a student must not be on academic or conduct probation.

Activity

- Student Council Officer
- Class Officers
- Club Officers

Requirements

- 70 weighted CNA and not on academic or conduct probation Student in good standing academically and behaviorally.
- The same student cannot fill the offices of Class President and Student Council President during the same time frame.

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Consequences for failure to meet requirements:

- Removal from office by activity sponsor or administration

Awards**Elementary**

Semester and/or end of year awards include Honor Roll, Reading Ranger Award, and Christian Character Trait Certificates. End of year academic awards are given out at elementary awards ceremony.

Honor Roll Policy

Students in 3rd – 5th grades are recognized for academic achievement through Honor Roll. Honor roll awards will be announced at the end of the year.

Honor Roll

An overall average of 90 or above based on semester grades.

High Honor Roll

An overall average of 96 or better based on semester grades.

Reading Rangers

For K-5th grade students who complete their Reading Ranger genre bingo.

Physical Fitness Awards

For K-5th grade students who exhibit a positive attitude and Christ-like sportsmanship.

Secondary Awards

Each award is credited to students in grades 6-12. Qualification for each award is detailed below.

Highest Average Award

Granted to students who maintain the highest GPA/CNA average in each course of study

Grit Award

Awarded to students who have made significant improvements in their course work and persevered through adverse situations.

Eagle Award

Given to students who display leadership characteristics and values of influence within their classes.

Letter Jacket Policy

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

- National Honor Society (eligible as soon as you have been inducted)

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- Student Council officers & representatives (must have completed the year in that position)
- Homecoming King and Queen
- Brazoria County Fair Queen Candidate
- Athletics and Cheerleaders eligibility requirements as listed in the Athletic Handbook. (eligible after completion of the season in which they lettered)
- Each coach/sponsor/teacher will provide a list of eligible students to the Pasadena Sporting Goods representative. We will take letter jacket orders two-three times per year. After completion of the year or eligibility requirement, you will be able to place the order the next time the Letter jacket representative takes orders on campus. Pasadena Sporting Goods representative comes to the campus to take orders.

National Honor Society

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

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

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

Report Card Grades

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

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Mid-Term Transfer Grade Formula

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

STANDARDS OF CONDUCT

BCS students are expected to honor God at all times, show respect for others, maintain regard for the authority of teachers and administrators, and adhere with a **JOYFUL** spirit to all school policies. All students are subject to the following conduct policies on and off campus.

Philosophy of Discipline:

BCS holds the calling to help guide and train students in honoring and abiding by the way of Jesus and commandments of God found in the scriptural narrative, and to follow the directives and policies of the BCS handbook. It is our goal to hold each student accountable to their actions and ensure the climate and culture of the school remains intact and respected in each instance of discipline and correction.

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

Community Pledge :

BCS seeks to uphold a community of union and oneness. By agreeing to be employed with our campus, each staff member will agree to abide by the following "I Will" statements below to the best of their ability.

- I will strive to take my next step toward maturity each day (physically, emotionally, mentally, academically, and spiritually).
- I will do all things in excellence and to the best of my ability. I will refrain from obsession with results and control the measures I have control over.
- I will own up to my faults and any wrongs I may make and complete the steps necessary to restore and correct any hurts, wrongs or faults I may have caused or influenced.
- I will treat every person on this campus with the same respect shown to me by God and with the respect I myself desire to be treated.

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- I will work to strengthen and edify myself, my peers and my school through selfless acts and a posture of love and respect.
- I will honor every person on campus as someone who is loved by God and holds the same worth, love and value as myself.
- I will take care of myself in a healthy balance of work, rest, recreation and relationship with others.
- I will remain open to applying the instruction and lessons taught first by the way of Jesus found in scripture and through the guidance of the staff and counsel of the BCS community.

With these measures lived by and honored we believe that our campus will serve as a light for our surrounding community, and will ensure a training into how to productively and effectively navigate each faculty member's involvement in an interdependent community. This will be done with prudence and respect, as we seek to continue to walk with a healthy formation of discipleship within our BCS student body.

School Based Discipline Plan

Below are listed tiers of infractions or disciplinary actions warranting consequence to various degrees. Each tier highlights different severities of offense or repeated actions and potential consequences assigned per each offense.

