



## **MISSION STATEMENT**

*The Brook Hill School  
provides excellence in college  
preparatory education,  
affirms the gifts and  
challenges the potential of  
each student and encourages  
students to honor God  
through Christ-like character.*

# **MS / US Handbook**

2011 - 2012

Revised July 29, 2011

Dear Parents and Students,

Welcome to the 2011-2012 academic year. We look forward to a great year together. The information contained in this handbook is our expression of the expectations and the rules governing The Brook Hill School community. Note that we revise the handbook each summer to accommodate our growing needs and trust that you will take the time to read this year's edition. Information, rules, and procedures are simply an attempt to help guide the community throughout the academic year.

Since this handbook includes most of the general parameters of school life, it is essential that every parent and student read through the entire booklet to familiarize themselves with the contents. Students and parents are responsible for the procedures and rules outlined in this handbook.

The intent of this handbook is to allow Brook Hill students and parents to operate in a spirit of partnership. We look forward to a productive year as we provide excellence in college preparatory education, affirm the gifts and challenge the potential of each student, and encourage one another to honor God through Christ-like character.

Blessings to all,

Rod Fletcher  
Headmaster

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# ACADEMIC INFORMATION

## ACADEMIC RECOGNITION

### Honor Guard / Headmaster's Honor Guard:

To encourage academic excellence, Brook Hill recognizes students who have done well academically by publishing an Honor Guard and a Headmaster's Honor Guard each semester. Upper School and Middle School students are recognized for the Honor Guard for having earned at least one A and no grades lower than a B, and for Headmaster's Honor Guard for having earned all A's.

### Academic Distinctions:

The following distinguishing titles and cords are awarded to those Seniors who set themselves apart by earning the highest academic achievements:

**Summa Cum Laude – gold rope**

**Magna Cum Laude – silver rope**

**Cum Laude – bronze rope**

## ACADEMIC RECORDS

Academic records will be kept on each student. They will be available for certified staff. Parents may request to review their child's academic records with the Academic Counselor. The academic file will contain report card copies, standardized testing, and other related documents. Academic records will not be released until cleared by all departments of the school.

## ACADEMIC WARNING / ACADEMIC INELIGIBILITY

At the end of each eligibility period, the Academic Counselor will compile an Academic Warning report containing the names of students who have below a 70 in any course and an Ineligibility Report containing the names of students who have two or more grades below 70. The purpose of Academic Warning is to help students establish proper priorities. Academic ineligibility results when a student has two or more grades below 70.

Academic Warning:

1. The purpose of Academic Warning is to help students establish proper priorities before eligibility is affected.
2. Students on academic warning will be required to meet with the teacher of the class in which the student is failing for backwork time at least once per week, until the student is removed from warning status.
3. It is recommended that extracurricular sponsors take an active role in monitoring and encouraging the academic progress of students on academic warning.
4. The Director of the Academics Center for Excellence (ACE) will monitor students' grades and facilitate communication between students/parents, and teachers.

Academic Ineligibility:

1. A student will be prohibited from participation in extracurricular activities (which include everything from athletic to fine arts performances) during the ineligibility period. Grade reporting checkpoints will occur four times per year and will be posted on the school calendar. (Participation includes but is not limited to dressing out in the team uniform, traveling with the team, or missing class to attend a team function.)
2. Eligibility for any event is determined by the eligibility status of the student during the week prior to the event.
3. Participation in all extra-curricular and co-curricular events is subject to guidelines set by the sponsoring organization in addition to Brook Hill eligibility guidelines.
4. There will be a three week and six week grade check after each eligibility checkpoint to give students the opportunity to raise their grades and thereby, become eligible again.

5. Ineligible students will be required to meet with the teacher of the classes in which the student is failing for backwork time.
6. The Director of the Academics Center for Excellence (ACE) will monitor students' grades and facilitate communication between students/parents, and teachers.

## **ACHIEVEMENT TESTS**

Achievement tests provide a source of information that is helpful in determining individual as well as group needs.

The Brook Hill School utilizes the nationally-normed EXPLORE at grades 6, 7 and 8. PSAT and PLAN are given to grades 9-11 and 9-10 respectively. Students are expected to take one college admissions test (either ACT or SAT) each semester of the junior year and during the fall of the senior year. (SAT and ACT are not administered by The Brook Hill School.) Additional tests may be recommended by the college or the Academic Counselor.

## **CHEATING AND PLAGIARISM POLICY**

At Brook Hill we take striving to be imitators of Christ (c.f., 1 Corinthians 11:1) and academic excellence seriously. Both of these require of us high standards of honesty and integrity in how we think, speak, and act, in how we live and move and have our being. We expect this of our faculty and staff, and we expect it of our students. Indeed, God expects it of us all. Our plagiarism and cheating policy is in place in order to assist us in maintaining and fostering such a high level of honesty and academic excellence.

All students at Brook Hill are expected to do their own work and take credit for their own work. They are expected to behave with honesty in the classroom, in homework, in lab work, in projects, in papers submitted to their instructors, and in quizzes and tests.

Cheating or academic dishonesty entails the improper acquisition and/or distribution of information for use on a homework assignment, a quiz, a lab, a project, an essay, or a test and violates the honesty we expect at Brook Hill. Examples of such behavior include but are not limited to:

- Copying another student's work or sharing work with another student to copy
- Consulting notes, texts or other course-related materials during a quiz or test without teacher consent
- Communicating in any way during a quizzing or testing period without teacher consent; for example, looking on someone else's work, talking, using wireless communication devices, etc.
- Using unauthorized testing aids (e.g. calculators, tables, notes, etc.)
- Forging results or observations on a lab.

Plagiarism is a specific type of cheating. Most simply, plagiarism is intellectual theft. The MLA Handbook (which we use as our standard for constructing written essays) states that plagiarism is the act "of using another person's ideas or expressions in writing without acknowledging the source...the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, when paraphrasing another's argument, or when presenting another's line of thinking" (1.8).

So then, copying someone word for word, paraphrasing, or using their particular thought pattern without giving due credit are all forms of plagiarism. As stated above, students are expected to submit only their own work and use appropriate citations when quoting, paraphrasing, or expressing someone else's thought patterns.

Consequences for cheating and plagiarism are outlined in Section V: Conduct and Discipline Policy of this handbook.

## **CLASS RANK**

Class rank is determined by the cumulative numerical average and is taken from grades 11 and 12. Select AP, Advanced, and Dual Credit courses are weighted. Individual class rank is used to determine the Valedictorian and Salutatorian. Class rank is not reported on the student's transcript. However, if reporting such would secure college

admission or scholarship, an unofficial rank will be sent with the student's transcript directly to the college or university. For transfer students, only grades **earned at Brook Hill** are counted for rank-in-class. No rank is assigned to students who transfer into Brook Hill after the first full week of the junior year.

## **EXAMS**

1. Chapter/Unit Tests:
  - A. Chapter and/or unit tests will be given at the discretion of the teacher to evaluate student's understanding and mastery of a unit of instruction.
  - B. No more than two tests per grade level (middle school) or three tests (upper school) may be given in one academic day. An exam calendar will be used to help teachers maintain this policy.
2. Semester Exams (Fall):
  - A. At the end of fall semester, grades 6-12 will take cumulative semester exams in their core curriculum courses (math, science, Bible, foreign language and humanities.)
3. Final Exams (Spring):
  - A. At the end of the spring semester, grades 9-12 will take *cumulative* final exams in their core curriculum courses.
  - B. At the end of the spring semester, grades 6-8 will take a semester exam in their core curriculum courses.
4. Exam Exemption Policy:
  - A. To be considered for an exam exemption, a student must have an A (90 or above) in *all* classes (before points are added to advanced, dual credit and AP courses).

Each semester a deadline will be set for determining grade qualifications. If a student meets the above criteria, he/she will have the option of taking an exemption from an exam in the following number of classes per grade level.

Grade 6 – 1 exemption	Grade 9 – 1 exemption
Grade 7 – 2 exemptions	Grade 10 – 2 exemptions
Grade 8 – 3 exemptions	Grade 11 – 3 exemptions
	Grade 12 – unlimited

\*To be exempt from humanities final, you must be eligible for 2 or more exemptions.

