

PARENT/STUDENT HANDBOOK

2015-2016



The Brook Hill School

Christ-Centered. College Prep.

Dear Parents and Students,

Welcome to the 2015-2016 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, understand, and consent to the entire handbook. Students and parents are responsible for the procedures and rules outlined in this handbook as indicated by the parent or guardian's previous signature on the enrollment contract.

The intent of this handbook is to allow Brook Hill students, parents, faculty, staff, and administration 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

REVISION POLICY

The Brook Hill School reserves the right to change any policy or procedure in the MS/US Parent/Student Handbook at any time and at the sole discretion of the administration.

TABLE OF CONTENTS

GENERAL INFORMATION	1
MISSION STATEMENT.....	1
VISION STATEMENT	1
CORE VALUES.....	1
THE GUARD CHARGE	1
CORE VALUES EXPANDED.....	2
FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT	2
THE BH HONOR CODE	2
<i>Honor Code Statement</i>	2
2015-2016 SCHOOL CALENDAR	3
ADMINISTRATIVE STAFF.....	4
ADMISSIONS	5
ANTI-HARASSMENT POLICY.....	5
ABUSE POLICY	5
BULLYING POLICY.....	5
<i>Immature Behavior</i>	5
<i>Unkind Behavior</i>	5
<i>Bullying Behavior</i>	5
STUDENT DISCIPLINE.....	6
STUDENT CODE OF CONDUCT	6
<i>Revisions</i>	6
PARENTAL SUPPORT	6
'PARENTS' DEFINED	7
CONFIDENTIALITY STATEMENT	7
CORPORAL PUNISHMENT	7
PHYSICAL RESTRAINT	7
VIDEO/AUDIO MONITORING.....	7
<i>Use of Recordings</i>	7
<i>Access to Recordings</i>	7
PERSONAL ELECTRONIC DEVICES.....	7
COMMUNICATION WITH FACULTY AND STAFF	7
CONTACT INFORMATION.....	8
DEFINITION OF CAMPUS	8
DISASTER DRILLS.....	8
FACILITIES USAGE.....	8
FINANCIAL INFORMATION	8
<i>Tuition and Fees</i>	8
<i>Refund of Tuition and Fees</i>	8
MEDICAL INFORMATION	9
<i>First Aid</i>	9
<i>Medication</i>	9
<i>Health Records</i>	9
<i>Illness</i>	9
<i>Returning to School after Hospitalization</i>	10
<i>Immunizations</i>	10
<i>Medication Consent</i>	10
<i>Student Emergency Form</i>	10

ACCIDENTS AND ACCIDENT REPORTS.....	10
INCLEMENT WEATHER.....	10
EMERGENCY SCHOOL CLOSINGS.....	10
RELEASE OF STUDENTS.....	11
LOST AND FOUND.....	11
NON-DISCRIMINATORY POLICY.....	11
PARENTAL INVOLVEMENT.....	11
VOLUNTEERS.....	11
SECURITY.....	11
<i>Drugs/Substance Abuse/Alcohol/Tobacco.....</i>	<i>11</i>
<i>Search of Students.....</i>	<i>12</i>
<i>Use of Third Party Security Enforcement.....</i>	<i>12</i>
<i>Vehicle Use on Campus.....</i>	<i>12</i>
<i>Visitor Sign-in/Sign-Out.....</i>	<i>12</i>
<i>Weapons.....</i>	<i>12</i>
SEXUAL HARASSMENT.....	12
STUDENT ACCEPTABLE USE POLICY (AUP).....	13
<i>Student Internet Access.....</i>	<i>13</i>
<i>Usage Rules.....</i>	<i>13</i>
STUDENT WITHDRAWALS.....	14
TUTORING.....	14
ASBESTOS MANAGEMENT PLAN.....	14
CONFLICT RESOLUTION.....	14
<i>Procedure.....</i>	<i>15</i>
LOWER SCHOOL.....	17
GENERAL INFORMATION.....	17
<i>The Cadet Guard.....</i>	<i>17</i>
ACADEMICS.....	17
<i>Academic Program.....</i>	<i>17</i>
<i>Achievement Testing.....</i>	<i>17</i>
<i>Awards.....</i>	<i>17</i>
<i>Benchmark Testing.....</i>	<i>17</i>
<i>Grading.....</i>	<i>17</i>
<i>Homework.....</i>	<i>17</i>
<i>Time Involvement.....</i>	<i>17</i>
<i>Physical Education.....</i>	<i>18</i>
<i>Textbooks.....</i>	<i>18</i>
ATTENDANCE.....	18
<i>Attendance Policy.....</i>	<i>18</i>
<i>Guidelines for Absences.....</i>	<i>18</i>
<i>Absence Due to Illness.....</i>	<i>18</i>
<i>Planned Absences.....</i>	<i>18</i>
<i>Tardiness.....</i>	<i>18</i>
<i>Appointments/ Early Checkouts.....</i>	<i>19</i>
<i>Make Up Work.....</i>	<i>19</i>
BEHAVIOR.....	19
CADET CLUB.....	19
CAR POOL LINE: PICK-UP AND DROP-OFF.....	19
<i>Morning Drop- Off.....</i>	<i>20</i>
<i>Afternoon Pick-Up.....</i>	<i>20</i>
<i>Pedestrian Pick-Up Procedures.....</i>	<i>20</i>

CHAPEL	20
COMMUNITY SERVICE	20
DRESS GUIDELINES - UNIFORMS.....	20
<i>Standard of Dress</i>	21
<i>Consequences of Noncompliance</i>	21
<i>4th & 5th Grade P.E. – Boys and Girls</i>	21
<i>Lower School Chapel Uniform</i>	21
LOWER SCHOOL DAILY UNIFORM	22
FRIDAY CASUAL DRESS	23
FIELD TRIPS.....	23
<i>Field Trip Guidelines for Parents</i>	23
LOST AND FOUND.....	24
MEAL PROGRAM.....	24
<i>Lunch Accounts</i>	24
<i>Eating with your Child</i>	24
MEDICAL GUIDELINES	24
<i>Medications – Prescriptions and Over-The Counter</i>	24
<i>Life Threatening Food/Insect Allergies</i>	24
<i>Asthma</i>	25
NUTRITION BREAK.....	25
PARENT-TEACHER CONFERENCES	25
PARENT VOLUNTEERS	25
PARTIES.....	26
SUPPLIES	26
TELEPHONES AND MESSAGES	26
<i>Cell Phones</i>	26
TOYS	26
VISITORS	26
MIDDLE SCHOOL	28
ACADEMICS.....	28
<i>Ability Skills Grouping</i>	28
<i>Academic Center for Excellence</i>	28
<i>Class Scheduling</i>	28
<i>Course Availability</i>	28
<i>Schedule Changes</i>	28
<i>Upper School Courses in Middle School</i>	28
<i>Students with Learning Differences</i>	28
<i>Transfer Students</i>	29
<i>Grading Scale</i>	29
<i>Grade Weightings</i>	29
<i>Homework</i>	29
<i>Missed/Late Work Policy</i>	29
<i>Physical Education</i>	30
<i>Semester Exams</i>	30
<i>Honor Roll</i>	30
<i>National Junior Honor Society</i>	30
<i>Academic Probation</i>	30
<i>Academic Credit and Recovery</i>	31
<i>Promotion to the Next Grade</i>	31
<i>Double Promotions</i>	31
<i>Report Cards and RenWeb</i>	31

<i>SPARC</i>	31
<i>Admission and Standardized Testing</i>	31
<i>Library</i>	31
<i>Textbooks</i>	32
DISCIPLINE	32
<i>Student Infractions</i>	32
<i>Discipline Method</i>	34
<i>Detention and Saturday School</i>	34
<i>Suspension</i>	34
<i>Restoration Plan</i>	35
<i>Disciplinary Probation</i>	35
<i>Expulsion</i>	35
DAILY SCHEDULE	36
ATTENDANCE	36
<i>Arrival and Dismissal</i>	36
<i>Absences</i>	36
<i>Excused/Unexcused and Pre-Approved Absences</i>	37
<i>Attendance and Course Credit</i>	37
<i>Tardies</i>	38
ATHLETICS AND EXTRACURRICULAR ACTIVITIES.....	38
<i>Athletics</i>	38
<i>Eligibility</i>	38
<i>Sportsmanship Code of Conduct</i>	38
CAMPUS VISITATION.....	39
CAMPUS SECURITY	39
ANNOUNCEMENTS AND POSTED MATERIALS	39
LOCKERS.....	39
LUNCH	39
DRESS CODE	39
<i>General Dress Code Guidelines</i>	39
<i>Dress Code Guidelines for Girls</i>	40
<i>Dress Code Guidelines for Boys</i>	40
<i>Girls' Chapel Attire</i>	40
<i>Boys' Chapel Attire</i>	41
<i>Friday Dress Code</i>	41
<i>Dress Code Violations</i>	41
FIELD TRIPS.....	41
<i>Guidelines for Field Trips</i>	41
MUSIC AND DANCING	42
SERVICE HOURS	42
<i>Community Service Requirement</i>	42
MIDDLE SCHOOL ADMINISTRATION.....	42
UPPER SCHOOL	44
ACADEMICS.....	44
<i>Report Cards and RenWeb</i>	44
<i>Grade/GPA Calculations</i>	44
<i>GPA Scale</i>	44
<i>Semester Exams</i>	44
<i>Academic Credit and Recovery</i>	44
<i>Academic Probation</i>	45
<i>Honor Roll</i>	45

<i>Ranking Top Ten</i>	45
<i>National Honor Society</i>	45
<i>Senior Privileges</i>	45
<i>Class Scheduling</i>	46
<i>Dropping Courses</i>	46
<i>Ability Skills Grouping</i>	46
<i>Academic Center for Excellence</i>	46
<i>Course Availability</i>	46
<i>Upper School Courses Taken in Middle School</i>	46
<i>Non-Brook Hill Courses</i>	47
<i>Transfer Students</i>	47
<i>Summer School</i>	47
<i>SPARC</i>	47
<i>Students with Learning Differences</i>	47
<i>Weighted Grades in Advanced Courses</i>	47
<i>Standardized Testing</i>	47
<i>Homework Policy</i>	47
<i>Missed/Late Work Policy</i>	48
<i>Testing of Students</i>	48
<i>Library</i>	48
<i>Textbooks</i>	49
GRADUATION REQUIREMENTS	49
<i>Valedictorian/Salutatorian</i>	49
<i>Honor Graduates</i>	50
DISCIPLINE	50
<i>Student Infractions</i>	50
<i>Tardies</i>	52
<i>Discipline Method</i>	52
<i>Detention and Saturday School</i>	52
<i>Missed Detention</i>	52
<i>Suspension</i>	52
<i>Restoration Plan</i>	53
<i>Disciplinary Probation</i>	53
<i>Expulsion</i>	53
DAILY SCHEDULE	53
ATTENDANCE	53
<i>Arrival and Dismissal</i>	53
<i>Absences</i>	54
<i>Excused, Unexcused and Pre-Approved Absences</i>	54
<i>Attendance and Course Credit</i>	55
ATHLETICS AND EXTRACURRICULAR ACTIVITIES	55
<i>Eligibility</i>	55
<i>Sportsmanship Code of Conduct</i>	56
CAMPUS VISITATION	56
CAMPUS SECURITY	56
ANNOUNCEMENTS AND POSTED MATERIALS	56
LOCKERS	56
LUNCH	57
DRESS CODE	57
<i>General Dress Code Guidelines</i>	57
<i>Dress Code Guidelines for Girls</i>	57
<i>Dress Code Guidelines for Boys</i>	57

<i>Girls' Chapel Attire</i>	58
<i>Boys' Chapel Attire</i>	58
<i>Friday Dress Code</i>	58
<i>Dress Code Violations</i>	58
FIELD TRIPS	58
<i>Guidelines for Field Trips</i>	59
MUSIC AND DANCING	59
SERVICE HOURS	59
<i>Community Service Requirement</i>	59
<i>Community Service Recognition</i>	59
VEHICLE USE ON CAMPUS	59
UPPER SCHOOL ADMINISTRATION	60

GENERAL INFORMATION

The Brook Hill School

God has established The Brook Hill School for the purpose of impacting lives for eternity through a comprehensive, quality, Christ-centered, college preparatory, boarding and day school. The vision statement, mission statement, and core values articulate the purpose behind the school's existence. The solidly Christian faculty, coaching, and administrative staff offer unique opportunities for students to participate in academics, athletics, fine arts, and campus life activities in a Christian environment. This gives students the skills they need to live a successful future. When coupled with an intentional curriculum and a series of operating principles, the mission statement, vision statement, and core values provide The Brook Hill School with principles that will drive all of its policies, procedures, and practices.

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.