Tier 1 Based Infractions:

- Disrupting the learning environment
- Sleeping in class
- Insubordination to staff directives
- Excessive talking
- Lying
- Spreading of rumors or assumptions not backed by factual information
- False accusations
- Slander/Defamation of peer character
- Tardy to class
- Dress Code Violation
- Inappropriate Language (i.e. coarse joking, indirect swearing, etc.)
- Unapproved technology use on campus - (cell phones, laptops, earbuds or airpods, and mobile devices)
- Consistent Negligence of Assignments in the class - failure to turn in 3 or more assignments of any sort (i.e. daily work, homework, refusal of effort on quizzes and tests) within a grading period.

Tier 1 Consequences:

- Verbal Warning
- Parent Contact (email, phone, or conference)
- Sentences or additional writing assignment
- Lunch detention

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- Teacher detention
- Administrator Conference with Student
- Extracurricular consequence (running, towel pushes, or withholding from participation in event or contest, etc.)
- Demerit assigned by administration (0-3 demerits)
- Confiscation of mobile/electronic device

Tier 2 Infractions:

- Repeated Tier 1 Infractions
- Cheating/Plagiarism
 - Use of AI/ChatGPT based platforms for completion of work
 - Cheating/Plagiarism infraction results in automatic zero for assignment in tandem with Tier 2 disciplinary consequences
- Major Dress Code Violations
- Swearing or cursing directed at a peer
- Lying to a staff member
- Minor Physical Altercation - i.e. horseplay, shoving, slapping, kicking, biting etc.
- Harassment - aggressive pressure or intimidation verbally, physically, emotionally, or socially directed toward another student(s)
- Bullying: Under BCS guidelines, bullying is defined as frequently repeated or targeted behavior with an intent of malice or harm toward another human being via verbal, physical, social or electronic use. As a school, we will take seriously any report of bullying behavior. Parents whose children have been involved in bullying behavior will be notified. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension or expulsion. While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior, not all instances are to be labeled bullying in nature.
- Entering unauthorized areas or present on campus at unauthorized times. (i.e. classrooms without teacher present, office areas, opposite gender restrooms, remaining on campus past school operating hours without staff supervision)
- Truancy
- Minor Intentional Vandalism
- Fighting/Mutual Combat

Tier 2 Consequences:

- Any consequence listed in tier 1 category
- School Based Community Service
- Withholding, suspension or removal from any extracurricular participation in coordination with specific activity sponsor
- In School Suspension
- Out of School Suspension
- Probationary Behavior Contract (Zero-Tolerance policy)
- Demerit Assignment (4-10 points)

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Tier 3 Infractions:

- Repeated Tier 2 Infractions
- Sexual Harassment - behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in social situation.
- Major Intentional Vandalism
- Violence with the intent of harm
- Assault - Physical attack on another person
- Terrorism - Provoking fear of imminent injury, prevents or interrupts use of facility or means of transportation, and/or causes impairment of communications or operation of the school itself
- Vulgar language directed at staff member
- Defamation of staff or school character
- Threats - Statement or gesture of intention (verbal, written, or electronically made) to inflict pain, injury, damage or other hostile action on someone or something
- Theft
- Substance Possession/Use (i.e. marijuana, vape pens or cartridges, tobacco, alcohol, unauthorized prescriptions or medication, or hard drugs).
- Possession/Distribution of pornography or other sexually explicit material
- Possession or use of firearm or weapon

Tier 3 Consequence - One, multiple or all consequences could be assigned per incident

- Any tier 2 consequences listed above
- Out of School Suspension
- Probationary Behavior Contract (Zero-Tolerance policy)
- Expulsion
- Law Enforcement Contact - Depending on action
- Demerits assigning - 10 points or greater

Demerits for Infractions

As administration deems necessary, demerits will be issued to students who violate school rules or policies. Demerits will be assigned and recorded by the school administration based upon the severity of each offense. A pattern of repeated wrongdoing may result in more demerits being assigned for similar offenses. Demerit totals will accrue annually, and 25 demerits enacts an immediate expulsion from the school. Disciplinary actions will be instituted according to the tiered system outlined above.

Expulsion

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

fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved.

Any student who is expelled or asked to withdraw from the school may re-apply to BCS after he or she has completed one successful year in another organized school system. A family may apply with an appeal for readmission into the school at 6-months with supported documentation, proof of good-standing, and credible references noting student character and behavior development. BCS reserves the right to admit or deny admission in any circumstance. The Head of School or respective administrative staff stands as the final authority in any such decision.