\*\*Exemptions are not allowed in any dual credit course receiving college credit.

\*\*\*For a Senior to be considered for a spring exam exemption, a student must have an A (90 or above) in that class (before points are added to advanced, dual credit, and AP courses).

5. Note:
  - A. Semester Final exams will not be given early.
  - B. Any late exam will receive a minimum deduction of 15%.
  - C. Students will lose an additional 10% per day after return date until the exam is made up.
  - D. No make-up exams will be given after the first week of the spring semester for fall exams or after the week following exams for spring exams.
  - E. Emergencies such as a major illness, major medical situation or death in the family will be considered on a case by case basis.

## **FIELD TRIPS**

The educational program may include class excursions and trips to museums, art galleries, and other places of interest. Teachers will supervise and give instruction in order to enhance the educational experience. A parental consent form is required at the beginning of each school year and is kept on file in the office.

A field trip information sheet containing all necessary information should be sent home with students one week prior to the field trip.

If private vehicles are being used to transport students for a field trip, a volunteer driver form must be signed and on file in the school office.

***No student is to ride with anyone other than school personnel, approved chaperones, or his or her parent or guardian unless prior written consent, with a parent or guardian's signature, has been submitted and approved by the office.***

## **GRADING SCALE**

Letter Grade	Grade-Point Average	Numerical Value
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
F	0.0	69 and below

**\*To receive credit for a course, a student must earn 70 or above.**

## **GRADUATION REQUIREMENTS**

### **RECOMMENDED GRADUATION PLAN**

ENGLISH	4 credits
HISTORY	3 credits
AMERICAN GOVERNMENT	½ credit
ECONOMICS	½ credit
MATHEMATICS	4 credits
SCIENCE	4 credits (lab required)
FOREIGN LANGUAGE	3 credits (same language)*
FINE ARTS	1 credit
BIBLE	2 credits <sup>#</sup>
PHYSICAL EDUCATION	1 credit
SPEECH	½ credit
SENIOR SEMINAR	½ credit
CHAPEL	2 credits <sup>#</sup>
ELECTIVES	2 credits
<b>TOTAL</b>	<b>28 credits</b>

### **ALTERNATIVE GRADUATION PLAN (ELL)**

ELL GRAMMAR	1-2 credits
ELL LITERATURE	1-2 credits
ELL COMMUNICATION	1-2 credits
ELL HISTORY	1-2 credits
ENGLISH	2-3 credits
HISTORY	1-2 credits
AMERICAN GOVERNMENT	½ credit
ECONOMICS	½ credit
MATHEMATICS	4 credits
SCIENCE	4 credits (lab required)
FOREIGN LANGUAGE	2-3 credits (same language)
FINE ARTS	1 credit
BIBLE	2 credits
PHYSICAL EDUCATION	1 credit

SENIOR SEMINAR	½ credit
CHAPEL	2 credits <sup>#</sup>
ELECTIVES	2 credits
<b>TOTAL</b>	<b>28 ½ - 30 ½ credits<sup>^</sup></b>

\* May be modified in the case of transfer students or students with documented language differences.

# May be modified in the case of transfer students.

^ Total number of credits required varies depending on number of years within the ELL program.

**NOTE:** To graduate from Brook Hill, a student must spend the entire senior year at Brook Hill or have special permission from the Headmaster.

## **HOMEWORK POLICY**

Brook Hill students in grades six through eight can expect an average of one to one-and-a-half hours of homework daily. Grades nine through twelve can expect an average of one-and-a-half to two hours of homework daily. Of course, class loads vary and this is an approximate number of study hours. At times the workload will be greater and at times less, but homework outside of class is an essential part of the learning process. Parents can be of help to their children by providing an atmosphere which is conducive to study in the evenings and on the weekends, checking RenWeb and assignment books regularly, and encouraging good study habits.

## **LIBRARY POLICIES AND PROCEDURES**

The selection of materials for the library will reflect the Brook Hill School's Philosophy. Books, audiovisuals, and other items will be selected to enrich, support, and supplement the curriculum and therefore aid the student, parent and teacher in training children for the glory of God.

## **LIBRARY PURPOSE**

The Brook Hill School library objectives:

1. Direct students to truth by providing materials to aid their understanding of God's creation and character.
2. Provide the necessary resources for further research.
3. Provide an atmosphere conducive to study and research.
4. Promote informational and recreational reading.

## **LIBRARY REVIEW**

In an effort to serve our students, faculty and staff, the library must have a broad range of topics, reading levels, and categories. The ultimate responsibility of what a child reads rests with the parents.

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

- Step 1** Parent, teacher or student makes a written request to the Librarian for specific material to be reconsidered.
- Step 2** The material in question will be reviewed by at least two of the following: librarian, teacher, a member of the Board of Trustees and the Headmaster.
- Step 3** A decision will then be made by the reviewers to retain or remove the material or seek further counsel from a larger group of reviewers.

## **MAKE-UP WORK POLICY**

### **Due to Absences**

- If a student is absent, he must make-up the work missed. The child will be given one day for each day of absence in order to make-up the work.
- Students are expected to communicate with teachers to secure all missed work upon return.
- Students missing a science lab due to an absence are expected to schedule a make-up lab upon return. The specific day and time of the make-up lab will be at the discretion of the teacher.
- Students missing a test due to an absence are expected to be ready to take the test upon return. The specific day and time of the make-up test will be at the discretion of the teacher.
- If a student does not submit make-up work on time, it will be considered late and will be graded according to the late work policy.
- If a student reschedules a make-up test or lab with a teacher and does not attend the appointment, he will receive a zero except in extreme emergency situations.
- All make-up work must be completed prior to reviewing for semester exams. Students with illnesses or other extenuating circumstances may receive an incomplete (I) for a semester grade. Arrangements will then be made between teacher, student, and counselor as to the appropriate amount of time to be given for making up assignments.

### **Late Work**

- **Daily Assignments**  
Daily assignments are given to facilitate next-day classroom instruction or to prepare students for concepts to be presented in class. If this assignment is not done on time the student is not prepared to be a participant or learner in class. Daily work MAY NOT be turned in late except when accompanied by a day-of-grace pass. A day-of-grace pass allows a student to turn in work only one day late. These passes may be given at the discretion of the teacher. Teachers are not required to provide day-of-grace passes.
- **Major Assignments**  
Major assignments, whether papers or projects, are unlike daily assignments in that they are not assigned in order to prepare the student for a particular class period. Major assignments will be accepted after the due date with the following consequences. Major essays and projects may be submitted late with a 10 point deduction per day (maximum 5 days late). After 5 days, the assignment will not be accepted and assigned a zero.

## **NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

Founded in 1921, The National Honor Society is an organization that recognizes and encourages characteristics essential to citizens in a democracy. The ideals of scholarship, leadership, service, and character, as outlined in the National Honor Society Handbook and Constitution, are the four criteria on which selection is based.

To be eligible for membership consideration, students must have a minimum cumulative grade point average of 3.50. Additionally, potential members must meet high standards of leadership, service, and character. Members of the sophomore, junior, and senior classes are eligible for NHS. Seventh and eighth graders are eligible for NJHS.

\*Leadership is based on the student's participation in two or more community or school activities, or election to an office. To meet the service requirement, the student must have been active in three or more service projects, totaling 10 or more hours, in the school and community. School-required service days do not count toward membership selection. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Students are reviewed by the Faculty Council, which consists of five faculty members chosen by the Principal.

“Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school.” (NHS Handbook. p. 23)

“Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society.” (NHS Handbook p. 35)

## **PARENT CONFERENCES**

Parent conferences are encouraged and may be scheduled by parents, teachers, or administrators upon request.

## **PROGRESS REPORTS**

The purpose of progress reports is to indicate to the student and parent areas of academic strength and weakness shown during the most recent grading period. These reports are designed to inform parents of an academic problem as well as give parents positive feedback.

Progress reports are available for viewing through RenWeb and used to determine extracurricular eligibility and academic warning.

Families who are unable to access RenWeb may make arrangements through the guidance office to receive a copy of the progress reports used to determine extracurricular eligibility and academic warning or probation.