Vision Statement

The Brook Hill School is committed to training students to be confident in both their faith and their education. A Brook Hill education prepares them to read insightfully, think critically, solve problems logically, and communicate effectively within the framework of a Biblical worldview. Brook Hill students are encouraged to discuss ideas with genuine intellectual inquiry and Christian charity. A Brook Hill foundation equips them to make good decisions, grounded in the faith, while exercising Biblical truth; to face the challenges of the real world, without being sheltered from them; and to impact others for God's glory.

Core Values

We believe in ...

- The Pursuit of Academic Excellence
- Providing Comprehensive Curricular, Co-curricular & Extra-curricular Programs
- Spiritual and Character Formation
- A Biblical Worldview

The Guard Charge

- Live Pure
- *Speak True*
- *Right Wrong*
- *Serve Others*
- *Follow the King*

Core Values Expanded

The Pursuit of Academic Excellence

- Core curriculum drawn from classical Christian liberal arts and sciences tradition which emphasizes reading, writing, speaking and reasoning skills at every level with minimal specialization
- Comprehensive, challenging, college preparatory academic program providing coursework necessary for acceptance into competitive colleges and universities
- Balanced scholarship-rigorous and engaging, utilizing best instructional practices (age-appropriate, multi-modal and brain-researched strategies)
- Class sizes small enough to provide individualized attention

Providing Comprehensive Curricular, Co-curricular, and Extra-curricular Programs

- Committed to strong academic, visual and performing arts, and athletic programs at all levels
- Encouraged to explore gifts, realize potential, and discover unique purpose in life
- Challenged academically, athletically, artistically, and spiritually
- Provided opportunities for leadership and gifts development through comprehensive co-curricular and extra-curricular student programs at all levels

Spiritual and Character Formation

- Provide a safe and nurturing, grace-filled, Christian environment
- Provide an atmosphere of mutual respect
- Encourage the development of authentic spiritual disciplines/maturity through Bible curriculum, Chapel, and community service
- Train the whole student to think, act, and serve with Christ-like character
- Administer discipline in grace and love
- Motivate students to serve their community, nation, world

A Biblical Worldview

- Embrace a non-denominational, conservative, evangelical, Christian tradition believing:
 - Fear of God is foundational
 - Triune God
 - Authority of scripture
 - All truth is God's truth
 - Man is created in the image of God
 - Marriage is sanctioned by God, which joins one man and one woman in a single, exclusive, covenant relationship, as delineated in Scripture

and that God intends sexual intimacy to only occur between a man and a woman who are married to each other (Gen. 2:24, Mal. 2:14, Matt. 19:4, Hebrews 13:4; Mark 10:6-9)

- Purpose of life is to glorify God
- Creator God/Redeemer God/Personal God
- Sinner by nature/Saved by grace
- Partner with parents as an extension of the home
- Employ a Christian faculty that is intellectually competent and spiritually alive
- Integrate faith and learning in all programs
- Integrate Biblical principles and practices in all functions of the organization, both educational and non-educational

Final Authority for Matters of Belief and Conduct

The Brook Hill School's statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of The Brook Hill School's faith, doctrine, practice, policy, and discipline the Brook Hill School Board of Trustees is The Brook Hill School's final interpretive authority on the Bible's meaning and application.

The BH Honor Code

The Brook Hill 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.

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.

2015-2016 School Calendar

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-11 New Faculty Professional Dev. & Training
 12-18 All Faculty Professional Dev. & Training
 19 First Day of School

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day Holiday

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day / BH Founder's Day
 8-9 LS—NO School—Parent Conferences
 9 MS/US Early Release - Faculty Prof. Dev. & Training

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 LS Early Release—Grandparents' Day
 LS Faculty Professional Dev. & Training
 20 MS/US Early Release—Faculty Prof. Dev. & Training
 23-27 Thanksgiving Break

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15-18 MS/US Semester Exams & Early Release
 18 Last Day of Semester
 18 LS No School - Faculty Prof. Dev. & Training
 21-Jan 4 Christmas Break

81 DAYS

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-4 Christmas Break
 4 Faculty Prof. Dev. & Training
 5 School Resumes
 18 Martin Luther King Jr. Holiday

February 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

12 LS/MS/US Early Release - Faculty Prof. Dev. & Training
 15 Presidents' Day Holiday (Make up day if needed)

March 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 ASCI Speech Meet/LS Campus
 4 LS No School due to ASCI Speech Meet
 7-11 Spring Break
 14-18 MS/US SPARC Week
 17-18 LS Early Release—Parent Conferences
 25-28 Easter Break/Good Friday

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Graduation
 23-26 MS/US Final Exams & Early Release
 23-26 LS Early Release
 26 Last Day of Semester / Year
 26 Last Day of School / All School Early Release
 27 All Faculty Prof. Dev. & Training
 30 Memorial Day

94 DAYS

KEY: ○ = Inservice, ■ = All School Holiday, [] = Beginning/End of Semester, ■ = US/MS Exams/Early Release, ○ = LS No School ○ = LS Early Release

Administrative Staff

Executive Offices

Rod Fletcher	Headmaster
Shalon Garner	Assistant to Headmaster
Janda Gragg	School Receptionist

Lower School

Sandra Fritcher	Lower School Principal
Tammy Stephenson	Administrative Assistant
Ila England	Lower School Librarian
Suzan Chadwell	School Nurse

Middle School

Tammy Hayes	Middle School Principal
Bobby Brasher	Dean of Students
Jordy Barksdale	Director of Campus Life & Ministries
Vicki Smith	Administrative Assistant/ Attendance Clerk
Pam Hays	Middle School Librarian
Suzan Chadwell	School Nurse

Upper School

Michelle Rozell	Upper School Principal
Bobby Brasher	Dean of Students
Jordy Barksdale	Director of Campus Life & Ministries
Melissa Adkins	Administrative Assistant/ Attendance Clerk
Celia Tucker	Academic Counselor
Kris Mathis	Academic Counselor
Julie Hanks	Registrar
Pam Hays	Upper School Librarian
Suzan Chadwell	School Nurse

Academics

Brian Nelson	Dean of Academics
Celia Tucker	Academic Counselor
Kris Mathis	Academic Counselor
Georgia Cameron	Technology Integration Specialist
Julie Hanks	Administrative Assistant/Registrar
Jessica Mize	ACE Coordinator
Robin Bynum	Academic Competitions Coordinator

Fine Arts

Glenn Ballard	Director of Fine Arts
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Athletics

Wally Dawkins	Athletic Director
David Collins	Assistant Athletic Director
Morgan Ballenger	Assistant to Athletic Director
Becky Knight	Athletic Assistant
Kayla Schwalenburg	Athletic Trainer

Campus Life and Ministries

Jordy Barksdale	Director of Campus Life & Ministries
Melissa Adkins	Administrative Assistant

Campus Safety

Bobby Brasher	Director of Campus Safety
Vicki Smith	Administrative Assistant

Residential Life

Shawn Rhoads	Director of Residential Life
Regenea White	Administrative Assistant
Laura Albea	Boarding Parent (Girls)
Jon Murry	Boarding Parent (Girls)
Paul Ramirez	Boarding Parent (Boys)
Cherie Welty	Boarding Parent (Boys)

Admissions

Katie Ramirez	Director of Admissions
Landry Humphries	Associate Director of Admissions
Jamie Whitten	Admissions Associate
Jenny Anderson	Financial Aid & Enrollment Associate

Development

Laurie Humphries	Director of Advancement
Sara Scarborough	Associate Director of Special Events
Jacki Travis	Development Assistant

Facilities and Grounds

Don Ellis	Director of Facilities and Grounds
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Family and Alumni Relations

Ginger Bell	Director of Family and Alumni Relations
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Finance and Operations

Tony Welty	Director of Finance and Operations
Heidi Camp	Director of Business Office
Wendy Tynan	Business Associate

Marketing and Communications

Travis Albea	Director of Marketing
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Museum

Jan Hommel	Museum Director
Robin Bynum	Museum Coordinator

Technology

Raegan McCallum	Director of Information Technology
Jason Forrest	Associate Director of Information Technology
Joe McGill	Network Technician

Admissions

The Brook Hill School seeks students whose ability, performance and promise suggest they will thrive in the school's challenging academic environment and who will contribute to the life of the school in a variety of areas such as the arts, athletics, leadership and service. Students admitted to The Brook Hill School and their families are expected to understand and consent to the school's mission, vision, and core values.

A student's acceptance at any grade level is contingent upon the student's ability, measured by standardized testing, and committee review of the student's complete application. The Director of Admissions may require the student and/or parents to complete a personal interview as part of the application review process.

The Brook Hill School is a Christian School providing an education in a distinctly Christian environment, and it believes that its Biblical role is to work with the home to mold students to be Christ-like and exhibit behaviors consistent with Biblical principles. On those occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to, or in opposition to, the Biblical lifestyle, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, participating in, or supporting sexual immorality, homosexual/bisexual activity or alternative sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school as determined by the Board of Trustees (Leviticus 20:13a, Romans 1:27, Matthew 19:4–6, Philippians 4:8).

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

Provisional Acceptance: School records or admissions data that indicates an academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at Brook Hill, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

Anti-Harassment Policy

The environment at The Brook Hill School will reflect Christ-like character and Biblical principles, and must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, or any other characteristic designated by the Board of Trustees. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect in accordance with Biblical principles.

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 state law.

Bullying Policy

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Immature Behavior: Such behavior will primarily be addressed by the classroom teacher.

Unkind Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration.

Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (Physically or Emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying: Such behavior will be determined and addressed by the classroom teacher and/or school administration.

Student Discipline

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude; and
 - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Christian education, the home and the school work together in a cooperative manner to fully educate and train students. Cooperation between these two groups must be evident to fully develop the character of the student, and promote behavior consistent with biblical worldview. Whenever student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of Brook Hill.
4. During the course of investigating actions and events concerning possible student incidents, Brook Hill personnel may seek to question students alone or in groups.
5. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and

communicate expectations and findings to parents in a timely manner.

6. Attending Brook Hill is a privilege that is extended on the condition that students and parents accept and support school policies. The Brook Hill School reserves the right to suspend, dismiss and/or expel a student at any time if, at the sole discretion of the Headmaster, that student's industry, progress, conduct, and/or influence on or off campus is/are not satisfactory or in keeping with the School's standards. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligation.

Student Code of Conduct

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 and expects Brook Hill students to behave in a manner in accordance with Biblical principles and standards of conduct. 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. 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. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration may deal directly with any student who violates the Code of Conduct or draws attention to Brook Hill in a negative manner which may result in disciplinary action or a student's dismissal from the school.

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.

Revisions

Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by school administration.

Parental Support

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 to terminate or not renew a student's enrollment contract if the school reasonably concludes that such a positive working relationship is not possible.

The Brook Hill School is a Christian School providing an education in a distinctly Christian environment, and it believes that its Biblical role is to work with the home to mold students to be Christ-like and exhibit behaviors consistent with Biblical principles. On those occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to, or in opposition to, the Biblical lifestyle, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, participating in, or supporting sexual immorality, homosexual/bisexual activity or alternative sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school as determined by the Board of Trustees (Leviticus 20:13a, Romans 1:27, Matthew 19:4–6, Philippians 4:8).

'Parents' Defined

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.

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 and appropriate government officials as the circumstances warrant.

Corporal Punishment

Brook Hill prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of the Student Code of Conduct.

Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical

restraint, from physical injury.

2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

Video/Audio Monitoring

Video/audio equipment may be used for safety purposes to monitor student behavior on the school campus.

Use of Recordings

Recordings shall be reviewed as needed by the administration, and evidence of student misconduct shall be documented. A student found to be in violation of the school's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Video recordings obtained from surveillance cameras that contain images of students are student records, which are protected under the Family Educational Rights and Privacy Act (FERPA). Requests for such video records shall be processed in accordance with FERPA requirements.

Personal Electronic Devices

Personal electronic devices (including personal communication devices, cell phones, and computers) are discussed in the divisional sections of the handbook. Please note, audio or video recording may not be conducted anywhere on the Brook Hill campus without the prior approval of Brook Hill Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

Communication with Faculty and Staff

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

1. Staff Mailboxes - Notes may be left with receptionist for placement in the staff mailboxes.
2. Voicemail and Email - All Brook Hill staff and faculty have voicemail extensions and email addresses. A directory of all Brook Hill staff and faculty is available on RenWeb. Every attempt will be made to respond to all voicemail and email messages within 24 hours

during the school week.

3. If you would like to arrange a conference, please make your request in the form of a note, voice-mail or email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling our staff at home.
5. The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the principal.

Contact Information

Change of address, email, or telephone number should be reported to the school receptionist as soon as the change is official. It is important that parent and student contact information is correct at all times.

Definition of Campus

The Brook Hill campus is 280 acres located in Bullard, Texas. All buildings, athletic facilities/fields, parking areas and student lockers utilized by Brook Hill students and/or faculty on the above mentioned property are considered part of the Brook Hill Campus as it relates to any school-related activities.