Off-Campus Behavior (“The Elastic Principle”)

As noted above, BCS steps in partnership in regards to the discipline, development, and training of each student alongside the parent/guardianship of each family. Students need to acknowledge the elastic principle as part of the discipline policy at BCS. The elastic principle simply means that BCS students are expected at all times to act in a manner that brings credit to our Lord (Ephesians 4:1). Students who engage in behavior outside of school that brings discredit to themselves and the school, or contradicts the school’s values, could be addressed by the school in tandem with the parent’s actions and responsibility to oversee and discipline their child’s behavior.

Dress Code Regulations

As a Christian school, BCS has chosen to follow and encourage high Christian standards of conduct and appearance (I Timothy 4:12, I Peter 3:3-4). The school feels a responsibility to create an atmosphere conducive to the purpose of education. Each student’s general appearance should contribute to this basic atmosphere. The school reserves the right to dictate standards of dress, grooming, and appearance in every school-related circumstance. In all areas of appearance (clothing, hair, makeup) students should look neat and emphasize cleanliness and modesty.

Standards for Dress:

- Shirts must have sleeves and a modest neckline. No midriff may show at any time, including when arms are raised. Students may wear t-shirts. Messages on these shirts must not promote anything ungodly or contrary to defining principles of the school. Necklines should be high enough to be modest and appropriate even when leaning over.
- Bottoms that may be worn: shorts (denim, dress, athletic, or khaki), skirts, skorts, capris, pants, wind pants.
- Ragged clothing which has large or multiple holes which exposes skin above the knee is not acceptable. Any holes or rips above the knee must be patched to cover the exposed opening.
- Bottoms that may NOT be worn: skintight bottoms such as: leggings, yoga pants, tights, etc. (unless underneath bottoms that come within 2 inches above the knee). Please note that leggings, tights, yoga pants, can be accompanied with other bottoms such as skirts, shorts, or dresses that follow the two inch guideline, but MAY NOT be worn with just a long t-shirt or sweatshirt.

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- Length of bottoms: All bottoms must come down to within 2 inches above the knee, including skirts and dress.
- Any modest dress with sleeves, an appropriate neckline, and non-clingy fabric that meets the length requirement is acceptable.
- Hair should be neatly groomed. Hair must be kept clean and out of the eyes. Drastic changes in hair color are not permitted, nor are unnatural colors. Facial hair must be kept neat and clean.
- Hats, caps, or other head coverings are not allowed during the school day while inside any building, unless permitted by administration.
- Male students can wear no jewelry other than finger rings, necklaces, and watches.
- Female students can wear simple and tasteful jewelry.
- Make-up should be modest and tastefully applied so that it does not draw undue attention to a student.
- Secondary students: Shoes/Sandals do not have to have a back strap. No slippers or house shoes may be worn.
- For all students, Physical Education requires tennis shoes with scuff resistant soles.

Consequences for Dress Code Violations - Students out of compliance with dress code guidelines will be required to obtain alternate, appropriate forms of attire. Repeat offenses will result in detentions, ISS placement, and even demerits.

Formal Dress Code Guidelines

- Dresses are to be no higher than 2" above the knee. Slits are to be no higher than 2" above the knee. Girls can wear short or long dresses to the Homecoming Dinner.
- Modest sleeveless, halter, spaghetti straps and strapless dresses may be worn.
- No open-midriff dresses are to be worn.
- Open backs should be above the waistline.
- Necklines should be high enough to be modest and appropriate even when leaning over.
- Dress shoes or heeled, dressy flip-flop type shoes may be worn.
- Polos, Dress Shirts, tuxedos, suits, or sport coats are all options for formal events.

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

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

Extracurricular Activities, Clubs, and Organizations

Student clubs and performing groups such as, but not limited to, National Honor Society, Student Council, band, choir, praise team, cheerleading, and athletic teams may establish standards of behavior – including consequences for misbehavior – that coincide with and elaborate upon the expectations set within this handbook. If a violation is also a violation of

school rules, the consequences specified by the student code of conduct or by local policy will apply in addition to any consequences specified by the organization(s).