## **PROMOTION POLICY**

**The transition, both academically and behaviorally, between certain grades is at times difficult. Although the school takes great care in preparing students for these grade changes, there are times when the school may feel that certain students, who have struggled academically in the lower grade, will not be able to handle the increased work load and independent study needed at the higher level.** If this is the case, the school may request that alternative school options be considered where students will be able to find more academic success. This would also apply for a student who has had consistent behavior problems.

## **REPORT CARDS**

Report cards are emailed home to the parents at the end of each semester.

## **SCHEDULING**

Each spring, academic class scheduling is coordinated through the Academic Office. The Academic Counselor will provide assistance in the selection of courses through grade-level academic meetings and individual meetings at the parents' request.

### **ELIGIBILITY FOR REGISTRATION**

#### **RETURNING STUDENTS**

- The Admissions Office and Business Office will determine a returning student's eligibility to register for the next year. Once cleared through both offices, the Academic Office will process course request form (via RenWeb) and will create a class schedule. This class schedule will be available for viewing/printing through RenWeb on one of the designated scheduled release dates. The submission of a completed Course Request Form by the set deadline will determine the release date of a student's schedule.

## **NEW STUDENTS**

- The Admissions Office and Business Office will determine a new student's eligibility to register for the next year. Once cleared through both offices, the Academic Office will receive the student's completed file (including final grades from previous school year and complete official transcript(s) documenting all high school work) and will contact the student/parents to schedule a registration appointment during one of the set New Student Registration Days. Please note that placement testing might be required; therefore, required testing must be complete prior to the registration appointment. If the student is required to take the English Proficiency Exam to determine placement in ELL or Humanities, the student will be required to register in August following the English testing.

## **COURSE AVAILABILITY**

The preliminary choice of courses during the registration process helps to establish the widest range of individual choice. It is, however, sometimes necessary to ask students to accept modifications to their original choice. This may be due to:

- An insufficient number of students selecting a course so that it is no longer viable;
- Encountering scheduling difficulties - one course conflicting with another.

We ask students to be flexible in their course selection choices. We always hope to meet the requests of students to help them in their planned course of study.

## **DROP/ADD COURSE POLICY**

Ordinarily, students will not be permitted to add or drop courses after the start of the semester in which the course begins. Students are expected to be conscientious in their decision-making regarding course selection. Teachers, students, parents, and the Academic Counselor are all involved in the process. Therefore, once a program of study has been initiated, changes to selections can occur only if:

- A student has been incorrectly placed
- A student finds the course is not meeting his or her expectations during the eight-day drop/add period
- A student needs a specific course to qualify for college/university admission
- There is a medical reason for course change
- Credit has already been granted for the course in question
- A prerequisite for the course in question is missing

A student may request to drop or add a course during this eight-day period if he or she obtains written permission from parents, teacher(s), and the counselor through a Schedule Change Request Form. A student will be required to continue attendance of the original class until the schedule change is reflected on RenWeb. In addition, seniors wishing to drop a course after transcripts have been sent to colleges and universities must notify each institution of the modification to their academic program.

The Academic Counselor will review the request with the Director of Academics prior to the change. Schedule changes initiated by the administration, to balance class sizes, may occur at any time.

## **SPARC WEEK**

SPARC Week is a week of alternative educational courses offered during the spring semester at Brook Hill. The purpose of the week is to make available to students a variety of courses that are not typically offered during the regular school year, which when taken, will expand and enhance a student's educational experience, as well as strengthen their transcript. It also allows student an alternative educational setting, whether that is in a museum in Dallas, under the hood of a car, or on an international mission trip.

Each course is treated as a regular academic course and is awarded ½ credit upon the student's successful completion of the courses taken. Each course is described by a syllabus that the instructor of that course creates lining out the

particular requirements and educational components. Courses will be awarded credit on a pass/fail basis; however, they will have assignments, reports, quizzes and tests. Details will be determined by each instructor.

Since some courses may involve travel and fees, and to insure that each student signs up for the classes that most benefit him or her, each student's SPARC Week schedule must be approved by his parent or guardian.

Some courses will have fees and costs associated with them. Not all courses will be available to all students. Some courses are reserved only for students in certain grades, like the Washington, D.C. course trip, which is reserved for middle school students only. The number of participants and grade-levels of students involved in each course is determined by each instructor.

Course selection preferences are granted to the seniors first, then juniors, and so on.

If students are involved in spring sports or fine arts productions or competitions they may be encouraged to sign up for courses that will allow them to attend practices and rehearsals.

## **STUDY HALL**

Good study habits are essential to the academic success of our students as they prepare for the rigor of college level work. The objective of a study hall is to encourage sustained study by creating an environment where this can easily happen. Therefore, students need to bring to study hall those books and materials necessary to provide work for the time allotted. Students should use this time to finish some of their homework so that all of it will not be left to do in the evening.

## **TEXTBOOKS**

Issuance: If the school issues a textbook for students use during the school year these texts remain the property of Brook Hill and should be treated as such. Students may not write in school-owned books. Students are required to keep school-owned textbooks covered at all times. The condition of the text will be recorded at the time it is issued and examined again at the end of the school year.

Lost and Damaged Books: Students will be charged the replacement cost of the book or damage fees as they apply. Whenever a book is lost, it must be paid for before a replacement book is given. Payment should be given to the teacher issuing the book who will forward it to the business office. Transcripts and withdrawal records will not be issued until the student's textbook record is clear. Returning students must clear fines before new schedules will be issued.

Textbook Purchase: The Brook Hill School has partnered with an internet book supplier for student purchase of most textbooks. Books remaining in good condition may be sold back to the company at the end of the school year or may be returned for credit to use at the "in house" used book sale during the summer. For more information, visit the MBS website at [www.mbsbooks.com](http://www.mbsbooks.com).

## **TUTORING AND BACKWORK**

Teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. A **backwork** time for all students to meet with individual teachers will be included in all scheduling. Teachers may **require** students to attend backwork sessions. Teachers will provide a schedule of backwork times in the class syllabus. Teachers do not have backwork duty every morning and afternoon. Backwork times will vary with each teacher. Ineligible students will be required to attend backwork until those students become eligible again.

The school or teacher does not charge for this extra help and it should not be confused with outside tutoring. The administration does not encourage the faculty to become financially involved in tutoring Brook Hill students, and permission to do so will be granted by the administration only in extreme cases (summer tutoring excluded). Recommendation to obtain a tutor for your child will be made by the Administration. The school will attempt to develop a list of tutors but it will not:

1. recommend a specific tutor
2. accept responsibility for the results of such tutoring
3. discuss or recommend financial arrangements with a tutor

### **WEIGHTED GRADES**

Some semester grades at the 11<sup>th</sup> and 12<sup>th</sup> grade levels are weighted. Grades for select AP, Advanced, and Dual Credit course are given an extra weighting of 5 points. These additional values are *added to the numerical average before the grade point average (GPA) is determined.*

### **WITHDRAWING STUDENTS**

Parents requesting to withdraw a student must contact the Academic Office to initiate the official withdrawal process.

# ATTENDANCE/TARDIES

## ABSENCES

The Brook Hill School fully complies with the attendance requirements of the Southern Association of Colleges and Schools (SACS). This accrediting agency requires that there be a minimum of 175 days of school in grades 9-12 in order to maintain accreditation.

When a student is absent from school, the parent/guardian should call the school office at (903) 894-5000 before 9:00 a.m. to verify the student's absence. If a call is not received, the office will contact the parent/guardian. It is imperative that we have updated work numbers in the office for both parents. A call should be made for each day a student is absent. **In most cases, RenWeb will have the assignments posted that the student will have missed.** Upon returning to school, the student should check with all teachers to obtain any additional missed assignments.

If a student needs to be excused for a medical appointment, written or verbal permission from a parent/guardian must be given. We request that if possible all medical appointments be made after school hours.

To parallel the "90 percent" policy outlined in Texas Education Code 25.092, students will be required to attend 90 percent of the class periods offered for a particular class each semester to obtain credit for the course. This will allow students to miss no more than eight class periods per class each semester. A student who is in attendance less than 90 percent of the class periods in a particular class can appeal to the attendance committee for class credit. The attendance committee will consider extenuating circumstances behind student absences and has the authority to restore class credit or recommend a plan to recover credit.