Disaster Drills

Practice drills will be provided for fire and tornado safety precautions. Fire escape plans and tornado safety charts are posted in each classroom.

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

Pulling the fire alarm with undue cause will result in reporting to the Bullard fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

The Crisis Management Plan adopted by Brook Hill is available in the office of the Director of Campus Safety.

Facilities Usage

All school events taking place on the Brook Hill campus, except for those using athletic facilities, must be approved by the Headmaster's Assistant. Use of athletic facilities must be approved by the Athletic Director's Assistant. Only when the event is approved will it be placed on the school calendar.

Financial Information

Tuition and Fees

Unless paid in advance, tuition payments are automatically debited from your bank account through FACTS Tuition Management. If an account becomes more than 30 days delinquent, a letter from the Business Office will be mailed advising that the student's ability to participate in extracurricular activities may be affected and the student may be dismissed if the account is not made current. Academic records will be held in the Academic Office for all delinquent accounts. Grades, testing results and transcripts of any student withdrawing with an outstanding balance will not be released until tuition is paid in full. There is a \$25 service fee for all NSF checks.

Refund of Tuition and Fees

At Brook Hill, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot. When you execute the contract, you pledge to Brook Hill that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those teacher contracts whether or not a student drops out.

If you find it necessary to withdraw your child after enrollment, please contact our Admissions Office and Academic Office as soon as possible. Brook Hill offers a tuition refund program, in which, under certain circumstances, a portion of the tuition may be refunded. For those students who do not participate in the tuition refund program, the terms of the enrollment contract will apply.

Application, matriculation, and admission fees are not refundable under any circumstances. No refunds will be made for students who are dismissed or withdraw for disciplinary or academic reasons.

Medical Information

First Aid

We have a nurse on staff and basic first aid supplies in the Lower School and Middle School offices. With the exception of an emergency, the student must have permission from a teacher to be excused from class to see the nurse.

Medication

We recognize that there are times when students will need to take medications during the school day. All medication brought to school must be in the original container and kept in the school nurse's office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration. Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician.

For students in 6th-12th grades, there is a limited supply of the most common OTC medication; however, they will not be given without parental consent prior to administration.

Texas State Law now allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met. These conditions indicate that an asthma action plan developed and signed by the child's physician and signed by the parent or legal guardian must be on file with school health services.

Health Records

Every student is required to have medical records on file and up-to-date by the beginning of school each year. Students are required to be in compliance with Texas state immunization laws. 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. 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.

Illness

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the nurse during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, children sent home from school should not return the next day. Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

Children who are sent home with fever or rash will need to check in with the nurse on the morning they return to school before going to class. Do not send a child with a rash to school. If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school. It will continue to be necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if he/she appears to have contracted conjunctivitis (pink eye) or head lice. Children with bacterial conjunctivitis (pink eye) must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice will need to be checked by the nurse before going

back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify Brook Hill, and to re-admit the student only after a doctor has given written permission for the child to return to school.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home rather than expecting our nurses to do it first thing in the morning. Over the counter medications will not be given before 10:00 a.m. for students in grades 6-12.

Returning to School after Hospitalization

Students will not be allowed to return to school following hospitalization for illness or injury until the school nurse has an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, activity or otherwise, for the student.

Immunizations

Students must be vaccinated as required by the State of Texas. Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and conscience exemption forms must be on file with the school nurse prior to school attendance. For more information about Texas immunization requirements, you may log on to www.immunizeTexas.com.

Medication Consent

Any medications to be administered during the school day to any students must be kept in the nurse's office along with a completed Medication Consent Form informing the nurse of the dosage and the time to be given. Medication Consent Forms are available from the nurse. All medication must be in its original container with specific directions. No medications will be administered without a completed Medical Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the nurse will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary. At no time will the recommended dosages for over-the-counter medications be exceeded without a written, signed request from the child's physician.

Student Emergency Form

A Student Emergency Form is required for every student at the time of enrollment or re-enrollment. Parents are required to update the Student Emergency Form online before the start of school. If there are any major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers, please notify the school nurse immediately as well as updating the information online. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Student Emergency Form will be called.

Accidents and Accident Reports

Should any student or member of staff sustain an injury or suspected injury while at school or on school business, he/she is 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.

Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. Announcements will be through the following:

1. Email and Parent Alert texts
2. TV stations: KLTN (ABC) Channel 7, KETK (NBC) Channel 56, and KYTX (CBS) Channel 19

Emergency School Closings

In the event of an emergency school closing, parents will be notified through email and Parent Alert texts. In addition, students will be allowed to call home to make the necessary arrangements to be picked up.

Release of Students

For the protection of our students it is imperative that parents inform the school administration of any individual authorized to pick up their child during school hours.

Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in an area of the Lower School Rotunda, the Ornelas Hall Office, and the Founder's Student Center. At the end of each semester, all items remaining will be donated to local charities.

Non-Discriminatory Policy

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

Parental Involvement

Parental involvement at Brook Hill is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved.

The Brook Hill School has several Special Interest Groups parents can join to provide service and support to Brook Hill. These Special Interest Groups include:

- Athletic Booster Club
- S.O.F.A (Supporters of Fine Arts)
- Moms in Prayer
- BHPA (Brook Hill Parents Association)
- For additional volunteer opportunities, check with the Lower School office or the Director Campus Life and Student Ministry (MS/US)

Volunteers

We welcome parent volunteers to assist in various classroom/ school activities. Brook Hill parents who wish to volunteer are encouraged to join a grade level team of parents under the Brook Hill Parent Association coordinated through the Lower School office and the Campus Life office (MS/US).

Security

Brook Hill believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the school handbooks, the Student Code of Conduct, and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

- Controlled access to campuses
- Additional staff training
- Increased communication to students, parents and to the community
- Increased student and community awareness
- Physical inspections and monitoring using various means including canine security units.

Drugs/Substance Abuse/Alcohol/Tobacco

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products, e-cigarettes/vapors is prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. Brook Hill is considered a drug, alcohol and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

Drug Testing Policy

Brook Hill is aware of the many social pressures upon today's students, including the abuse of illicit drugs, alcohol, illegal substances, and even prescription and

over-the-counter drugs. It is Brook Hill's goal to maintain a drug-free campus and student population. Brook Hill will drug test Upper School students randomly, with the ultimate goal of testing every Brook Hill Upper School student at least once during the regular school year. The testing will allow Brook Hill to address any problems identified directly, with the additional benefit of giving students an excuse to resist societal pressure or temptation of drugs: students can honestly tell their peers that they cannot take the chance of using drugs when their school is randomly testing. Some testing will be done in conjunction with athletic or extracurricular activities, but a student does not have to participate in those activities to be tested. Enrollment at Brook Hill School constitutes consent to the testing necessary under this policy.

Brook Hill recognizes the privacy concerns which surround drug testing, and has instituted this policy and program for the protection, safety, and well-being of all students. All testing will be done in a private and respectful manner for all students involved. Primarily, Upper School students will be tested, though testing may extend to Middle School students. All results will be held as strictly confidential, and will not be reported to any authorities outside of The Brook Hill School. Following any positive test result, Brook Hill administrators will schedule a private meeting with the student and his/her parent(s) or legal guardian(s) to discuss the disciplinary consequences. This meeting will typically occur away from Brook Hill grounds and outside of regular school hours to protect student and family privacy. Student discipline for drug use is at the sole discretion of Brook Hill administration, and punishment may extend up to and including expulsion.

At times, Brook Hill may partner with local law enforcement and/or private security forces that utilize trained drug-detecting dogs. All lockers, classrooms, dormitories, automobiles and parking lots, and other school facilities may be scanned using these resources. If there is a positive identification, a search may follow, and any identified student may be subject to school discipline based on those findings. This policy is being enacted as a proactive measure for the protection and well-being of all enrolled students.

Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students outer clothing, pockets, locker or belongings.

Students also understand and agree that Brook Hill shall

have the right to monitor or examine any electronic device at the school or any Brook Hill activity. Additionally, Brook Hill may monitor or examine any postings on the Internet or other electronic medium, which includes but is not limited to, text messages and postings on personal websites, social networking sites, for example "Facebook", "Instagram", "Twitter", or other private or public domains. Such monitoring includes, but is not limited, to all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources, including, but not limited to, security guards, police departments, or canine units to further establish a secure zone on the campus.

Vehicle Use on Campus

Students and parents are required to follow all traffic signs while on the Brook Hill campus. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked. Cars belonging to students and staff must be registered through the vehicle registration form found in the Dean of Students' office.

Visitor Sign-in/Sign-Out

All visitors to the school campus must sign in and out at the reception areas. Upon signing in, each visitor will receive a visitor badge to be worn at all times. Before leaving the campus, each visitor must sign out and return their badge to the reception area.

Weapons

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. The use of a toy designed to look like a weapon is prohibited on campus. Pending divisional administrative approval, exceptions for this may be granted for school projects.

Sexual Harassment

Brook Hill is committed to providing an environment free from any form of sexual harassment. Sexual harassment

is a violation of both the law and Brook Hill's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the Brook Hill community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices. "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.

Student Acceptable Use Policy (AUP)

The Brook Hill School students have access to technology and electronic information services for the purpose of enhancing their understanding of the curriculum. The school attempts to make up-to-date technology available to all students at all sites to enhance the education of each student and to prepare them for future careers. This Acceptable Use Policy must be signed and returned to the school in order for your child to use Brook Hill's technology resources for Internet access and educational purposes. The term "educational purposes" includes classroom related activities, educationally relevant research, and other school related activities. The network was not established as a public access service or a public forum. The school reserves the right to place reasonable restrictions on the material and network resources accessed. Students are expected to follow the rules set forth in the Student Handbook in their use of Brook Hill's technology resources. The school has in place an Internet content filter to comply with the Children's Internet Protection Act (CIPA) and will make every effort to filter objectionable content but cannot guarantee breaches of this filter as the Internet is constantly adding new pages and content.

The Internet and electronic networks allow students the opportunity to broaden their knowledge and access to information in all subject areas. The purpose of the Acceptable Use Policy is to protect students, parents, and the school by setting rules for the use of this medium.

Student Internet Access

1. Students will have access to Internet information through their classroom, library, or school computer lab. Each student and a parent must sign this account agreement to be granted use of The Brook Hill School's network.
2. A parent may withdraw their approval at any time. Students are expected to abide by the generally accepted rules of appropriate online behavior and network etiquette.
3. Students should expect only limited privacy as their account is not considered personal or private and may be subject to inspection by authorized school employees.
4. The school may suspend any individual's access to school technology upon any violation of the AUP.

Usage Rules

1. Internet Safety / Cyber-safety
 - a. Students will not share personal contact information about themselves or other people (i.e. address, telephone number, school address, etc.). Access to social networking sites and chat room communication is not allowed. Students will promptly notify teachers or another school employee if they receive any messages or encounter web pages that are inappropriate or make them feel uncomfortable.
2. Cyber-bullying
 - a. Cyber-bullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes. Students shall not use school technological resources to participate in cyber-bullying.
3. Illegal Activities and Vandalism
 - a. Students will not attempt to gain unauthorized access to Brook Hill's network nor any other computer system through Brook Hill's network nor go beyond their authorized access (i.e. log in through another person's account or access another person's files). Students will not make deliberate attempts to disrupt the computer system or destroy data by uploading, creating, or spreading computer viruses or any other means. Students will not use the network for illegal activities such as "hacking" or vandalizing.
4. System Security
 - a. Students are responsible for their accounts and will take all precautions to prevent others from using their accounts and will not share their login user name and password. Students will notify teachers or the system administrator if they have a security problem.
5. Inappropriate Language
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Students will not

use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not engage in personal attacks or harassment.

6. Respect for Privacy
 - a. Students will not re-post a message that was sent to them privately without the permission of the person who sent the message. Students will not post private information about another person.
7. Plagiarism and Copyright Infringement
 - a. Students will not plagiarize works that they find using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as your own.
8. Inappropriate Access to Material
 - a. Students will not use Brook Hill's network to access material that is profane or obscene (i.e., pornography), or material that advocates illegal acts, violence or unlawful discrimination.
 - b. Downloading of programs and files is prohibited unless the download is for a school assignment. Students are required to obtain permission from the classroom teacher, administrator, or librarian.
9. E-mail, blogs, message boards, Instant Messaging, and personal web pages
 - a. Students may not use the Internet for talk/chat, blogs or network games. Mailing lists, personal e-mail or bulletin board services or message boards use are strictly prohibited unless in association with a supervised class project. Any screen that you type a message into is a message board. Students may not download and use messaging apps (such as MSN, Yahoo, and Facebook). Students cannot work on personal web pages on school computers.
10. Cell Phones and other electronic devices
 - a. Cell phones and other electronic devices must not disrupt the educational environment of The Brook Hill School. Use of these devices during school is prohibited with exceptions noted in the Student Handbook.
 - b. When not in violation of the Student Handbook, students may connect personal devices to The Brook Hill School network. Usage of personal devices on the Brook Hill network is subject to the same privacy expectations and monitoring as school-issued devices.
11. New and Evolving Technology
 - a. As new technologies emerge (i.e. internet resources, wireless devices, and portable technologies), they will also fall under the general tenets of this agreement. Accessing the internet

outside of the school network by using personal communication devices to engage in any of these prohibited activities falls under the Student Conduct Code guidelines and regulations. Students accessing network or "cloud" resources made available, such as Google Docs, will adhere to the terms of use agreements for these resources.