For further guidance and clarification regarding both Athletic and other TAPPS structured event participation, please reference the designated handbooks for either section from our main school website or organizational sponsor.

STUDENT LIFE POLICIES

Attendance

Attendance Policy

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

Parent's Web

Check Family Portal online through FACTS SIS (factsmgmt.com) to view student's attendance records.

Attendance Procedures

The teachers will take daily attendance for each class noting any absence or tardy. Each student is required to place their cell phone or mobile device within each designated caddy at each class they attend. Failure to comply will result in disciplinary action and could warrant the cell phone being confiscated for the day.

Excused/Unexcused Absences

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

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Reasons for an “excused” school absence are:

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

Personal Absences with Prior Approval Of Administration

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

Extracurricular Activity and Off-Campus Program Absences

Participation in school-approved extracurricular activities, including off-campus programs, is not considered an absence from school.

College Visitation Days

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

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A student's request for college days will not be approved if the student is failing any class or if they have an incomplete grade on their report card. The "Make-Up Assignments" statement in this handbook applies to these circumstances.

Make-Up Assignments

For Excused Absences

Students are responsible for completing all assignments. In the event of the student not being present in class, it is the student's responsibility to obtain missed assignments and tests and set up a schedule for completion.

Athletic Events / Medical (not personal illness e.g., Dentist, Eye exam, etc.) / College Visits / Field Trip / Academic Competition / Pre-Approved Absences

If a student is absent, homework will be due the day you return. It is the student's responsibility to obtain missed assignments and set up a schedule of completion with each specific teacher. If you miss a test or quiz that has been previously announced on a day a student was in attendance, you will take the quiz or test the day you return or at a time agreed upon with the teacher. Students returning to class will be exempt to pop quizzes or assignments relating to material covered in class during their absence and will work with each instructor to complete necessary assignments at an agreed upon time frame.

Sickness / Serious illness in the immediate family / death in family

If you are absent for Sickness / Serious illness in the immediate family / death in family, the student will be allowed the same number of days to complete the make-up assignment, quiz, or test as the number of days he/she was not in class.

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

For pre-approved absences and absences due to sports, field trips, or other school related events, it is the student's responsibility to check with the teacher prior to the absence, if possible, for the assignments.

For Unexcused Absences

Students are expected to complete all assignments on time. Students with unexcused absences will receive a zero (0%) for all daily work. Tests and/or quizzes due during the time of the unexcused absence will be made up the day of return. Projects will be marked down to the lowest passing grade. They will receive a "0" if they do not have the project on the return date.

For Suspension

Students in suspension must complete all expected assignments during their suspension, be it in school or out of school. Administration and teaching faculty will work with suspended students

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to obtain necessary assignments and resources for assignment completion during their suspension. Each test, quiz, or project due during the time of the suspension will be scheduled for retake upon the student's return.

Tardiness

PK – 5th Grade

Students who are tardy to class miss valuable class time and interrupt the classroom learning process. Parents are strongly encouraged to help children be on time. A student is considered tardy after the 7:45 AM bell has sounded. Students arriving after 9:15 AM are considered absent a half-day. Students leaving before 1:15 PM are considered absent a half-day. The students arriving after lunch are counted absent one full day. Three unexcused tardies equals one unexcused absence. Unexcused absences from tardies do count against the 10% maximum allowable absences and do appear on the report card.

6th - 12th Grade

A student late to any class or activity period will be counted tardy on a per class basis, and is cumulative per each 9-week grading period. Once a student reaches three unexcused tardies they will be subject to an administrative write-up and each subsequent tardy following will result in accountable compliance measures based off of our student discipline tiers. Additionally, if a student has an unexcused tardy to athletics, coaches have the discretion to utilize conditioning measures beginning with the first unexcused tardy documented.

Three unexcused tardies also equals one unexcused absence. Unexcused absences from tardies do count against the 10% maximum allowable absences and do appear on the report card. If a student misses one third or more of a class period, he is absent and not tardy.

Students are not to leave the classroom except in cases of emergency. All students should have a staff/written permission when they are outside of the classroom.