Absences are recorded *per individual class*. You are not allowed to "schedule" absences during semester review days, semester exams, or service days. In addition, absences resulting from school-sponsored activities (athletics, fine arts, class field trips) will not count against the allowable absences each semester.

NOTE: State law requires that a student be in attendance for 90% of scheduled class periods in order to obtain course credit or a driver's license or permit. A student's attendance report will be checked prior to the issuance of a VOE (verification of enrollment). It is imperative that the student and his or her parent/guardian keep up with the classes missed.

Regular attendance is essential to succeed as a student. Students should make every effort to be consistent in their attendance. If a student misses more than the allotted eight periods, we may not in good faith give him/her credit for the course. If a student exceeds eight absences in a class, the academic committee will require additional information to determine if credit for the course is to be awarded. Parents are requested to provide information regarding reason for absences—beyond the allowed eight absences—and any extenuating circumstances.

Should a student miss more than the allotted periods per semester, three options exist for making up the excess hours. Options are as follows:

1. A student may make up missed class time at the end of each semester in a supervised study hall, at a cost of \$10 per make-up hour.
2. A student may make up missed class time by retaking the entire class in summer school regardless of the grade received for the class.
3. A student may make up missed chapel time by submitting a one-page, typed paper on the subject of the chapel missed to the Dean of Students. Submission date will be determined by the Dean of Students.

For multiple tardies, disciplinary consequences will be assigned by the Dean of Students.

**NOTE: Day students should not plan to arrive at school before 7:45 a.m. and students will not be supervised on the school grounds before 7:45 a.m. or after 4:15 p.m. School buildings will be locked at 4:15 p.m. Parents should make arrangements for transportation to comply with these hours. Brook Hill is not responsible or liable for student care before or after these hours.**

### **COLLEGE DAYS**

Students in grades 11 and 12 are encouraged to visit prospective colleges to gain firsthand information about college life. The best times to do this are during the spring of the junior year and the fall of the senior year. Juniors and seniors are given three college days each semester. Additional college days may be granted with approval of Academic Counselor and Director of Academics. Approved College Days are not treated as absences from class. Students requesting approval for a college day must submit a *College Day Request Form* to the Academic Office at least three days prior to the absence. Students who miss class due to a college day are required to pick up assignments at least one day prior to the absence. Students are required to submit work that is due on the missed day prior to the absence. Students who miss class the day prior to a test are expected to take the test with the class assuming no new material has been presented. Teachers are not obligated to accept late work resulting from these absences.

### **EARLY DISMISSALS**

The school may grant an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled for after school hours. No student may leave school unless they have first been to the office to sign out.

Please note the following:

1. All parental requests for an early dismissal of a student must be made orally or in writing. **To pick up a student, the parent must report to the Ornelas Hall office and not go directly to their child's classroom.**
2. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office immediately upon returning to campus. **Students should bring documentation of the appointment when they return to school.**

### **EFFECT OF ABSENCES AND LATE ARRIVALS ON EXTRA-CURRICULAR PARTICIPATION**

Brook Hill believes that extra-curricular activities are a part of the school day and should not be seen as independent of the attendance policies of the school. Students must attend at least half of an academic day to participate in extra-curricular activities on that day.

Student absences that result from a school-sponsored extra-curricular activity are not treated as absences from class. However, students who miss class due to athletic events, fine art activities or other field trips are required to pick up assignments at least one day prior to the absence. Students are required to submit work that is due on the missed day prior to the absence. Students who miss class the day prior to a test are expected to take the test with the class assuming no new material has been presented. Teachers are not obligated to accept late work resulting from these absences.

### **INCOMPLETES**

An incomplete (I) may be recorded on a report card when a student has been absent several days within the last two weeks of the grading period. An extension of one week into the new grading period may be given to make up the incomplete. If it is not made up within that time, the student may receive a zero for the assignment(s) not completed

and the zero(s) will be averaged in with his/her other grades for the course. Approval must be granted through the Academic Office.

## **SENIOR PRIVILEGES**

Brook Hill believes in preparing students for college life and the responsibilities that go along with it. Therefore, seniors will be given SENIOR PRIVILEGES which will allow for a greater degree of personal responsibility and freedom. These privileges may be entirely revoked, or any portion thereof, based on a senior's attendance, attitude, behavior, or academic performance.

Parents of seniors must sign the "permission to participate in senior privileges" form before their child will be allowed to participate in the senior privileges.

The Senior Privileges may include:

1. Seniors may have unsupervised study halls provided they were on the Headmaster Honor Guard for the previous semester. A senior who is failing any class during the 2<sup>nd</sup> half of either semester will lose their privilege for the remainder of the semester.
2. Seniors may leave campus when they have an 'unsupervised' open block during the school day according to the following:
  - a. Single open block – Bullard only
  - b. If the block is next to lunch or the beginning or end of the school day – not limited to Bullard
  - c. If a senior does not arrive back to campus on-time, this privilege will be revoked.
  - d. NO ONE IS TO MISS CHAPEL OR ADVISORY!
3. Seniors will sign-in and out at the Founder's Hall office whenever they leave campus during school hours.

## **TARDINESS**

Tardiness to school: All students arriving at school after their assigned class begins must report to the office. All Upper School tardies without a valid excuse, as determined by the administration, will be considered disciplinary offenses. Middle School students arriving after classes begin will be handled on a case by case basis.

Tardiness to class: Students not in their classrooms at the scheduled beginning time are considered tardy to class. All tardy arrivals to classes, apart from excused medical or emergency reasons as determined by the Administration, will be considered disciplinary offenses.

Three tardies will result in one absence. This can be offset by serving detention.

## **CONFLICT RESOLUTION**

If a student has a concern or complaint regarding a specific teacher, coach, and/or administrator it is essential that initial communication be with that teacher, coach, and/or administrator. When a student brings a complaint home, parents are advised to take the time to advise him/her as to how to approach the teacher and/or administrator and begin the resolution of this conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblical/relational way (Matthew 18).

We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. First and most importantly, our young people begin to take responsibility for resolving conflict in a Biblical and mature way. This training and experience is one of the most valuable tools we can give them as they prepare to enter the adult world. We need to be very careful that we do not attempt to "solve their problems" for them at this age, but simply advise and counsel them in learning how they can best solve their own conflicts. As they face these situations and see resolution, it will give them a confidence and independence which truly builds self-esteem and responsibility. It is a critical stage in their development, which calls for restraint, prayer, and counseling from parents and sensitivity in listening and problem solving on the part of teachers. Secondly, faculty members learn how they can improve as teachers, strengthening our faculty and helping us to better meet the needs of students.

In summary, as a Christian community, we are committed to handling concerns, complaints, and conflicts as Biblically as possible. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear inherent to the resolution of differences. Certainly this can be a valuable educational and spiritual lesson for our young people, giving them the confidence to be responsible and sensitive problem solvers in their world.

### **PURPOSE**

It is inevitable that conflict will arise between people; even good, well-meaning people. That is why God gave us principles in the Bible for conflict resolution. The Brook Hill School is a strong proponent of civility and respect for others. We resolve to approach every contentious situation with a commitment to preserve the dignity of all the parties involved. It is the intention of The Brook Hill School to help our students learn this process as we "train them up in the way they should go."

### **PROCEDURE**

If a student has a concern, complaint or conflict with a faculty member or school employee:

1. Parents should ask their child if he or she has talked with or would like to talk with the faculty member with whom they have the conflict.
2. Parents should ask their child if he or she would like to be accompanied by them at the meeting with the faculty member.
3. Parents should ask their child if he or she would like for one of them to address the faculty member alone.

If a parent has a conflict, concern or complaint with a faculty member or school employee:

1. Go to the faculty member or school employee to attempt to resolve the problem.
2. If this does not solve the problem, set an appointment with the faculty member's immediate supervisor (i.e. Athletic Director, Department Chair) for a meeting between you and the faculty member and their supervisor.

3. If this does not solve the problem, set an appointment with the Headmaster for a meeting between you and the faculty member or school employee and their supervisor.
4. If this does not solve the problem, a written appeal may be submitted to the Board of Trustees regarding the problem, you believe, is still unresolved.