Student Withdrawals

To withdraw a student, a parent should notify the Lower School office or Academic Office and complete a Student Withdrawal Form. School-purchased materials must be turned in to the classroom teacher or department. No official records will be released until all forms are completed and financial matters are cleared.

Tutoring

Brook Hill faculty and staff providing student assistance do not charge for helping students better understand and master their academics, and this assistance should not be confused with outside tutoring.

The administration does not encourage faculty or staff to become financially involved in tutoring Brook Hill students, and permission to do so will be granted by the administration only in extreme cases.

Brook Hill will attempt to maintain a list of tutors but will not recommend a specific tutor, accept responsibility for the results of such tutoring, or discuss or recommend financial arrangements with a tutor.

Asbestos Management Plan

ERI Consulting, Inc., Tyler, Texas, completed the required inspection and prepared the management plan prepared in accordance with Section 763.85 of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR, Section 763.

Copies of the management plan, which includes affidavits from architects regarding the use of non-asbestos materials in construction, are available for inspection at the Headmaster's office during business hours.

Conflict Resolution

Brook Hill believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private and within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. In response to this belief, disputes and disagreements between Brook Hill and its families should be handled directly and quickly to restore unity to the relationship.

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 (Athletic Director or 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. (Any request for the Board of Trustees to review an action by the faculty, staff or administration must be approved by the affirmative vote of a majority of the Executive Committee before such Board review is made.)

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

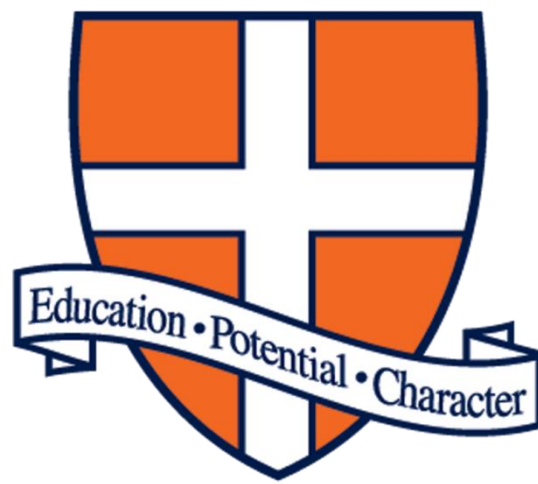
1. Ask for an appointment with the Director or Administrator to discuss your concerns.
2. If this does not solve the problem, set an appointment with the Headmaster for a meeting with you and the Director or Administrator.
3. If this does not solve the problem, a written appeal may be submitted to the Board of Trustees regarding the problem, you believe, is still unresolved. (Any request for the Board of Trustees to review an action by the faculty, staff or administration must be approved by the affirmative vote of a majority of the Executive Committee before such Board review is made.)

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. (Any request for the Board of Trustees to review an action by the faculty, staff or administration must be approved by the affirmative vote of a majority of the Executive Committee before such Board review is made.)

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.



Lower School Parent/Student Handbook

Grades PK-5

2015-2016

LOWER SCHOOL

General Information

The Cadet Guard

A quick look around our campus, on our busses, and on our literature will reveal that the mascot for The Brook Hill School is “The Guard” and it is represented by a cannon which is manned and fired by a crew made up of select seniors. The resounding “boom” of the cannon represents the Brook Hill school spirit and traditions. The cannon is fired on special occasions. The “Guard” was chosen as a mascot to remind our students and each member of the Brook Hill family that we are guardians of our school and its traditions and spirit, our country and its freedoms and sacrifices, and our faith along with its Author and Finisher, Jesus Christ.

In keeping with the traditions and spirit of the Guard, the Lower School will be known as the “Cadet Guard.” The Cadet Guard will also be dedicated to guard our school, our country, and our faith. Every time we hear the resounding “boom” from the cannon, we will be reminded of our rich heritage planted by those who have gone before and our responsibility to carry it on to the next generation.

Academics

Academic Program

Our academic program encourages all students to enjoy the learning process. Teachers work diligently to teach all students and help them develop a passion for learning.

Achievement Testing

Achievement tests provide another source of information that is helpful in determining individual as well as group needs. The Brook Hill School utilizes the nationally-normed ERB Comprehensive Testing Program Achievement Test for grades 1-5. The test is taken over 4-5 days in the spring, usually in April; consult the Calendar for specifics. Please be sure your child is present and gets plenty of rest during the testing period.

Awards

In order to give encouragement to each student, all will receive an award at some point during the year. Grade 3-5 students will receive awards at the end of the first three quarters. They will be recognized for scholarly achievement, leadership, or servant’s heart.

Perfect attendance will be recognized for grades PK-5 at the end of each quarter.

Character awards will be given to each student at the end of the school year and will be presented in the classroom. These awards will be determined by godly

character traits the teacher has observed in each student during the year. All students will receive an award. Parents are invited to attend these in-class awards presentations.

Benchmark Testing

Benchmark testing is done at the end of each quarter. Each student is tested in reading and math in order to see which skills have been mastered. Assessment results will be sent home with each report card and/or discussed in a conference with the teacher.

Grading

Assessments are the measure of a student’s work. Teachers ask students to do some amazingly complicated things that require multiple skills. The following elements can go into a complete assessment of your child: portfolios, projects, reports, observations, tests and quizzes, benchmarks, essays, creative writings, homework, and other work.

Report Cards will come out quarterly. Parents are encouraged to keep close contact with your student’s teacher to examine progress. Teachers are also committed to contacting parents when a student needs some academic or behavior adjustments.

Homework

At Brook Hill Lower School, homework is and will be an inevitable reality at every grade level. It is a crucial activity in your child’s development. Completing work at home is beneficial for many reasons including:

1. Reinforcing learning that has taken place in the classroom.
2. Practicing the foundational skills that are crucial for understanding, concept development, and higher level thinking required of a college preparatory student.
3. Developing student ownership of learning.
4. Developing a positive work ethic and effective study skills.
5. Balancing life choices in today’s active life styles.
6. Giving parents a glimpse of how and what their student is doing in the classroom.

Time Involvement

Because students differ in their ability to focus, conceptual understanding, involvement in outside activities, pacing abilities, and time management skills, and because some study activities require more time than others, the lower school does not set time restraints on the amount of homework. If your child experiences what seems to you to be too much homework or stresses over homework try the following:

1. Make sure you have a place and time at home to accomplish homework where distractions are reduced.
2. Set goals with your child to accomplish their homework in a set time with expected excellence.
3. Break homework into a fewer short segments (15-20 min) instead of a single longer time.
4. Don't cram – study throughout the week instead of trying to cram the assignment into the night before the due date or test.
5. If none of that is working meet with your child's teacher and work with her as to what can be done to assist your child (and you).

There are skills that need to become automatic, concepts to master, and processes to develop before your child can really apply higher level thinking skills and creative thought. If our students are going to be totally prepared for the rigors of the next grade level, middle school, upper school, college, and life in the modern world, they need to be memorizing facts and vocabulary, reading daily, journaling and writing often, exploring deeply, and grasping more truth as it relates to our faith and the world we live in. Homework is a critical part of that journey.

Physical Education

The Lower School Physical Education program consists of motor skills development, health, and physical fitness. Although there will be games and sports, the emphasis will be on developing lifetime habits of health and fitness.

There will be a PE uniform *for 4th and 5th graders only* consisting of uniform shorts, Brook Hill T-shirt, white socks, tennis shoes and a Brook Hill gym bag. Uniforms (except tennis shoes, & white socks) and gym bags will be available to purchase in the Lower School office. The gym bag will help keep their PE clothes and uniforms together when dressing.

Textbooks

Generally speaking, the textbooks and workbooks will be provided by the school and will be loaned to students, although some of them will be consumable (materials designed to work for one year only). Students will be responsible to care for the books assigned to them. You will be charged for damage other than reasonable and normal wear and tear.

Attendance

Attendance Policy

We understand that illness and other events happen in life and your student can't make it to school. Please call the office if they are going to be gone for the day or

longer, or even if they are going to be late because of an appointment. Because regularly being at school is important, we will issue a perfect attendance award at the end of each quarter and at the end of the year for students who are in attendance each school day.

Guidelines for Absences

The Lower School policy for absences is as follows:

1. After 10 absences in one semester, parents will meet with the principal to discuss an action plan for the rest of the year.
2. After 20 absences in one school year, a mandatory conference will be scheduled with parents and the retention committee.

Absence Due to Illness

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

1. A temperature of 100° or more. The temperature should be normal for **24 hours before** the student returns to school.
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 nurse.
4. 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.

Planned Absences

Vacations or family travel are sometimes unavoidable and important in the midst of the school year. Try to avoid them if at all possible because extended absences tend to disturb the flow for both the student and the class. If unavoidable, please inform your student's teacher two weeks in advance. The appropriate form can be obtained from the office. This will allow the teacher to prepare the work that will be missed while your child is gone. This completed work will be due the day your child returns to school or the grade of zero will be given for anything not completed.

Tardiness

Punctuality is an important character quality to develop. When tardy, students must stop by the office and get a

late pass. When students walk into class any time after the bell, the morning administrative “stuff” takes up much more time than it should, taking away from the instructional day. The teacher might need to repeat instructions to tardy students, and the tardy student starts and continues the day playing “catch up.” If the lessons of punctuality are lost, then lateness becomes a pattern for life.

The Lower School policy for tardiness is as follows:

1. A student is tardy if he/she is not in his/her assigned place when the tardy bell finishes sounding. We recommend you arrive well in advance of the beginning of each school day.
2. A punctuality grade will be recorded as part of the Social Studies grade.
3. A grace of 3 tardies will be allowed each quarter. There will be no distinguishing between excused and unexcused tardies.
4. On the fourth tardy of a quarter, the punctuality grade found in Social Studies will drop from a 100 to a zero.
5. In addition, every four tardies in a quarter will count as one absence.
6. If a student misses more than 2 hours of the school day he/she will be counted as absent.

Appointments/ Early Checkouts

The key to early dismissal is to communicate with the office or your child’s teacher in advance by phone call, e-mail, or written note. Please note the time your child needs to be ready to leave. You will need to come to the office, sign your child out, and wait for him/her to be called to the office. It will also help if you come a little earlier to pick up your student. Because a student leaving early can be as disruptive as being late, we ask you to keep these to a minimum.

The Lower School policy for early checkout is as follows:

1. A punctuality grade will be recorded as part of the Social Studies grade.
2. A grace of 3 early checkouts will be allowed each quarter.
3. On the fourth early checkout of a quarter, the punctuality grade found in Social Studies will drop from a 100 to a zero.
4. In addition, every four early checkouts in a quarter will count as one absence.
5. If a student misses more than 2 hours of the school day he/she will be counted as absent.

Make Up Work

In the event your child is absent due to illness, make up work will be given to the student with the understanding that everything will be completed in the same number of

days the student was absent. For example, if they are out two days, they have two days to complete the work. Work missed due to a planned absence is due upon returning to school. All previously stated deadlines for projects, assignments, or tests will still be valid.

Behavior

At the Lower School, we are very interested in our students making good behavior choices in all situations. Our goal in managing behavior is to help our students develop those character qualities and behavior choices that make for lives that are sensitive to God’s desires for them. We want them to develop an inner character that is Christ-like. Each teacher creates a classroom environment to help the students learn what this means.

Each teacher will have his/her classroom expectations for behavior. In addition, appropriate consequences will be determined for questionable behavior. All teachers will be gracious but firm in managing student behavior. Teachers will communicate with parents concerning repeated inappropriate behavior. We do expect that parents will be involved in helping the child understand the consequences for such behavior.

Depending on the severity or frequency of certain behaviors, consequences can include:

1. Phone call – Student will be asked to call their parent in the teacher’s or administrator’s presence and explain what they have done.
2. Work projects – Picking up trash or some other job keeping them from a more desired activity.
3. In-house suspensions – May mean loss of recess or having to spend a day or two exclusively accomplishing class work under the supervision of the administrator outside the classroom.
4. Out of school suspension – Staying under the supervision of parents or their designees for a specific time.

Cadet Club

Cadet Club is a supervised before and after school care for Lower School students of working parents. Occasional care is provided in emergency situations for other students.