Communication with Faculty and Staff

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

- Family Portal is the online, password protected, student information system available through RenWeb's school management software. Student's grades, report cards, discipline record, attendance, and homework assignments can be viewed and printed via the web. Parents and/or students may contact the front office, bcs@1bcs.org, to obtain the policy and instructions for logging on. FACTS family portal login can be located under Resources on the BCS website.
- Staff Mailboxes – Notes or letters may be left at the school office for placement in the staff mailboxes. (Please note that teachers only check these mailboxes in the morning before class, and sometimes after school.)
- E-mail – All faculty and staff have e-mail. E-mail addresses are listed in the Family Portal under Directory. The rule is first initial last name @1bcs.org.

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- Telephone/Voicemail – Most administrative staff have voicemail extensions. Classroom teachers do not have voicemail or phones in their classrooms. Call the main office at (979) 297-0563 to speak to any administrator or office personnel.
- Conferences (Telephone or Face-to-Face) - Parents wishing to have a conference with a teacher should send a note or e-mail to the teacher to arrange a conference time either over the phone or face-to-face.
- Parents should talk to the teacher first about any classroom situation before consulting the administration. Administration will not be able to assist you with your concern until you have first consulted the teacher. Questions concerning school policy should be directed to the Head of School or Principal.

BCS Points of Contact

As a school, we want to strive to instill a healthy sense of communication within our school organization and accommodate expedient feedback to your needs. Please review the following flow chart for the designated person to reach out to as questions arise.

<p>Front Office Manager</p> <ul style="list-style-type: none"> • Nurse • Main Phone Management • Elementary Communications and Records • Sign In/Sign Out • Elementary Planned Absences • Scheduling with Administrators • Attendance Notices Elementary 	<p>Secondary Office Manager</p> <ul style="list-style-type: none"> • Calendar • Secondary Phone Management • Secondary Communications • Secondary Planned Absences • Office Supply Orders • Scheduling with Administrators • Secondary Records • Attendance Notices Secondary
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Teachers/Coaches/Sponsors: For all instruction, grading, attendance, in-class behavior and classroom/extracurricular level procedural questions, please make the specific teacher/sponsor the first point of contact prior to involving administration. If further clarification is needed, the administration team will step in and help.

<p>Athletic Director</p> <p>Athletics Sporting Events and Schedule Transportation Eligibility Checks</p>	<p>Director of Development</p> <p>Website updates Facebook Posts School Wide Events Advertising</p>	<p>Director of Finance/Human Resources</p> <p>Financial Aid Admissions Questions FACTS Accounts</p>	<p>Director of Academics</p> <p>Secondary Academics Scheduling Curriculum Aid College and Career Readiness</p>
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Coaches Gym Use Athletic Facilities and grounds	School Networking/Public Relations School Development Funding initiatives	Tuition/Fees Payments Financial Documents Human Resource Records	Testing Services - PSAT/ASVAB/AP Dual Credit Liaison
Secondary Principal Secondary Discipline Issues Any Secondary Operations Secondary Emergency Absences Secondary Chapels Discipleship Groups Security/Facilities Tours	Elementary Principal Elementary Discipline Issues Any Elementary Operations Elementary Emergency Absences Elementary Chapels Elementary Testing Tours	Director of Special Services Academic Interventions Services from BISD (Speech) Tutoring services and scheduling In-class support Diagnostic work for behavior and learning	Dean of Students Oversight on Student Activities Discipline Intervention Celebrations Discipleship Groups

Head of School

- School Wide Activity Development
- Discipline Consult or Appeals
- School Wide Policy and Procedural Questions
- Staffing
- Community Networking and Partnerships
- Budgetary Questions
- Accreditation oversight
- Professional Development Opportunities For Staff
- Curriculum Development and Flow
- Emergency Response and Notifications
- Tours
- Any other whole school related questions

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Chapel/Small Group

An important part of each week at BCS is our weekly chapel/small group times. The students should come to Chapel prepared with a reverent attitude and their Bible. The students come together in a unified time to praise and worship God, to receive spiritual instruction, or to participate in other special school presentations. Chapel/small group attendance is **REQUIRED** for all secondary students. Skipping chapel services or small group gatherings will result in disciplinary action. Students are not permitted to wear any type of air pod device or headphones while attending chapel services/small group instruction unless otherwise permitted by an administrator. Phones will only be permitted for looking up Bible verses during these times. We invite and encourage parents to attend chapels whenever possible.