If a parent has a conflict with a Director or Administrator:

1. Ask for an appointment with the Director or Administrator to discuss your concerns.
2. If this does not solve the problem, set an appointment with the Headmaster for a meeting with you and the Director or Administrator.
3. If this does not solve the problem, a written appeal may be submitted to the Board of Trustees regarding the problem, you believe, is still unresolved.

If a parent has a conflict with the Headmaster:

1. Ask for an appointment with the headmaster to discuss your concerns.
2. If this does not solve the problem, a written appeal may be submitted to the Board of Trustees regarding the problem, you believe, is still unresolved.

If a parent has a conflict with the Board or a member of the Board:

1. Write an appeal that addresses the policy, guideline, procedure, or problem to the Board of Trustees. The Board of Trustees will hear your appeal, make a decision and will respond to your request.

**REMEMBER**

Resolve to speak with respect, courtesy, and in brotherly love.

1. Do not gossip or involve others in your issues or conflicts.
2. Treat others as you would like to be treated.
3. Anonymous communication will not be addressed.

\* The Board reserves the right to determine issues that involve matters within the jurisdiction of the Board.

# CONDUCT AND DISCIPLINE POLICY

SELF-DISCIPLINE  
of student

PEER DISCIPLINE  
of friends

COMMUNITY DISCIPLINE  
of teachers & Administration

Any discussion of discipline must begin with self-discipline. As students mature, they need, to become less dependent on rules to govern their behavior, and more dependent on their own ability to do what is right. The process, then, is based upon the individual student's personal integrity and willingness to practice self-control. The goal is that students will grow in their ability to confront themselves regarding their own behavior, and will need school discipline less and less.

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

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

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

The Brook Hill School believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential in accomplishing the school's educational mission. The school accordingly reserves the right not to renew a student's enrollment contract if the school reasonably concludes that such a positive working relationship is not possible.

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

The Brook Hill School cares deeply about its community and public reputation, therefore the school holds all students responsible for their actions on-and-off campus in a "24-7" policy. As members of the Brook Hill community, students need to realize that all actions, on or off campus, reflect on their personal character, character of their families, and the character of the school. This in no means is a way for the school to "police" the student body, but it is a way to ensure that students realize that inappropriate actions/behaviors affect more than just themselves. With the 24/7 policy, it is our desire to partner with the parent and take the necessary steps to help the student change any behaviors that are detrimental to the student, their family, and the school as a whole. Behavior not in keeping with the conduct and discipline policy of the school—whether on or off campus, during or after school hours, during school sponsored activities or not—may result in expulsion.

## **CORPORAL PUNISHMENT POLICY**

The staff and Administration of The Brook Hill School will not, under any circumstances, administer corporal punishment to a Brook Hill student. Also, the staff and Administration of The Brook Hill School will not witness or support corporal punishment administered on the Brook Hill property or at a Brook Hill activity. This policy is in no way intended to make a statement about the use of corporal punishment.

## **HONOR CODE**

The Honor Code is a covenant among the members of the community that calls for sound judgment and strong moral character in a Christian academic environment. Achievement of these goals depends on holding to standards that honor God and other people.

To establish such standards for the students at Brook Hill, an Honor Code has been developed. This code will be enforced during school, at school-sponsored events, and off-campus. Breaking the rules outlined in the Honor Code will be considered a violation of one's own word and covenant with The Brook Hill School.

### **Honor Code Statement**

As a student at The Brook Hill School, I understand that Brook Hill encourages students to honor God through Christ-like character, and that I, as a member of the Brook Hill community, pledge to refrain from lying, cheating, or stealing and I will not condone such behavior of those who do so.

## **OFFENSES**

The **Dean of Students** will act on all disciplinary issues. Any offense warranting expulsion will be reviewed by the **Headmaster** before action is taken.

### **Minor Offenses**

Minor offenses will be handled by the classroom teacher through correction, consequences, and notifying parents. Excessive minor offenses will be handled by the Dean of Students. Consequences will typically include detention/campus service.

A minor offense is an offense that is distracting or disruptive to the learning environment or the school community. Minor offenses include, but are not limited to, the following:

- Public display of affection
- Disrespect to others
- Disrupting class, assemblies, or school sponsored events
- Eating or drinking in unauthorized places on the campus
- Chewing gum on campus
- Excessive roughhousing
- Littering
- Listening to music without permission during school hours
- Cell phone use on campus during school hours (Cell phones shall not be seen, heard, or used during the school day for calls, text messages, taking pictures, checking the time, or any other activity. If seen or heard during the school day, cell phones will be collected. In order for a student to retrieve the phone, a \$15 fine must be paid. (Cell phones are allowed during lunch.)
- Unshaven or sloppy appearance, such as hair length which should be neat and clear of the eye brow, bottom of the collar and bottom the ears. No mohawks.
- Uniform violations, such as untucked shirts, no tie or belt on chapel days (for boys), or improper skirt length (for girls)

### **Major Offenses**

Major offenses should be referred to the **Dean of Students** immediately. Based on the circumstances of the situation, consequences may be enforced which may include but are not limited to detention/campus service, suspension (on or off campus), loss of privileges or expulsion. NOTE: Students serving suspension – whether on or off campus – are not allowed to participate in extracurricular activities during the suspension.

A major offense is a serious violation that threatens the well-being of the student or school community. Major offenses include but are not limited to the following:

- Inappropriate postings (reflecting negatively on your character, the character of others, or the school community) or cyberbullying on Weblogs (i.e. Xanga, Myspace, Facebook, personal web pages)
- Use of cursing, vulgarity or obscene gestures
- Vandalism of school property or to the personal property of others
- Theft
- Verbal abuse of another student
- Sexual innuendo
- Leaving campus without permission
- Forgery or alteration of a school document
- Fighting, threatening, or physical assault of another student or teacher
- Skipping class
- Sexual Harassment or misconduct including homosexual activity
- Use or possession of tobacco products on campus or at any Brook Hill event
- Possession or distribution of pornographic materials, physically or electronically
- Possession of any weapons, such as guns or knives (including hunting guns, airsoft guns, and knives or ammunition). Also, any homemade devices which could be used to injure another individual.
- Violations of state or federal law that would constitute a felony, but for the age of the offender
- Use, possession, or distribution of legal or illegal drugs, or being under the influence of drugs or alcohol [Brook Hill reserves the right to test any student suspected of drug use or abuse as well as perform random drug testing for all students grades 6<sup>th</sup>-12<sup>th</sup>.]
- Sexual promiscuity
- Pregnancy or abortion (applying to both individuals responsible)
- All forms of cheating

### **Cheating and Plagiarism Violations**

At Brook Hill we take striving to be imitators of Christ (c.f., 1 Corinthians 11:1) and academic excellence seriously. Both of these require of us high standards of honesty and integrity in how we think, speak, and act, in how we live and move and have our being. We expect this of our faculty and staff, and we expect it of our students. Indeed, God expects it of us all. Our plagiarism and cheating policy is in place in order to assist us in maintaining and fostering such a high level of honesty and academic excellence.

Because we do not want students to cheat or plagiarize in any way, we encourage students to consult with their instructors if they are unsure if their behavior constitutes cheating or plagiarizing. When either cheating or plagiarism occurs or is suspected to have occurred, the following measures will be taken:

- The teacher will address the student individually, in private, to determine if cheating has occurred.
- The teacher will communicate the offense to the Dean of Students.
- The student will meet with the Dean of Students (and possibly the teacher in whose class the cheating occurred) to discuss the incident.

If it appears that cheating or plagiarism has indeed occurred the following consequences will be enforced:

- 1<sup>st</sup> Offense: Zero for the assignment and one day suspension
- 2<sup>nd</sup> Offense: Zero for the assignment and two days suspension
- 3<sup>rd</sup> Offense: Zero for the assignment and a meeting with the student, parents, and the Headmaster to discuss the student's future at Brook Hill.