Car Pool Line: Pick-up and Drop-off

For the safety of our boarding students, boarding parents, and their small children, DO NOT use the road in front of the boarding houses at any time. If you are on the MS/US campus, exit the main gate and enter the Lower School through the Rather Street gate.

Morning Drop- Off

In the morning, let your child off along the curb. School personnel will be there to help. Students will enter the building through the rotunda area and head to class. Because of the traffic, cones may be placed to direct you around the parking lot before you exit. Think of it as a traffic circle.

Please observe the following:

1. **Do not** use cell phones while driving on campus. Especially in the pick-up/drop-off zone.
2. **Do not** block the flow of traffic along the curb.
3. **Do** drive slowly, less than 5 mph.
4. When loading or unloading make sure your car is in "Park."
5. **Do not** block the Rather Street entrance – Bullard police will ticket you.

Afternoon Pick-Up

A little preparation is necessary to make our pick up experience successful. You need to create a 9x12 "pick-up sign" with the following information printed boldly and neatly on it:

<p><u>LAST NAME</u></p> <p><u>FIRST NAME: GRADE</u></p> <p><u>FIRST NAME: GRADE</u></p>
--

Please be sure the lettering is large and dark enough to read through the front windshield. Make several copies to carry in any of the cars of people authorized to pick up your child. Do not remove the sign until your child is safely tucked in and belted inside your vehicle. Signs should be hung from the rear view mirror or displayed clearly in the window.

Enter and wait in line along the right or left side of the road, forming two lines. The carpool staff will call your child's name and station number. While waiting for your child to be loaded, please put your vehicle in "PARK" so we won't have any accidents pinning children or staff between your car and the car in front of you. Students will not be loaded along the grassy areas. Do not move until directed to do so. Once all stations have been loaded, you will be directed to follow the car in front of you around the flagpole and out the Rather Street gate.

Remember:

1. **Do not** use your cell phone while your car is in motion or in pick up zone.
2. **Do not** use the Boarding House road.

3. **Do not** block the flow of the car pool lane by parking and exiting your car.
4. Drive slowly; little ones at risk.
5. When loading or unloading make sure your car is in "Park."
6. **Do not** block egress on Rather Street – Bullard Police will ticket you.

We also ask the following:

Because of the number of students we need to get safely into the correct automobile, we ask that you **NOT** come into the building to converse with staff during car pool time. Wait until car pool is finished before coming to visit.

Pedestrian Pick-Up Procedures

1. Park your car in the grass lot and cross to the end of the sidewalk (do not cross diagonally).
2. Walk up to the far door near the Gymnasium outside the Rotunda under the Pedestrian Pick Up sign.
3. Sign up on the clipboard.
4. We will call students, ten at a time, after each wave of cars in the car line have been loaded.
5. When your student(s) meets you outside the Rotunda, walk them to your car. Please go to the end of the sidewalk before crossing to the grass lot. Do not cross diagonally.

Chapel

On most Wednesdays, chapel for all students will take place in the Kimrey Gymnasium, from 9:45-10:30. Parents are welcome to attend and worship with us. Visitor seating will be in the back. If you are just attending chapel, you will not need to stop in the office to secure a pass. Go straight to chapel. If you have to go anywhere besides chapel, you will need to sign in the office.

Community Service

Following the tradition of The Brook Hill School, which encourages its students to put others ahead of self, the Lower School will be involved in Community Service projects. The Lower School program for Community Service will be done by each classroom. Each class will determine a class project that will put others ahead of self by benefiting some group of people in meaningful and authentic ways.

Dress Guidelines - Uniforms

Proper attire has been selected for The Brook Hill Lower campus students in accordance with Biblical principles and teachings which will not (1) offend fellow students, staff, or administrators; (2) call attention to the individual student; or (3) distract from the teaching and learning environment.

Standard of Dress

1. All general uniform guidelines must be followed every day with the Daily uniform, Chapel uniform, and Friday Dress, including field trips, guest speaker days, and other special events unless announced by the administrator.
2. Academy Uniform is the standard of uniform clothing. Approved clothing items can be purchased at Academy Uniform Store (see below) or the Brook Hill used uniform closet. (Please Note: Academy Sports and Outdoors is not an option for uniform shopping.)
3. Logos and crests must be the official ones in size, color, and design.
4. We encourage students to be neat and well groomed. Shirttails are to remain tucked in during the school day. Pants or shorts with belt loops must be worn with belts.
5. Something that a student wears that is within the dress code guidelines but becomes a distraction to other students or the classroom can be prohibited at the teacher's request.
6. **Length Guideline:** All skorts, skirts, shorts, or jumpers must at least 3 inches from the top of the knee (or a dollar bill folded in half from the top of the knee) The back side of the skort, skirt, shorts, or jumper must also meet this guideline.
7. **Boys:** hair style neat and clear of the eyebrows and bottom of the ears.
8. **Girls:** earrings should be studs only, not dangling; hair accessories in navy, orange, and/or white; make up should not be worn; no extremes in hair length, style, or color.
9. Jewelry should not call attention to the individual student or become a distraction. Consequences for distractions concerning jewelry will be at the discretion of the classroom teacher.
10. Not acceptable at the Lower Campus:
 - a. Sandals, open back or open toed shoes, light-up shoes, boots, or sparkle shoes.
 - b. Skorts, skirts, shorts, or jumpers which are shorter than 3 inches from the top of the knee (or a dollar bill folded in half from the top of the knee)
 - c. Caps or hats (except on special days announced by the administrator)
 - d. Coats and jackets which do not follow the "Warmth guidelines" dress code
 - e. Tank tops, bare midriff shirts, or sleeveless t-shirts

ACADEMY UNIFORMS

Uniforms can be ordered on-line or
you can visit their store at:

Bergfeld Center
105 East 8th Street
Tyler, TX 75701
(903)266-9126

helpmeTyler@academyuniforms.com

Consequences of Noncompliance

1. If articles of clothing are not in compliance with the dress code, parents will be notified and the student will lose the Friday casual dress privileges for that given week.
2. If the issue continues, parents will be called upon to bring the student the correct clothing item or shoes during the school day. The student will be sent to the office to call his/her parents, which will result in a tardy as well as no Friday casual dress.

4th & 5th Grade P.E. – Boys and Girls

1. Shorts – Navy blue nylon mesh shorts – available only in LS office
2. Shirts – Orange PE shirts available only in LS Office
3. Gym Bag – Navy blue with Brook Hill Logo – available only in LS office
4. Shoes – Must be athletic shoes suitable for athletic activity-tennis shoe, court shoe, etc... Fashion shoes made out of tennis shoe design or materials are not necessarily acceptable. Color is not an issue.
5. In cool weather the navy Brook Hill sweatshirt can be worn along with a solid navy sweat pant. No logos or stripes on the sweat pant.

Lower School Chapel Uniform

Boys

1. Trousers
 - a. Khaki or navy color (*See Store Sample*)
 - b. Dockers prep school style side slash pockets
 - c. Plain flat or pleated front
2. Shirts -- white oxford button down with official "Brook Hill" logo
3. Tie – Brook Hill tie (orange & navy collegiate stripe) (*Available only at Academy uniform*)
4. Shoes
 - a. Plain solid color leather in black, brown or tan, smooth or suede finish
 - b. No athletic shoes during chapel. Athletic shoes must be brought to change into after chapel.
 - c. For safety reasons, boots or sandals are not acceptable.
 - d. No light-up shoes.
5. Socks – Solid navy, white, black, or khaki (small logo ok) – Dress length to calf or above

6. Belts – Plain or woven, black, brown or navy leather belt must be worn with trousers.
7. Undershirt – (optional) plain white; no writing should show through the white dress shirt
8. Warmth guidelines
 - a. Sweater-Cardigan with crest (*Navy - See Academy Uniform*)
 - b. Sweater-V-neck with crest sleeveless or full length sleeve (*Navy - See Academy Uniform*)
 - c. Polar fleece jacket with logo either full zip or half zip (*no zip sweatshirts*) (*Navy - See Academy Uniform*)
 - d. Nylon jacket with fleece lining with collar or hood and logo (*Navy - See Academy*)
 - e. Sweat Shirts **are not** acceptable as chapel uniform wear.

Girls

1. Outfit A
 - a. Jumper – Navy A-line with logo (*available only at Academy Uniform*) **Must follow length guideline.**
 - b. Blouse – White Peter Pan short sleeve blouse with navy piping (*available only at Academy Uniform*) (*do not wear the white oxford button down with jumper*)
 - c. Crisscross Tie – in Brook Hill plaid (*available only at Academy Uniform*)
2. Outfit B
 - a. Full wrap skort – Khaki or navy – (*available only at Academy Uniform*) Styles #3980 and #3944 **Must follow length guideline.**
 - b. Blouse – White oxford button down collar with “Brook Hill” logo over pocket – May wear Peter Pan short sleeve
 - c. Crisscross Tie – in Brook Hill plaid (*available only at Academy Uniform*)
3. Shoes
 - a. Plain solid color leather in black, brown, navy, or tan; smooth or suede finish.
 - b. No athletic shoes during chapel. Athletic shoes must be brought to change into after chapel.
 - c. For safety reasons, boots or open toed, back strapped or backless shoes are not acceptable.
 - d. No sparkle shoes or light-up shoes.
4. Socks – Solid white, navy or black dress length (ankle and above)
5. Undershirt – (optional) plain white; no writing or color should show through the white dress shirt
6. Tights – In cool weather, navy or white tights can be worn under skirt or jumper.
7. Warmth guidelines
 - a. Sweater-Cardigan with crest (*Navy - See Academy Uniform*)
 - b. Sweater-V-neck with crest sleeveless or full length sleeve (*Navy - See Academy Uniform*)

- c. Polar fleece jacket with logo either full zip or half zip (*no zip sweatshirts*) (*Navy - See Academy Uniform*)
- d. Nylon jacket with fleece lining with collar or hood and logo (*Navy - See Academy Uniform*)
- e. Sweat Shirts **are not** acceptable as chapel uniform wear.

Lower School Daily Uniform

Boys

1. Trousers or shorts
 - a. Khaki or navy color (*See Store Sample*)
 - b. Dockers prep style with side slash pockets (*See Academy Uniform Store*)
 - c. Plain flat or pleated front
2. Shirts -- navy or white polo with official “Brook Hill” logo
3. Shoes – any color athletic shoe lace up or Velcro suitable for playground play and P.E. for safety reasons. Boots or sandals are not acceptable.
4. Socks – solid white, navy, or black.
5. Belts –black, brown, or navy; plain leather or cloth web with no decorations. Trousers/shorts with belt loops must have belts.
6. Undershirt (optional) – Navy or white to match or contrast polo shirt color. Turtlenecks with small logos are acceptable.
7. Warmth guidelines (optional)
 - a. Only BH attire can be worn in the classroom.
 - b. Sweater-Cardigan with crest (*Navy - See Academy Uniform*)
 - c. Sweater-V-neck with crest sleeveless or full length sleeve (*Navy - See Academy Uniform*)
 - d. Polar fleece jacket with logo either full zip or half zip (*no zip sweatshirts*) (*Navy - See Academy Uniform*)
 - e. Nylon jacket with fleece lining with collar or hood and logo (*Navy - See Academy Uniform*)
 - f. Sweatshirt, navy, with “Brook Hill” embroidered
 - g. BH sweatshirts and BH full zip fleece sweatshirts purchased from the BH athletic department
 - h. Hoodies are not allowed to be worn *in the classroom*.
 - i. Sweatshirts with other non-BH logos **are not** acceptable as daily uniform wear. (may be worn on Friday dress days only)

Girls

1. Skorts – full wrap, khaki or navy in either style (*available only from Academy Uniform*)
 - a. Styles: #3980 and #3944
 - b. Skirts and skorts **must follow length guideline.**
 - c. Khaki or navy color (*see Store Sample*)
2. Pants or shorts – Dockers prep school style side slash pockets (*See Academy Uniform*)

- a. Plain flat front or pleated front
- b. Khaki or navy color (*see store sample*)
- c. Shorts **must follow length guideline.**
3. Shirts – navy or white polo with logo “Brook Hill” embroidered
4. Shoes – Any athletic shoe, any color with laces or Velcro suitable for playground play and P.E. No boots, open toed, back strapped, backless, light-up or sparkle shoes.
5. Socks – Solid white, navy, or black; length is not an issue
6. Belts – If pants/shorts have belt loops, a plain black, brown or blue leather or woven belt needs to be worn
7. Tights (optional) – In cool weather, navy or white tights can be worn under skorts or jumpers.
8. Undershirt (optional) – Navy or white to match or contrast polo shirt color. Turtlenecks with small logos are acceptable.
9. Warmth guidelines (optional)
 - a. *See warmth guidelines for boys.*

Friday Casual Dress

Friday casual dress is a privilege which can be revoked for individual students or groups of students.