School Telephone Policy

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

Music Policy

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

Transportation Policy

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

All students will return to the specified area (school or meeting place) after the event in the same designated vehicle. If the parent of the student wishes for the student to ride home with an adult (other than the parent), permission from the parent must be received in a note, email, or text message of the plan. Students will only be released to adults (over the age of 18).

If more than one vehicle is used, the drivers are expected to travel in a caravan. Accessibility to parents' authorization for medical treatment must be present in the vehicle, via paper or electronic, in which the student is a passenger.

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

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

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

All drivers for any school functions (field trips, athletic team travel, play-off games, etc.) must hold a valid driver's license appropriate for the vehicle being driven. Drivers of BCS vehicles must be on the Approved Drivers list for that type of vehicle and any person driving students must hold a current background check.

Field Trips

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

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

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

Class Retreats

6th - 8th grades may attend an inhouse retreat for no more than one day that could extend past normal school hours, budget permitting, with the focus of spiritual growth and team building.

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

Locker Usage

The students in grades 3rd - 12th will be assigned a locker to store supplies, textbooks, lunches, electronic devices, and clothing. Lockers are the property of BCS, and as such, students must abide by the rules for lockers or face disciplinary measures or ultimately lose the privilege of using them. The following rules apply to locker usage:

- No open containers of food or drinks in the lockers.
- No beverages other than water can be stored in a locker.

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- No objects on top of the lockers.
- No objects on the floor in the halls.
- No stickers or any objects taped or stuck to the lockers inside or out. Magnetic items are acceptable.
- All students must keep their assigned locker unless permission is received from administration to change lockers.
- The students are not to put their belongings in unassigned lockers.
- Lockers should be kept clean and neat at all times.
- Lockers are the property of BCS and may be opened and searched at any time by the administration of BCS without anyone's permission. It is recommended that students keep a combination (not keyed) lock on their lockers. The locker combination must be turned in to the office. BCS is not responsible for items that are lost or stolen at school.

Search and Seizure

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

BCS Property

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

Personal Property

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

Vehicle Regulations

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

Volunteers

BCS is grateful for the interest our community holds as volunteer helpers for various projects and activities throughout the school year. Assisting teachers, working on fundraising projects, helping in the library or in the lunchroom, assisting in the school office, and providing activity supervision are just a few areas where volunteers are involved. The volunteer help we receive is vital to the success of our program and we encourage every parent to be involved in some way.

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Parents and others who give of their time and talents find themselves abundantly blessed because of their involvement. Please call the school office or talk to your child's teacher to find out how your volunteer services may be used.

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

As a Christian school, BCS has chosen to follow and encourage high Christian standards of conduct and appearance. The school feels a responsibility to create an atmosphere conducive to the purpose of education.

HEALTH POLICIES

Vaccine Requirements

Texas vaccine information can be found at www.dshs.state.tx.us/immunize/school.

Vaccine Exemptions

The law allows:

- a physician to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, or
- parents/guardians to choose an exemption from immunization requirements for reasons of conscience including a religious belief.

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

Medical Records

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

Medication For Students

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

Administering Medication by School Employees

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

Physical Education Exemption

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

Illness at School

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

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

Communicable Diseases

It is in the best interest of all students for a student who is sick to remain at home. The following guidelines will be used to ensure the health interest of all students. A student should be free of fever, vomiting, and/or diarrhea for 24 hours without the use of medication before returning to school.

Chicken Pox	Students need to remain at home for six days after the last crop of blisters appears or until temperature is normal. All blisters should be dry before the student returns. Incubation is 14-21 days.
Conjunctivitis (Pink Eye)	Students need to have completed 24 hours of antibiotic drop therapy or be released by a physician before returning to school. Incubation is 3 days.
Impetigo	Students need to remain at home until adequately treated or released by a physician. The incubation period varies.
Mononucleosis	Students need to remain at home until free of symptoms and released by a physician. Incubation is 4-10 days.
Mumps	Students need to remain at home until temperature is normal for 24 hours (without medication) and swelling has disappeared. Incubation is 12-26 days.

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Pediculosis (Lice)	Students need to remain at home until under treatment. All live organisms and nits must be removed from the hair. Medication is available at pharmacies over the counter. Incubation is 1-2 weeks.
Rubella (Measles)	Students should remain at home 7 days after appearance of rash or released by a physician. Incubation is 7-14 days.
Rubella (German Measles)	Students should remain at home until free of all symptoms. Incubation is 7-14 days.
Streptococcal Infections	Students need to remain at home until released by a physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours (without Tylenol or Motrin). Incubation is 1-3 days.