### **Honor Code Violations**

Consequences of honor code violations include, but are not limited to:

- Withholding privileges
- Letter of apology
- Campus service
- Suspension(s) (on or off campus)
- Removal/Dismissal from Brook Hill\*

*\*In the case of a recommendation for dismissal, the concern will be taken to the **Headmaster**.*

### **Suspensions**

In-school suspensions may be applied at the discretion of the Dean of Students. A parent conference (telephone or office visit) will also be a part of this sanction. During the in-school suspension, the student will remain separated from the general student body and will perform campus service at the discretion of the Dean of Students. Students will not be permitted to practice or play in Fine Arts or Athletics on any day of in-school suspension.

Out of school suspension may be applied at the discretion of the Dean of Students if it becomes necessary to separate a student from the school environment for a period of time.

### **Dismissal/Expulsion**

The school may ask for the withdrawal of any student whose conduct is detrimental to the school's reputation and good name and detrimental to the education of students. The Headmaster will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Conduct and Discipline Policy. Final determination in the matter of separation lies with the Headmaster. The student or his/her parent may appeal that decision in writing to the Board of Trustees. However, the decision of the Headmaster can be reversed only if the decision, in the opinion of the Board of Trustees, is arbitrary and/or capricious.

**We would encourage all parents to take the time to review this series of rules and go over them with their own children.** Again, remember that the teachers will handle most of the minor discipline problems, but more serious problems or repeat offenders will be referred to the Dean of Students.

# PARENTAL INFORMATION

## **ABUSE POLICY**

The Brook Hill School will report any allegation of child abuse to the proper governmental authority of the State of Texas as required by the laws of the State of Texas. The Brook Hill School is expected by its families to communicate with them regarding the well-being of the children. If school personnel suspects abuse, the school will report the incident to the proper governmental authorities.

## **BHPA**

Because The Brook Hill School values parental involvement, every Brook Hill parent is considered a member of the Brook Hill Parent Association (BHPA). The BHPA provides volunteer leadership for certain school events, including Teacher appreciation Breakfasts, Homecoming Dance, Prom, Starbrooks, decorating the campus for Christmas, Middle School Awards Reception, Upper School Awards Reception, Used Uniform Shop, Senior Graduation Reception, Senior Kindergarten Day, and Senior DVD. Parents are also invited to serve as grade level representatives and general event volunteers. For more information, please contact the Campus Life and Ministry Office.

## **CHANGE OF ADDRESS**

Change of address, email, or telephone number should be reported to the school office as soon as the change is made. It is important that the office records contain the correct information at all times.

## **COOPERATION WITH THE SCHOOL**

As stated in the contract of enrollment, the Administration and Board of Trustees believe that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's educational mission. The Brook Hill School accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible, or otherwise seriously interfere with Brook Hill's accomplishment of its educational purposes. Also stated in the contract of enrollment is the agreement of parents/guardians to agree to cooperate with the Administration of Brook Hill in seeing that the student attends classes regularly and is at the school premises at the beginning of the school day. Furthermore, the parent/guardian must ensure that their child has transportation from the school premises at the close of the school day, in assisting the student to learn and advance in the educational process and in solving school-related issues including dress code.

## **MOMS IN TOUCH**

A group of Brook Hill moms that meet weekly for a time of prayer for our school, students, parents, and teachers. This is open to all Brook Hill moms.

# STUDENT CONCERNS

## **ACCIDENTS AND ACCIDENT REPORTS**

Should any student or member of staff sustain an injury or suspected injury while at school or on school business, they are required to report to the school office as soon as possible. The injury will be assessed, and assistance in securing appropriate medical attention will be given. As soon as practically possible, but in no case later than 24 hours following the injury or suspected injury, an accident report documenting the circumstances surrounding the incident is to be completed by Brook Hill staff. Accident report forms will be kept in the school office.

## **ANNOUNCEMENTS**

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

1. Announcements will be emailed to teachers and read to the students as needed. Student messages and important announcements are also posted on the bulletin boards outside the middle and upper school offices or in The Commons.
2. Announcements about school activities will be made during both lunches. It is the student's responsibility to make themselves aware of this information.
3. Announcements may not be posted on any boards without permission from the office.
4. All posted announcements are official school business. Students are not to write or mark on them or any other posted material.

## **AUTOMOBILE POLICY**

The student parking area is the parking lot to the west of the Herrington Gym. Seniors may park in the parking lot by Founder's Hall.

1. Automobiles must be registered in Ornelas Hall office.
2. Automobiles are a privilege on campus, not a right, and this privilege can be revoked.
3. Only the driver may ride in the car unless a permission form has been filled out by the riders' parent(s)/guardian and the drivers' parent (s)/ guardian.
4. Automobiles are off-limits after arrival at school. (Students may not go to their vehicles to get books or any other items without staff permission.)
5. The speed limit on the school grounds is 10 mph.
6. All student automobiles are subject to search.
7. If a student's car is used for athletics, the school must have written permission from parents on file.

Violation of this parking policy could result in the temporary or permanent loss of privileges.

## **COMMUNITY SERVICE**

The theme verse for our Mission/Service activities is Matthew 20:28: "Just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many." In these activities Brook Hill students develop a healthy tension between growing in "grace" (which is God's empowering for Christian service) and growing in "knowledge" (which is the primary focus of a school).

A committee of students, faculty and the Campus Life and Ministry Director will plan community service activities. Families will be notified as the plans are finalized.

### **Community Service Program Overview**

The Brook Hill School requires each student to complete a prescribed number of community service hours each year. Community service is defined as any work or action that fulfills a need in the community. *Students must not receive payment or compensation (including academic compensation in the form of a grade) for the service. In addition, service completed for members of the student's family or as part of an academic course will not be counted as community service. Participation in extracurricular activities like athletics and fine art productions do not count toward community service hours.*

Community service must be completed during the present school year or previous summer. To have hours counted toward the requirement, a student must submit a Community Service Report. These forms are located in the Academic Office and should be submitted to the Academic Office. Students in attendance on school-wide service days will receive automatic credit for completed service. Students are not required to fill out a service report for this activity. Students cannot carry over extra hours to future years. Our desire is that students have a continued service experience throughout their time at Brook Hill. The Brook Hill School will hold the right and responsibility to determine whether specific service will count toward school required hours. If unsure, please have service activities pre-approved by the Campus Life and Ministry Director or the Academic Office. Service hours can be checked at any time via RenWeb. You can find this information located on the Community Service page.

Students who do not complete their community service requirements within the time allotted will be placed on *Community Service Probation*. If the student does not complete these hours during the time given, a notice regarding the student's service probation will be posted on his transcript.

### **Community Service Requirements by Grade Level**

<b>MS Grade</b>	<b>Hours Required</b>	<b>US Grade</b>	<b>Hours Required</b>
<b>6</b>	<b>10</b>	<b>9</b>	<b>25</b>
<b>7</b>	<b>15</b>	<b>10</b>	<b>30</b>
<b>8</b>	<b>20</b>	<b>11</b>	<b>35</b>
		<b>12</b>	<b>40</b>

### **Community Service Recognition**

The following distinguishing titles and cords are awarded to those students who set themselves apart by earning the highest number of community service hours:

Beneficium:	Top award*	orange & white cords
Ministerium:	Top 10%	orange cord
Officium:	Top 25%	white cord

\* greatest number of hours on record

## **COMPUTER USE POLICY**

Students and faculty at Brook Hill School have access to the Brook Hill network, a comprehensive technological tool that provides them with vast resources intended to expand their educational horizons. The Brook Hill network includes a variety of computer programs, databases, and internet searching capability.

With access to these resources comes the availability of materials that may not be considered of educational value in the context of a school setting. While accessing controversial information is prohibited, it is impossible for the school to control access to all questionable material. Therefore, these guidelines are provided to ensure awareness of the responsibilities network users incur when logging onto the Brook Hill network. If a Brook Hill user violates any of these provisions, his or her access may be limited or future access may be denied. Please carefully read the terms and conditions listed and make certain that you understand their significance.