Boys and Girls

1. Pants, shorts, or skirts
 - a. Any color or design without holes, tears, patches, or frays.
 - b. No athletic shorts or pants.
 - c. Shorts must be Bermuda length near the knee.
 - d. *Girls:* shorts, skorts, or skirts **must follow the length guideline.**
 - i. No more than 3 inches above the knee or a dollar bill folded in half above the knee.
 - ii. Tights or leggings may only be worn under an acceptable length skirt, skort, or jumper.
 - iii. No tights or leggings may be worn as pants.
2. Brook Hill t-shirts may be worn.
3. Brook Hill Spirit shirts or hoodies may be worn.
4. Any socks may be worn.
5. Shoes
 - a. Any athletic shoe, any color with laces or Velcro suitable for playground play and P.E.
 - b. **Soft** soled boots allowed on Fridays only. **No cowboy boots.**
 - c. No open toed, back strapped or backless shoes allowed.
6. The belt rule and tucked in shirt rules are suspended for Friday casual dress.
7. No tank tops, bare midriff shirts, or sleeveless t-shirts allowed.
8. Spirit wear purchased from the Brook Hill Booster Club or the Brook Hill athletic department can be

worn on Friday Casual Dress days if it is in compliance with the dress code.

Field Trips

The educational program will include class excursions such as trips to museums, art galleries, and other places of interest. These trips will enhance the educational experience for Lower School scholars. The principal approves all trips and methods of transportation. A parental consent form is required at the beginning of each school year as part of the application process 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. It will not be necessary to sign another permission slip. It is just information. 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 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.

Field Trip Guidelines for Parents

If you've been asked to accompany and drive for your child's class's field trip, you will have the following responsibilities:

1. As chaperone you will be put in charge of a small group of children for which you will be responsible. Their safety, comfort, and enjoyment will be in your hands.
2. Have a clear background check completed.
3. Turn into the office a copy of your license and proof of insurance before the field trip.
4. Understand that you are acting as a chaperone and as such, you are under the directions of the teacher(s).
5. Additionally, you will insure that the objectives for the trip will be met for each child in your group. Often the teacher will have assignments to accomplish while on this experience.
6. Adhere to the seating arrangements in each vehicle. The teacher(s) will have some purpose for putting students together.
7. Siblings need to be left at home or with another care giver.

While in your vehicle the following will apply:

1. All children will be in a seat of their own with their own seatbelt.
2. You will insure that whenever your car is moving, your passengers are in a properly adjusted seatbelt

and sitting on their bottoms with their backs against the seat back.

3. You will follow the prescribed route to and from the field trip destination. No side trips.
4. No electronic games, personal listening equipment (MP3, Cassette, or CD players or iPods) or cell phones.
5. There will be no DVD or movie watching during the trip. Not all parents will want their children to watch movies or shows which may be perfectly acceptable to you.
6. You will observe all traffic safety laws especially speed limits.
7. Any student riding in your personal vehicle will need to have a signed permission slip from their parent, even if that parent is also riding in your vehicle.

Lost and Found

Occasionally, somebody's child misplaces personal items. Since all uniforms look the same, please mark your scholar's belongings with their full name. We will try to return them to your child if they are tagged with their name. Otherwise, you may search the lost and found items in the Lower School office.

Meal Program

Lunch Accounts

The Brook Hill School uses a debit-type account for student lunches. This allows families to manage lunch accounts online via the Parents Web.

Each family has a single lunch account which will be used for all Lower School students in that family. Money is deposited into this account to fund the lunch account. Each day that a student purchases lunch, the cost of the lunch will be withdrawn from this account. As the account gets low, parents will receive a reminder email indicating that the lunch account balance is low and needs additional funds.

Eating with your Child

We love to have parents and grandparents come to eat lunch with us. It is always a special time both the parents or grandparents and the child. You can buy lunch here at the school, or you can bring a special lunch to your child. If you choose to buy a lunch here at school, please call the office early in the morning so a lunch can be ordered for you. The cost is \$4.00, and that includes a drink.

Please remember that the lunch needs to be for your child only. There are always hurt feelings if lunch is brought for your child and a friend, but not for the entire class. The rest of the class just does not understand. There are "guest" tables where you and your child can sit.

Medical Guidelines

Medications – Prescriptions and Over-The Counter

From time to time, students need to be given oral/topical medications. In the event that your student requires medication to be given, the proper guidelines must be followed:

1. An "Application for Administration to Administer Medication" form must be thoroughly completed with dosage, time needed to be given, etc. If it is for prescription medication, the physician prescribing the medication **must** sign the form before any meds can be given. Over the counter medication does not require a physician's signature, but the applicable form must be completed.
2. If a student needs to use an inhaler, the "Application for Student to Administer Medication" must be completed before medications can be taken.
3. The medication **MUST** be in its original container. If pills need to be split, it must be done at home. Brook Hill employees will not be able to split the pills.
4. Medications must be within their expiration period.
5. All medication must be labeled with the student's name.
6. At the end of each school year, any medications not picked up will be properly discarded.
7. The Lower School does not administer any medications without the above policy being followed. The Lower School does not keep any over-the-counter medications available for general use.

Life Threatening Food/Insect Allergies

The following guidelines are set forth by the American Academy of Allergy and Immunology. These recommendations are for handling food/insect reactions in the school setting.

Any student who has been diagnosed with life-threatening food/insect allergy which requires a prescription for an EpiPen or similar device must abide by the following directives. The following steps have been implemented to ensure the health, safety, and well-being of the student while they are entrusted in our care.

- Parent/guardian is responsible for providing a specific care plan (Food/Insect Allergy Action Plan) to the School Nurse before the beginning of each school year. A physician signature is required. The original will be kept with the student's health file. For LS students, the teacher will receive a copy.
- Parent/guardian is to provide an EpiPen to the school nurse. The EpiPen must be in the original box, labeled by the pharmacist. The clear case must

be labeled with a black sharpie. For LS students, the EpiPen in the clear, labeled case will be kept in the classroom. The device is taken to all specials, lunch, recess, and field trips by the teacher or teaching assistant. If the student attends Cadet Club, or an after school program, an additional EpiPen (following the above guidelines), must be given to the director of that activity – Cadet Club or the after school activity. If a student attends both Cadet Club and an after school activity, only 1 additional EpiPen is necessary. It is to follow the student from Cadet Club, to the activity and back to Cadet Club where it will remain throughout the school year unless otherwise specified by the parent/guardian. The parent will be responsible to make sure the EpiPen is not past its expiration date. Two EpiPens are recommended to be available in each site for anaphylactic children to peanuts.

- A Peanut-free table is designated and reserved in the Dining Hall for all lunch periods. These surfaces (table and chairs) are wiped down by the janitorial porters daily.
- If an allergic reaction is suspected, the nurse will be summoned to the location of the student.
- If an EpiPen is administered, 911 and the parent are always notified.

Asthma

These recommendations are for handling asthma attacks in the school setting. Any student who has been diagnosed with life-threatening asthma which requires a prescription for an inhaler and/or a nebulizer must abide by the following directives. These steps have been implemented to ensure the health, safety, and well-being of the student while they are entrusted in our care.

- Parent/guardian is responsible for providing a specific care plan (Asthma Allergy Action Plan) to the School Nurse before the beginning of each school year. A physician signature is required. The original will be kept with the student's health file.
- Parent/guardian is to provide an inhaler and/or a nebulizer to the school nurse. The inhaler/nebulizer must be in the original box, labeled by the pharmacist. The inhaler must be labeled with a black sharpie. For LS students, the inhaler will be kept in the classroom or office depending on the severity of need. Inhalers are taken to all specials, lunch, recess, and field trips if instructed by parent. If the student attends Cadet Club, or an after school program, an additional inhaler (following the above guidelines), must be given to the director of that activity – Cadet Club or the after school activity. If a student attends both Cadet Club and an after school activity, only 1 additional inhaler is necessary. It is to follow the student from Cadet

Club, to the activity and back to Cadet Club where it will remain throughout the school year unless otherwise specified by the parent/guardian.

- If the condition necessitates the use of a nebulizer, the parent will bring the labeled nebulizer to the clinic. After administration of the medication, the mask will be rinsed with warm water and left to dry before returning to case.
- If the nebulizer is to be returned home after school each day, it is the responsibility of the parent to return it to the clinic each day.
- Staff shall notify parent/guardian if the medication needs refilling.

Nutrition Break

Most classes will have a mid-morning nutrition break. We ask that you send, each day, a nutritious snack for your child to eat. Fruit, vegetable, or cheese is acceptable. Cookies, chips, crackers or things that are predominately carbohydrates or sugar are **not** acceptable.

Parent-Teacher Conferences

Our teachers welcome communicating with you. Feel free to call, e-mail, or write a note about questions or concerns. Meeting with the teacher can sometimes be a little more productive if you schedule an appointment. You, your student, and the issue(s) will be the focus of the meeting.

There are required conferences scheduled for every parent at the end of the first quarter. This will be your opportunity to discuss your child's work, progress, and accomplishments. There will be optional conferences offered in the spring.

Parent Volunteers

At the Brook Hill School, we gladly welcome parent volunteers. Volunteering is good for everybody. Kids love it and, as research shows, perform better in school and in life. Teachers love it. Principals love it! There are several ways you can get involved:

1. In the office – See the school's Administrative Assistant
2. In the classroom – See your child's teacher
3. Around the school – See the school's Administrative Assistant
4. Special School Projects – See the school's Administrative Assistant
5. With the Brook Hill Parent Association (BPHA) – See the appropriate officers

Here are some helpful guidelines when you are willing to volunteer:

1. Always sign in at the office.
2. Please know that we are extremely grateful for anything you can do.

3. You can say, “No, I’m not able to do that right now”. We will figure it out. Don’t feel pressured or guilty either directly or subtly.
4. Consider your time, ask the question, “How much time will this take?” or say “I can only give you ____ hours this week.”
5. If there are dollar costs involved, make sure you have a clear understanding whether or not the school will reimburse you *before* launching into the project.

Parties

If you wish to celebrate birthdays, be sure to check with the teacher. He/she will have a plan to minimize the disruption to the day.

If you plan to invite students in the class to a party, be sure to include everyone in the class. It can really hurt when you are the only one left out. If you cannot invite everyone, please arrange for invitations to be distributed some way other than at school.

Remember, as a parent, it is still important to check out the details of each party. Don’t assume that parties given by school families will be consistent with what you allow in your family. For instance, some families have no problem with showing PG rated movies when, in your family, only G rated movies are allowed.

Supplies

A supply list of what your student will need has been provided on the web at www.brookhill.org under the Parent Link. Since those things are consumable, you may have to replace these items throughout the year. In addition to these items, the teacher may require some unique items for use in his/her classroom.

Telephones and Messages

We ask that students gain permission from their teacher and the office before using the telephone. If you have to

get a message to your child, please call the office, and we’ll be sure he/she gets it.

Cell Phones

Cell phones are not allowed at the Lower School. Any violation of this policy will result in the cell phone being confiscated by the principal, necessitating retrieval by a parent.

Toys

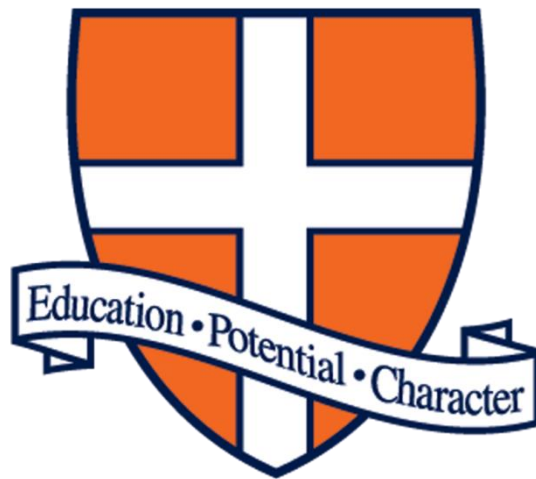
Toys were purchased, designed, and manufactured for use at home. If the toy in question would help illustrate a particular project being pursued in the classroom and has been approved by the teacher, that toy would be appropriate. Otherwise, toys are not allowed at school.

Visitors

We welcome visitors, but for security reasons all visitors must check in with the office and get a visitor’s pass. People interested in the school can arrange tours through the Admissions Office. Students who would like to visit can arrange to shadow a student of their same grade level for a short time. Shadow visits are arranged through the Admissions Office.

You will need to receive your visitor’s pass for the following events:

1. Lunch – Parents or family members are welcome to join students for lunch. Visitors must sign in at the office. Visitor tables are in the lunchroom for you to sit with your child. We ask that visitors do not sit with other students at the student tables.
2. Chapel – You may enter the Kimrey Gymnasium to attend a weekly chapel without stopping at the office. Visitor’s seats will be available at the back. You are welcome to worship with us. If you wish to venture down the hallways to the classrooms, you will need to sign in at the office.
3. Classroom events or parties – Please sign in at the office.