Vision and Hearing Screening

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

Scoliosis

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

MEDIA POLICIES

Information and Media Release

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

Family Directory Information Release

A family directory and class lists are available on Parent's Web through the BCS website and consists of parent and student names, addresses, telephone numbers and e-mail addresses. If you do not desire for your information to be made available on Parent's Web, you will want to make the change in RenWeb.

Family Information Release

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

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Church Release

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

Media Release

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

Computer Technology Policy

Acceptable User Policy

The use of technology in education presents many exciting opportunities for students and teachers at BCS. These opportunities present themselves with many responsibilities as well. The goals of Internet and intranet connection are to expand research and communication, to encourage technological innovation and to allow worldwide interaction with other institutions.

Students will have access to the Internet for projects and information pertaining to school and homework related topics, as class time allows. Students should come to class with prepared papers/documents for any papers, reports, projects, etc. due. Staff will not be expected to stop work to print out a project or paper that is due that day.

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

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

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

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Brazosport Christian School students must report illegal or otherwise unacceptable use of computers to the supervising teacher or the administrative staff. Students may not take advantage of, demonstrate, or otherwise inform other students of security breaches or loopholes.

Computer Use Policies

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

Enforcement Guidelines

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

Network Use Policies

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

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- Vandalism will result in detention, suspension, or cancellation of privileges. Additionally, the cost of any repairs will be borne by the student's responsible party.
- When using any device on the school network, Brazosport Christian School cannot guarantee protection against hostile attack from third parties on the network.
- There can be no expectation of privacy or safety when using personal devices on the Brazosport Christian School network.

Enforcement Guidelines

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

Internet Usage Policies

- Use of the Internet must be for an education or research project and must be consistent with the educational objectives of BCS.
- Use of the internet and the school network is a privilege, not a right.
- The students must have an assignment or permission from their teachers indicating the purpose of the Internet excursion.
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The students are not allowed to access the Internet without permission.
- The students are not to try and go around the firewall in any manner.
- The students are not allowed to download files without consent of the teacher.
- Internet users will abide by network etiquette.
- Be polite.
- Use appropriate language that reflects a Christian attitude.
- Do not reveal your name or any other personal information, or that of others.
- Remember that communication is not private.
- Do not disrupt another's ability to use the Internet.
- Users who note security problems must notify a teacher or other school employed official. The problem is not to be demonstrated to others.
- Attempts to log on the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.
- The transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- Parents should take note that Brazosport Christian School does not provide filtering services for the 1:1 device off campus. This is considered the parent's responsibility.
- Brazosport Christian School provides training sessions for parents that provide resources on how to set up a safe Internet environment at home if needed.

Enforcement Guidelines

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

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

Parent's Web

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

Library Policies

The library is available for student use from 7:45 AM to 3:15 PM with teacher supervision or when the librarian is present. The students must maintain orderly conduct while in the Media Center, or they will forfeit the privilege. Information about book fairs, celebration gifts to be given to the library (birthday, graduation, teacher appreciation gifts), and other special library events will be emailed or sent home with the student.

The students will be responsible for all library books and other media material checked out of the library in their name. A fine of ten (10) cents per day is charged for an overdue book with a maximum fine of the cost of the book. A student may check out as many as two (2) books at a time. Books are checked out for a period of 2 weeks. They may be renewed one time. In order to check out books a student must have a clear library record (no overdue books or fines). Books on reserve may not be renewed. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials, as well as shipping and handling.

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

PROTECTIVE POLICIES

Non-Custodial Parents

The following guidelines have been adopted to assist the school in situations where divorced relationships, blended families, or a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school.

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

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

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

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

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

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

Sexual Harassment Policy

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

BCS Definition of Sexual Harassment

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

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

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

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

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

Examples of Sexual Harassment

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

- Sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

What to Do if You Experience or Observe Sexual Harassment

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

Confidentiality

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

Protection against Retaliation

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

Procedure for Investigation of the Complaint and for Taking Corrective Action

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

Where to Report Sexual Harassment

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

- Head of School
- Elementary Principal
- Secondary Principal

Child Abuse and Neglect Policy

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

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

Threats

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