- **Acceptable Use:** The use of the Brook Hill network must be in support of education and research and consistent with the educational objectives of The Brook Hill School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited.
- **Software Code of Ethics:** Unauthorized duplication of copyrighted computer software violates the law and is contrary to Brook Hill's standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrences:
  - We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
  - We will provide legally acquired software to meet the legitimate software needs in a timely fashion and in sufficient quantities for all our computers.
  - We will comply with all license or purchase terms regulating the use of any software we acquire or use.
  - We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.
- **Privileges:** The use of the Brook Hill network is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The administration may deny, revoke, or suspend specific user access.
- **Behavior:** Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to:
  - Be polite. Do not become abusive in your messages to others. Users who access the Brook Hill network are representatives of The Brook Hill School and are expected to act accordingly.
  - Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
  - Do not reveal your personal address or phone number or the addresses or phone numbers of students or colleagues.
  - Do not use the network in such a way that would disrupt the use of the network by other users.
  - Do not send anonymous messages.
  - Do not send messages using any other student's password.
- Note that electronic mail (e-mail) is not private. Our staff that operates the network system has access to all mail and may monitor such communications. Messages relating to or in support of illegal activities may be reported to the authorities. Users should have no expectation of privacy in their email or use of the internet.

### **CONFIDENTIALITY STATEMENT**

Reasonable 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.

### **DISPENSING OF MEDICATION**

An updated medical authorization form must be on file each year authorizing the office to dispense any medication allowed by the parents. Brook Hill will provide students with Tylenol, Advil, Pepto-Bismol, and Tums, provided the medical authorization form is signed by a parent, but all other medication prescription or non-prescription, must be sent to the school. Before any medication can be dispensed, the following criteria must be met.

All medication must be turned in to the clinic and not carried in the student's possession or stored in his/her locker. Exceptions are made occasionally after consultation with the school nurse. Non-prescription medicine must be in the original container with original label and the student's name. Brook Hill will not accept medication in unlabeled bottles, baggies, etc. or medication sent without written request for dispensing. Medication must be in the original container and must be accompanied by a written request from the parent or legal guardian which includes:

Student's name  
Name of medication  
Date(s) to be given  
Time(s) to be given or how often

Dosage (how much), which must include a physician's written direction if different from the recommended dosage  
Signature of the parent or guardian  
Date request written

If your child is to receive medication at school, it is the child's responsibility to report to the designated area in the clinic to take his/her medication. Students who use asthma inhalers may keep those with them, but there must be a parental/physician form on file in the nurse's office.

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

### **EMERGENCY CLOSING DURING SCHOOL HOURS**

1. Students will be allowed to call home to make the necessary arrangements to be picked up in the event of an emergency school closing.
2. Under any conditions, parents should designate neighbors and/or develop conditions whereby their child has access to safety on the way home or arrival at school.
3. Parents are responsible to be immediately aware of possibilities at the beginning of a winter storm. In such a case, early closing should be anticipated whether or not the specific decision is made. It is best that parents or a designated friend or neighbor meet younger children at school.

### **EMERGENCY DRILLS**

1. Fire Drills are held at various times during the school year. Instructions and directions for leaving each room and the building will be given each school year. Directions will also be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.
2. Tornado drills are also held during the school year following guidelines suggested by Smith County Fire Marshall.
3. In cases of storms, or mechanical or electrical failures:  
Teachers/Staff will be contacted on the emergency phone list. Please listen to radio and/or television stations for the announcement that the school will not open:

**Radio stations:**

KTBB (AM 600)

KOOI (FM 106.5)

**TV Stations:**

KLTV (ABC) Channel 7 -Tyler  
KETK (NBC) Channel 56 – Tyler  
KYTX (CBS) Channel 19 - Tyler

Students will be allowed to call home to make the necessary arrangements to be picked up.

### **HEALTH SERVICES POLICY**

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

Again, if these records are not on file prior to the first day of school each year, your child will be excluded from classes until these are received. Updated immunizations must be on file at the beginning of January or your child will be excluded from classes at that time. Updated immunizations must be on file at the end of school or final report cards will not be issued.

### **ILLNESS AND SCHOOL ABSENCES**

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

1. A temperature of 100 degrees or more. The temperature should be normal for 24 hours before the student returns to school without the use of fever reducing medicine (such as Tylenol, aspirin, ibuprofen, etc.).
2. General conditions such as a discharge from the nose or eyes, cough, sore throat, nausea or vomiting, earache, headache, diarrhea, undetermined rash or scaly patches over any part of the body, intense itching, or open draining lesions. The student must remain home when there is a possibility of infecting others.
3. Presence of any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. This list is not exhaustive, but these are the more common diseases, which require medical treatment. Students may return only after clearance by the school administration.

If, in the judgment of the school administration, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The school infirmary has limited facilities and cannot serve as a "holding area" for children who should be at home.

### **INCLEMENT WEATHER**

In the event that school will be closed because of hazardous traveling conditions, the announcement will be made over the following stations: KLTV, KETK, and radio stations.

**Radio stations:**

KTBB (AM 600)  
KOOI (FM 106.5)

**TV Stations:**

KLTV (ABC) Channel 7 -Tyler

KETK (NBC) Channel 56 – Tyler

KYTX (CBS) Channel 19 - Tyler

If school is to open when weather is questionable, the school will inform the stations of that fact, and if there is a delayed opening, we will generally **begin at 10:00 a.m.** Every effort will be made to make this decision early enough to avoid confusion. Please stay tuned to one or more of the above stations.

## **LOCKERS**

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

1. These lockers should be kept neat and treated properly. There may be periodic locker checks. At all times, the lockers shall be recognized as the property of Brook Hill School and not the private property of the student.
2. Lockers may be decorated if done appropriately, but the school reserves the right to require students to remove decorations which are deemed inappropriate by administration. There are also times when students enjoy decorating friends' lockers for birthdays, etc. These decorations must be ones that can be easily cleaned up at the end of the day. Balloons, crepe paper, and streamers are acceptable, but **NO glitter, confetti, stickers, paint or anything with an adhesive back are allowed.**
3. Students are not allowed to change lockers, swap lockers, or use empty lockers not belonging to them.
4. Students choosing to place a lock on their locker must provide the combination or extra key to the administrative assistant of the building where the locker is located.

**NOTE: Students are strongly cautioned against bringing valuables to school.** Students do not normally need a lot of cash or jewelry on campus and students should never leave purses or valuables in an unlocked locker, in the hallways, or in a restroom.

## **LOST AND FOUND**

All articles left on campus will be placed in the lost and found. Students should report any loss to the office.

**Please mark all of your student's articles with name and grade and encourage your student to check for lost items as soon as these are missed.** Unclaimed articles will be donated to a needy organization or discarded at the end of each semester.

## **MUSIC POLICY**

Music promoting harmful addictions, sexual misconduct, racism, societal rebellion and violence, disrespect for God, vulgarity or any obscenity is not condoned at any Brook Hill event. On occasion, music not condoned by the Brook Hill music policy may be used in the classroom to illustrate worldviews contrary to Christianity, and will be discussed appropriately.

## **RELEASE OF STUDENTS**

For the protection of our students it is imperative that parents/guardians inform the school of relatives not authorized to remove your child from school.

## **RIGHT TO SEARCH POLICY**

Brook Hill reserves the right, at the sole discretion of the Administration, to search at any time, with or without probable cause, all lockers, automobiles, backpacks, handbags, gym bags, and any other items which contain or may contain, personal belongings, while on the school property, or off the property when involved in a sanctioned Brook Hill event.

## **SCHOOL DANCE POLICY**

The Brook Hill School may provide opportunities for school dances at the discretion of the Administration. All dances require approval for all non-Brook Hill guests.

## **STUDENT SEXUAL HARASSMENT POLICY**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The 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 at the discretion of the Headmaster and the Dean of Students.

### **DEFINITION OF SEXUAL HARASSMENT**

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

1. Submission to the conduct is explicitly or implicitly made a term of condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidation, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

### **EXAMPLES AND PROCEDURES (SEXUAL HARASSMENT)**

Unwelcome 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, which would violate this policy, are the following:

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

When one of the school officials receives a complaint, he or she shall immediately inform the Headmaster/Administrator. The Headmaster/Administrator will direct an investigation. 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 will 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.

### **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.

### **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

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 conducts of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be investigated promptly.

### **WHERE TO REPORT SEXUAL HARASSMENT**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Any Member of the Board of Trustees

Headmaster

Dean of Students

These individuals may also be contacted through the school at (903) 894-5000.