Middle School Parent/Student Handbook

Grades 6-8

2015-2016

MIDDLE SCHOOL

Academics

Ability Skills Grouping

Students in grades 7-8 will be given individualized schedules based on academic skills grouping in the area of math. Placement will be determined using each of the following criteria: standardized assessment scores, skills/readiness assessment, final average and teacher recommendation. For students new to Brook Hill, information obtained during the admissions process will be used for placement.

Academic Center for Excellence

The Academic Center for Excellence (ACE) exists to oversee the academic success of the students and to provide a variety of services to students in order to empower them to be successful at Brook Hill and beyond.

Academic support services include transitional support (bridging the gap between previous school and the Brook Hill experience), comprehensive assistance (helping student-athletes and student-artists to manage the demands of extracurricular participation along with the rigors of a college-prep curriculum), and academic intervention (providing peer coaching, supplemental instruction, mentoring, intervention, and accountability).

Ultimately, each individual student is in charge of his or her own academic destiny; ACE however, is there to partner with students to help them reach their goals.

Class Scheduling

In the spring of each year each student is given a course request sheet to indicate the required courses desired for the following year. Individual guidance will be given, if requested, to fill out the course request sheet. The form is to be returned by the given deadline.

Your schedule will be based upon your choices on the form as closely as possible. Students may not request specific teachers or sections of a course.

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;
- Course has limited availability and is at capacity.

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.

Schedule Changes

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

Upper School Courses in Middle School

Algebra I and Spanish I courses taken in middle school are included on the Upper School transcript, but not in the calculation of the student's cumulative Upper School GPA.

Students with Learning Differences

The Brook Hill School offers limited help for students who have been tested and diagnosed with learning differences. In situations where a student has an official evaluation and diagnosis of need from a qualified professional, a meeting with the Dean of Academics must be initiated by the parent/guardian to review documentation, outline help available, and set up official

plan.

Transfer Students

When a transfer student enrolls at Brook Hill, he/she must provide complete academic records (including grades from most recent grading period(s) and withdrawal grades). Brook Hill will accept credits from accredited middle school programs. Transfer credits will not be included in the student's GPA.

The Academic Office will determine appropriate placement of all transfer students. Placement will be determined by utilizing admission application information, previous academic records, Brook Hill placement testing, and consultation with BH academic departments.

The Academic Office will provide teachers with student's withdrawal grades from his/her previous school. These grades will be used to assign grades for assignments completed before enrollment date.

Grading Scale

The grading scales used by Brook Hill for grades 6-8 students are as follows:

A	90-100
B	80-89
C	70-79

Anything below 70 indicates a lack of mastery.

Grade Weightings

The grade weightings used by Brook Hill for grades 6-8 students are as follows:

	6 th grade	7 th grade	8 th grade
Daily Work	40%	30%	20%
Quizzes	20%	20%	25%
Tests	25%	30%	35%
Exam	15%	20%	20%

Homework

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to

work on them. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments.

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

Missed/Late Work Policy

Due to Absences

The policy listed below pertains to missed work due to an absence:

1. When a student is absent from class, he/she is expected to communicate with teachers to secure all missed work the day he/she return to school.
2. A student will have one day for each day he/she is absent to make up any work missed in class. 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.
3. A student missing a science lab due to an absence is expected to schedule a make-up lab the day he/she returns to school. The specific day and time of the make-up lab will be at the discretion of the teacher.
4. A student missing a test due to an absence is expected to be ready to take the test the day he/she returns to school. The specific day and time of the make-up test will be at the discretion of the teacher.
5. If a student reschedules a make-up test or lab with a teacher and does not attend the appointment, he/she will receive a zero except in extreme emergency situations.
6. All make-up work must be completed prior to the end of the grading period. 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 the Middle School Principal as to the appropriate amount of time to be given for making up assignments.

Late Work

The policy listed below pertains to late work:

1. 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 thus the student will receive a zero for any outstanding assignment. A student should turn in whatever portion of the assignment he has completed at the discretion of the teacher.

2. 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.

Physical Education

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

Semester Exams

Middle school students will take semester exams at the end of the fall and spring semesters in designated courses.

- 6th grade will take exams in humanities, math, and science.
- 7th grade will take exams in humanities, math, and science.
- 8th grade will take exams in humanities, math, science, and Spanish.

Missed Exams

Students are required to be in attendance on exam days. Semester exams are not given early, and late exams will receive a minimum deduction of 15% and an additional deduction of 10% per day until the test is taken. No late exams will be given after the first week of the spring semester for fall exams or the first week of summer break for spring exams. Extenuating circumstances, such as major illness, major medical situation, or death in the family, will be considered by the Middle School Principal on a case-by-case basis.

Exemptions

Exemption policy for fall and spring semester finals:

- 8th grade students will be exempt from finals in

three classes if a 90% or above average is obtained in all classes.

- 7th grade students will be exempt from finals in two classes if a 90% or above average is obtained in all classes.
- 6th grade students will be exempt from a final in one class if a 90% or above average is obtained in all classes.
- Students can be absent no more than two times in a particular class during the semester in order to be eligible to be exempt from the final. This includes unexcused absences only.

Honor Roll

Honor roll calculations are based on the average of semester grades for the current school year and do not reflect the cumulative GPA.

- Headmaster's Honor Guard – Students earning all A's
- Honor Guard – Students earning at least one A and no grades lower than a B

National Junior Honor Society

Students can qualify for National Junior Honor Society during 7th and 8th grade based on their Brook Hill GPA at the end of previous school year. Students must have at least a 3.500 GPA to qualify for National Junior Honor Society.

In addition to the student maintaining a GPA of 3.500 or higher, a student must demonstrate leadership, character and service. The student's leadership will be evaluated based on the student's participation in two or more community or school activities, or election to an office. The student's character will be evaluated based on demonstration of integrity, behavior (with a particular emphasis on any major infractions the student receives during the student's time in middle school), ethics, and cooperation with both students and faculty. The student's service will be evaluated based upon the student's active participation in three or more service projects, totaling ten or more hours, in the school or community. School-required service projects do not count toward membership selection.

Students are reviewed by the Faculty Council, which consists of five faculty members chosen by the NJHS sponsor.

Academic Probation

Students are placed on academic probation if they receive two failing grades at the end of a semester grading period. Parents will be informed of the probationary status. Once a

student is notified of their probationary status, they will remain on the list for one calendar year (12 months/two semesters).

During this time, Brook Hill faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive a failing grade for a semester average in any subject during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave Brook Hill for academic reasons may reapply after one calendar year. If they choose to return to Brook Hill after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

Academic Credit and Recovery

Students must achieve an average of 70% or higher in their course work to earn credit.

If the student fails one semester of a two semester course, but receives a passing grade for the other semester and the first semester and second semester grades average above 70, the student will earn full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student fails one semester, but receives a passing grade for the other semester and the first semester and second semester grade average is below 70, the student will only receive credit for the semester in which he/she earned a passing grade.

Promotion to the Next Grade

Middle School students will not be promoted to the next grade unless they attend the Brook Hill Credit Recovery Program in the summer for any of the following reasons:

1. Student has failed math for the school year.
2. Student has failed humanities for the school year.
3. Student has failed a combination of any two subjects other than math or humanities for the school year. In all cases, the administration reserves the right to make the final decision for any academic actions.
4. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they will be required to repeat the grade level the following year at another school.

Double Promotions

Brook Hill typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

Report Cards and RenWeb

Student grades and report cards can be monitored through RenWeb. Parents have the ability to check their student's progress in each class by utilizing the online grade system through RenWeb. Parent usernames and passwords are created at the time of initial enrollment to Brook Hill. Students will be given individual usernames and passwords by their humanities teachers at the start of each school year.

SPARC

SPARC Week is a week of non-traditional, experiential courses offered during the spring semester. The purpose of the week is to expand and enhance a student's educational experience.

Students in grades 6th and 7th have two options during the week of SPARC:

1. Attend a class trip which is strongly tied to their curriculum for the school year.
2. Stay local and participate in a local MS class to be organized by an on campus instructor.

8th grade students may either:

1. Attend a class trip which is strongly tied to their curriculum for the school year.
2. Participate in the local MS class with 6th and 7th grade students.
3. Participate in any of the US local classes.

Admission and Standardized Testing

All students will be tested prior to admission. In addition, annual CTP 4 testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a reenrollment decision, parents will be so advised.

Library

It is the mission of Brook Hill to prepare students to be information literate in the 21st century as well as advancing them toward the premises of being life-long

learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the printed word.

Students in grades 6-12 can utilize the Bell Library for their library and technology needs. The Bell Library will be open from 8:15am-3:45pm with the exception of Fridays when it will close at 2:00pm. We have an open door policy with every student having the availability of checking out as many books as needed with the approval of staff. A set time limit is established with the availability of renewal if extension is needed. Charges will be assessed for damaged or lost books which must be paid through the Business Office in order for the final report card to be released.

Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the Bell Library. Concerns should be handled in a Scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the librarian in the Bell Library. Any parent, faculty or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

Brook Hill supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability to materials which have gone through the selection policy and chosen by the professionals as acceptable use.

When materials are challenged, the following procedure is to be followed:

- Parent, teacher or student makes a written request to the librarian for specific material to be reconsidered.
- The material in question will be reviewed by at least two of the following: librarian, department chair, member of the Board of Trustees, campus principal, and the Dean of Academics.
- 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.

Textbooks

Brook Hill has partnered with MBS Direct, an internet book supplier, for student purchase of required 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 be use at the Brook Hill Used Book Sale held during the summer months.

Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. The Brook Hill School provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT BROOK HILL'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Student Infractions

Although not all-inclusive, the following may result in a detention, a Saturday School, suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

Minor infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises or eating/drinking outside of designated areas (The Commons, Student Center, and Quad).
2. Failure to comply with the Brook Hill dress code.
3. Failure to obey all rules given by teachers.
4. If Middle School students bring cell phones to school, these devices must be kept off, not on silent or vibrate modes, and concealed in backpacks or locked in lockers at all times while under school supervision. This includes prohibited use of cell phones to make or receive phone calls or text messages during class, passing period, breaks, and lunch.

If a cell phone or electronic device is being used during the school day, the following steps will be taken:

1st Offense – Phone taken up and student charged \$15 return fee.

2nd Offense – Phone taken up and student charged \$15 return fee. Student will be assigned a detention.

3rd Offense – Phone taken up and student charged \$15 return fee. Possible Saturday School and student may not be allowed to have the item at school for the remainder of the school year.

5. Failure to act in a quiet and orderly fashion while in hallways and restrooms.
6. Failure to refrain from behavior that inhibits learning in classroom situations.

Major infractions

The following is a non-comprehensive list of major infractions. All major infractions may result in expulsion.

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in disciplinary action. Non-directed profanity may result in a detention or possibly Saturday School. Directed profanity will result in a minimum of one (1) day suspension.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.

Students who are disruptive to the school and its environment whether by their behavior or promotion of values, philosophies, or ideals in opposition to Biblical principles may be subject to disciplinary action.
3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Bullying Policy in General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.

Plagiarism: If it appears plagiarism has occurred the following consequences will be enforced:

- a. 1st offense: Rewrite at 50% credit; Discipline Referral
- b. 2nd offense and subsequent offenses: Students will receive a “0” on the assignment in question and a possible suspension.

Cheating: If it appears that cheating has occurred the following consequences will be enforced:

- a. Students will receive a “0” on the assignment in question and a possible suspension.

5. Drug Use/Substance Abuse/Alcohol: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule will be dealt with whether on or off campus.

Brook Hill is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs, alcohol, or a controlled substance on its campus or at a school event or activity. Consequences will typically include expulsion.

6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to cigarettes, electronic cigarettes/vapes (with or without nicotine), cigars, chewing tobacco etc. is prohibited. Two (2) days Saturday School or minimum one (1) day suspension.
7. Electronic Device or Medium: A misuse, as defined by the Acceptable Use Policy of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action. These items are not allowed to be on or used during the school day. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of Brook Hill administration.

If there is a deliberate misuse of a cell phone or electronic device, the student will be assigned a Saturday School and lose phone privileges at school.

8. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity.
- Students are reminded that fighting may result in suspension.
9. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension: One (1) day.
10. **Sexual Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact, sexual harassment, pornography, homosexual activity, or promiscuity, whether on or off campus. Minimum Suspension: Three (3) days.
11. **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic Saturday School, with possible suspension. Sleeping or eating in class will be classified as disrespect and result in a possible detention or Saturday School.
12. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) days or possible expulsion.
13. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy - one (1) day Saturday School; Off campus truancy - one (1) day Suspension
14. **Vandalism:** Destruction or defacing of property belonging to the school or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) day, plus full restitution, including labor and cost of repairs.
15. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon

or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) days or possible expulsion.