## **VISITORS**

Every year Brook Hill has many visitors. These visitors are our guests. Treat them respectfully and give them whatever help they need. All visitors and parents, upon entering the building, should sign in at the school office or reception area. Visitors will receive a name-tag to wear while on campus.

### **Lunch Guests**

The following guidelines will be observed for guests of MS/US students:

1. The guest's name and school must be submitted to the Dean of Students for approval. 24 hours notice is required.
2. Guests may attend lunch only. They may not go to classes. Brook Hill students are not permitted to be in their vehicle or the guest's vehicle during the lunch period, unless they are a Senior who is leaving campus for the lunch period.
3. Parents must notify the receptionist by 9a.m., if they want to eat lunch.
4. Cost of lunch is \$5 for all guests, including parents.

# UNIFORM DRESS CODE

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

1. Your appearance reflects your values. In many ways, you become what you look like. Your values are shaped by your choice of appearance, and your choice of appearance represents to others what you consider important. Naturally, we do not want your appearance to conflict with the values associated with our school.
2. Your appearance affects your behavior and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction to the tasks at hand, which are education and maturity. There are two extremes of clothing: being overly concerned and having no concern. Both extremes will distract from, and interfere with the learning process.
3. Your appearance affects the tone in our environment. That which is visible often represents and establishes that which is not visible. In this case, since clothing influences mentality and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want to be proud of our learning environments, no matter what the current standards and taste of our society.
4. Community interests take precedence over personal preferences. Personal sacrifices are inevitable whenever a group of people function in a close setting. Unless a rule or expectation is a violation of an individual's integrity, personal life-style choice like dress and conduct are acceptable when expressed within the confines imposed by the community as a whole. In some ways, we would rather leave this issue up to the student. But we believe we have the right to expect appearances and demeanor which both truly reflect the distinctive mission of our school and encourage the personal growth of each student.

## **DRESS CODE**

**Note: ALL UNIFORMS MUST BE PURCHASED FROM ACADEMY UNIFORMS ( [www.academyuniforms.com](http://www.academyuniforms.com)) or from the used uniform shop at designated days of the year**

### **Monday, Tuesday, Thursday**

#### REGULAR DAILY UNIFORM

##### Girls Options:

1. Uniform navy, khaki, or plaid skirt or skort; uniform khaki or navy pants or shorts (*gap between hem and top of knee cap may be no greater than 3"*); uniform khaki Capri pants.
2. Choice of uniform shirts and sweaters, sweater vest, or sweatshirts.
3. Choice of dress, closed-toe shoes, or tennis shoes (no Crocs or house slippers).
4. Navy or white leggings (to the ankle); navy or white socks; or hosiery must be worn with shoes. Dress shoes (such as ballet flats) do not require socks or hose, except on Chapel Day (see guidelines below).

##### Boys Options:

1. Choice of uniform khaki or navy pants or shorts.
2. Choice of uniform shirts and sweaters, sweater vest, or sweatshirts.
3. Choice of dress, closed-toe shoes, tennis shoes, or boots (no Crocs or house slippers).
4. Socks must be worn and may be navy, black, brown, or white.
5. Belt – appropriate uniform belt.

## **Wednesday**

### **DRESS UNIFORM**

#### **Girls Options:**

1. Skirt – uniform khaki, plaid, or navy (*gap between hem and top of knee cap may be no greater than 3"*); no Capri pants.
2. Shirt – white uniform oxford dress shirt or uniform lycra blouse, short or long sleeve.
3. Uniform sweater or sweater vest (must be worn over white uniform oxford dress shirt or uniform lycra blouse, short or long sleeve), BH Booster Club windbreaker, or BH letter jackets. No sweatshirt or hoodie allowed.
4. Socks – (navy or white knee high dress socks, or hosiery).
5. Shoes – appropriate dress shoes (leather dress or closed-toe); no boots allowed for Chapel Dress.
6. Hair bands—coordinating colors or uniform plaid.

#### **Boys Options:**

1. Pants – uniform khaki or navy (no shorts).
2. Shirt – uniform oxford shirt, short or long sleeve. (All buttons must be buttoned.)
3. Uniform sweater or sweater vest, BH Booster Club windbreaker, or BH letter jacket. No sweatshirt or hoodie allowed.
4. Tie – uniform tie (appropriate length).
5. Socks – crew length socks (ankle and “no-shows” not allowed with Chapel Dress).
6. Shoes – leather dress shoes, dress boots (*no athletic style shoes*).
7. Belt – leather uniform belt.

## **Friday**

### **CASUAL DRESS**

#### **Girls and Boys Options:**

1. Casual jeans, pants or shorts without holes, tears, patches, or frays. No pajama/dorm pants, stretch pants, wind or sweat pants or athletic shorts. (*Gap between hem and top of knee cap may be no greater than 3"*.)
2. Choice of uniform shirts, sweatshirts, sweaters, or Brook Hill t-shirts.
3. Shoes – athletic or closed toe casual shoes with appropriate socks.

## **Physical Education**

#### **Girls and Boys Options:**

1. P.E. uniforms — Students will be required to purchase and wear a work out short and t-shirt set acquired through the Athletics Office. This workout set will be for all sports, physical education and off-season training and is a part of the Bigger, Faster, Stronger program. Soffee shorts are not approved for the Brook Hill physical education program and are not permitted, including cheerleading.
2. Athletic shoes with socks.

## **Community Service Days**

#### **Girls and Boys Options:**

1. Casual jeans, pants, or shorts without holes, tears, patches or frays. No pajama/dorm pants, stretch pants, wind or sweat pants or athletic shorts.
2. Choice of uniform shirts, sweat shirts, sweaters, or Brook Hill t-shirts.
3. Athletic or casual shoes.
4. Caps and sunglasses may also be worn on these days.

## **General Uniform Information**

#### **SHIRTS UNDER UNIFORMS must meet the following guidelines:**

1. Only a PLAIN white shirt is to be worn under a white uniform shirt. There should be no visible writing, pictures, or logos.

2. Only a Brook Hill t-shirt or solid shirt that matches the uniform shirt or a plain white shirt may be worn under a colored uniform shirt.

#### UNIFORM VIOLATIONS

- Students must wear the proper Brook Hill uniform to attend class.
- Correctable uniform violations should be corrected immediately. If violations are not correctable, loss of Friday dress privileges will occur.
- Repeat offenses will incur disciplinary action.

#### JACKET & SWEATERS

Jackets, sweaters, and sweatshirts worn during the school day must be Brook Hill uniform. These can be purchased from Academy Uniforms, BH Athletic Booster Club, or used uniform shop.

NOTE: All shirts (except vests, sweaters and sweatshirts) are to be *tucked in, not rolled under*.

### **STANDARD OF DRESS**

1. Students are required to dress in appropriate Brook Hill uniform clothing for all trips off campus, when guest speakers are on campus, and for other specified events on campus.
2. We encourage all students to appear neat and well groomed. Shirrtails are to remain tucked in during the school day, with the exception of Fridays.
3. We ask that no jewelry or make-up be worn that would distract from a proper learning environment. This includes tattoos, body piercing (including nose rings), boys' earrings, or girls' earrings that distract.
4. Caps are only allowed at sporting events, and then at the coaches' discretion.
5. Any extremes in hair length, style, or color, i.e. unnatural color, will not be acceptable. We will not accept any style that draws attention to the student and away from the learning environment. Boy's hair style must be neat and clear of the eye brow, bottom of the collar and bottom of the ears. No mohawks.
6. Students are required to be clean shaven (no facial hair) and have a neat appearance.
7. Students will wear the designated uniform during the physical education period. Sweatpants are allowed only during this period during colder weather.
8. Administrators will be responsible for making the final decision on what is appropriate. Parents will be contacted if the students are violating any part of the dress code and may be asked to bring the student a change of clothes, if the infraction cannot be corrected on-site.
9. During colder months, non-Brook Hill coats may be worn to school but are to be placed in the lockers during the school day.
10. After the academic day, casual dress in good taste is permitted.
11. Administration will be responsible in making the decision on what is appropriate and tasteful in student dress and appearance.