16. Repeated violation of minor infractions will be considered a major infraction.

**Consequences of major infractions are subject to final review and investigation of the principal and the dean of students.*

Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline. If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be given to the student and a copy will be sent to the parent.

Detention and Saturday School

Detentions may be given when students fail to comply with school regulations and will be held after school from 4:00-4:30 p.m. on specified days. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Parents will be notified of a student's detention and/or Saturday School. Saturday School will be from 7:00 to 10:00 a.m. If a student misses a detention or Saturday School, he/she will need to serve two.

Students attending Saturday School must:

- Arrive in chapel uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall.

Students who arrive after 7:05 a.m., not in chapel uniform, or fail to bring their \$25 payment or supplies will not be permitted to stay for Saturday School and will serve two Saturday Schools as additional consequences.

Suspension

Suspension from school is a result of repeated minor infractions or a major infraction of the Code of Conduct.

An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Students suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

Restoration Plan

It is always the intention of The Brook Hill School to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, Brook Hill staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, Brook Hill staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the Brook Hill community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator prays for the student as he/she re-enters the Brook Hill community.
- In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to

disciplinary probation [See listing of infractions.]. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

Expulsion

Attendance at The Brook Hill School is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of Brook Hill, as determined by the sole discretion of the Headmaster, will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is disruptive to the school.

Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. 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.

Daily Schedule

MS Academic Schedule 2014-2015		
M/T/Th	Wed	Fri
A 8:15-9:05		A 8:15-9:05
B 9:10-9:55	B 9:30-10:10	B 9:10-9:55
C 10:00-10:45	Chapel 10:15-10:45	C 10:00-10:45
Homeroom (M) ACE (T) Advisory (Th) 10:50-11:10	C 10:50-11:30	Campus Life 10:50-11:10
D 11:15-12:00	D 11:35-12:15	D 11:15-12:00
MS Lunch 12:00-12:30	MS Lunch 12:15-12:45	MS Lunch 12:00-12:30
E 12:30-1:15	E 12:45-1:25	E 12:30-1:15
F 1:20-2:05	F 1:30-2:10	F 1:20-2:05
G 2:10-2:55	G 2:15-2:55	G 2:10-2:55
H 3:00-3:45	H 3:00-3:45	

Attendance

Arrival and Dismissal

The following procedures will be in place to ensure the safety of your student on the Middle/ Upper School campus:

1. Middle School students may not be dropped off prior to 7:15 a.m. unless required for athletics or meeting a teacher for tutorials. Brook Hill is not liable for students who arrive on campus before school hours.
2. Students who are not picked up immediately after school will be asked to wait inside The Commons until transportation arrives. This excludes students participating in athletics or other school activities. Brook Hill is not liable for students who remain on campus after school hours.
3. When a student needs to depart from school early for an appointment, the parent must send a note, email or call the Attendance Office as early in the day as possible. Students will need to sign out in the Attendance Office. Students are responsible for missed work when leaving early.

4. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
5. If students become ill during the day, they are to get permission from their teacher and report to the clinic where the nurse will contact the parent to determine if it is necessary for the student to go home early.
6. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students requesting to miss school for enrichment or educational purposes. Pre-approved absences require an email be sent to the campus principal stating the enrichment opportunity and requesting approval. This should be done in a timely manner, so as to inform teachers and staff.

Absences

When your child is absent from school, please call or email the Attendance Office. The following procedures apply to absences:

1. Teachers and the attendance clerk will maintain an accurate record of attendance. The attendance record will appear on RenWeb.
2. Please call (903-894-5000, ext. 2000) or email the attendance clerk by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
4. Students who are not present for three full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from RenWeb or another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
6. **Students will have one class period for each day absent to make up work.** A plan for making up work

for an extended absence should be arranged with each teacher. If a student misses the day of a previously announced test or quiz, he/she should be prepared to take the test or quiz the day of return to that class.

7. An absence that is initiated from the school and given prior approval by the administration is not reflected in the students' records. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she will be prepared to take the test or quiz the day of return.
8. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they may be required to repeat the affected course. A letter will be sent to parents after a student reaches six absences in any block. An attendance review committee will review any absences over eight absences in any block per semester to determine the educational process of the student. Saturday School may be assigned for credit recovery.

Excused/Unexcused and Pre-Approved Absences

Excused Absences

The following absences will be considered academically excused IF the school receives a doctor's note (for sickness) or a phone call, note or email from parent. **These absences do not count in the total for credit or exam exemptions absences.**

- A. Not feeling well; cold; allergies; headache; any sickness that does not include a fever or stomach issues with a doctor's note turned in within one week of the absence. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- B. Doctor's appointment with a doctor's note turned in within one week of the absence. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- C. Death in the immediate family.
- D. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).

- E. A migraine headache IF the school has on file a note from the doctor documenting that the student has a history of migraines.
- F. An injury or illness with a note from a doctor stating when the student may return to school with a doctor's note turned in within one week of the absence. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- G. In court
- H. Pre-approved absences

Unexcused Absences

These absences are reported with the student's total absences for credit purposes but without penalty for makeup work or tests if made up during the designated period of time. **These absences DO count in the total for exam exemptions absences.**

Examples of unexcused absences:

- A. Not feeling well; cold; allergies; headache; any sickness that does not include a fever or stomach issues;
- B. Fatigue
- C. Family trips

Pre-Approved Absences

Pre-approved absences allow students to participate in enrichment or educational opportunities during the school year. For pre-approved absences to be excused, they must be cleared with the administration at least three days in advance. **If approved, these absences do not count in the total for credit or exam exemptions absences.** Students are allowed three pre-approved absences only if in good academic standing. Additional pre-approved absences are at the discretion of the administration.

Attendance and Course Credit

A student cannot miss more than 10% of a particular period per semester (eight absences). If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has missed more than 10% of any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester. **Excused absences do not count in the total missed classes for credit purposes.**

We ask that you please refrain from picking your child up early as it affects instruction time.

Tardies**Tardies to School**

Students are expected to be at school when the school day starts. Excused tardies will include doctor/dental visits, illness, and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one unexcused absence for the purpose of credit and exam exemptions.

In the event of excessive tardies, an administrator will notify the parents.

Tardies to Class

Students are expected to be in the classroom standing next to their seats when the teacher closes the door. Tardies to class will be excused with a note from a teacher, administrator, or office assistant. All other tardies to class will be considered unexcused. Three unexcused tardies to the same class will count as one unexcused absence for the purpose of credit and exam exemptions.

Tardy Violations

- 1st Violation – Documented Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4th Violation – (1) Detention
- 5th Violation – (2) Detentions
- 6th Violation – (1) Saturday School
- Additional tardies will be handled at the discretion of the administration.

Arriving more than 15 minutes late unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered extreme tardiness and will result in additional consequences.

Parents are responsible for checking RenWeb to monitor their student's tardies. Students will begin each semester with zero tardies in each class.

Athletics and Extracurricular Activities***Athletics***

In order for students to participate in grades 6-8 athletics, a physical by a physician will be required. The appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating. Middle School athletic wear, consisting of the same BH issued shorts and shirt worn during P.E., must be worn by all athletes during practices unless otherwise specified by the coaches.

Eligibility

Competitive sports and other extracurricular activities (fine arts and academic competition) can contribute to a well-rounded education; however, such activities are extracurricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students must be passing ALL classes with a score of 70% or higher. Students who fall to 69% or lower in one or more classes at an official eligibility check will be ineligible for extracurricular participation for a minimum of one academic week. The ineligibility period will begin on the Monday (or Tuesday in the event of a Monday school holiday) after grades are posted on RenWeb and end at the one week recheck. During the ineligibility period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved.

After one week of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation immediately. If after one week, the student is still failing a class, grades will continue to be checked weekly on Mondays (or Tuesday in the event of a Monday school holiday), and when ALL grades are above 70%, the student may return to extracurricular activities immediately.

All students are academically eligible during a school holiday period consisting of at least seven consecutive calendar days.

Official Eligibility Check Dates

October 13
November 16
January 5
March 21
April 25

Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent BH in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

Campus Visitation

We welcome visitors on the Brook Hill campus; however, we want to minimize disruption to the school day. Campus visitors must do so within the following guidelines:

1. Upon arrival on campus, all visitors must sign in with the receptionist and obtain a visitor's badge. Visitors must sign out and return your visitor's badge at the conclusion of the visit.
2. Visitors (other than parents) who wish to visit BH must get prior written permission from the school administration.
3. Lunch guests must notify the receptionist of their desire to purchase a school lunch by 9:00am on the day of the visit. The cost of a school lunch is \$5. Lunch guests must remain in The Commons during the lunch visit.

Campus Security

The Brook Hill School maintains a secure campus. All visitors to the Middle School must enter the building at the main entrance of Ornelas Hall facing the inside of the quad. All other doors leading into the buildings will remain locked during the school day to provide maximum security for all students. Upon entrance all visitors should check in with the administrative assistant in the office. Non-BH guests are not allowed in the classroom or in the lunch room without prior approval from administration.

Announcements and Posted Materials

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. Announcements may also be made during student lunch periods and on announcement monitors throughout campus. It is the student's responsibility to be aware of this information.
2. Announcements may not be posted on any walls, doors, or bulletin boards without permission from the campus principal.
3. All posted announcements are official school business. Students are not to write or mark on them or any other posted material.

Lockers

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

1. 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. Decorating is limited to the inside of lockers except for spirit décor provided by cheerleaders. 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. Lockers are recommended but not required.
5. Students choosing to place a lock on their locker must provide the combination or extra key to the upper school or middle school office
6. **Students are strongly cautioned against bringing valuables to school.** Students do not normally need cash or jewelry on campus and should never leave purses or valuables in an unlocked locker, in the hallways, or in a restroom.
7. At the request of the State Fire Marshal, all belongings (bags, backpacks, books, etc.) must be kept in student lockers and not in hallways, common areas, or restrooms. If belongings are left outside of locker, they will be picked up by administration and students may be charged a \$5 return fee.

Lunch

Lunch service is included in tuition and fees for grades 6-12. Students may bring a sack lunch. Students are allowed to eat in the Commons, the Student Center, or the Quad.

Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. Brook Hill has chosen to implement the dress code policy by the adoption of a uniform program. It is required that all uniforms be purchased from Academy Uniforms or other approved vendors specifically noted in the Dress Code Guidelines.

General Dress Code Guidelines

- Only solid white t-shirts (without writing) may be worn under white uniform shirts.
- Uniform shirts are to be worn under BH outerwear.
- Students may only wear BH approved jackets and/or

sweatshirts during the school day.

- Belts must be worn with shorts or pants.
- Hats may not be worn inside the school building.
- Abnormal or extreme hairstyles as determined by the administration are not permitted.
- It is important for every uniform item to be identified with the owner's name. BH is not responsible for misplaced items.
- Pants and shorts must be worn above or at the hips. Shorts must be Bermuda length for both boys and girls.
- At all before school and after school Brook Hill events (sporting events, fine arts events, etc.), students do not need to be in uniform but must follow similar guidelines.
- Appropriate undergarments must be worn at all times.

Dress Code Guidelines for Girls

- Appropriate undergarments and modest shorts are to be worn under skirts at all times.
- Shoes must have a closed toe.
- No flip-flops, clogs or sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels. No cowboy boots with skirts.
- Warm-ups, skinny jeans, and jeggings are not acceptable. Leggings may be worn under skirts but must be solid navy or white in color.
- Accessories should be modest and coordinate colors with uniform.
- Highlighting and coloring of hair is permitted as long as it is dyed a natural color.
- Jewelry should be modest with no oversized earrings and necklaces, and should not draw attention to self. No piercing other than ears.
- Skirt length should not be shorter than 2 inches from the crease of the back of the knee or from the top of the knee in front. Shorts must be Bermuda length.

- The girls' polo shirt may be worn either tucked in or left out resting at or above the darts of the skirt.
- Camisoles worn under white uniform shirts must be white and not have any visible writing on them. Undershirts worn under navy uniform polo must be a coordinating Brook Hill color of orange, white, navy or grey.

Dress Code Guidelines for Boys

- Shirts are to be tucked into slacks and shorts at all times.
- Only solid white T-shirts (without writing) may be worn under white uniform shirts. Undershirts worn under navy polo shirts must be coordinating BH colors of white, orange, grey, or navy.
- Shoes must have a closed toe and heel.
- No flip-flops, clogs or sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Belts (black, brown, or tan) are to be worn at all times.
- Jewelry - should be modest and not over-sized; no piercings.
- Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed at or above the eyebrows. No facial hair is permitted. Students must be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Highlighting and coloring of hair is permitted as long as it is dyed a natural color.
- Hats may not be worn during the school day.
- Students are not permitted to wear pants that are inappropriately tight or pants with the hems torn, ripped or frayed.

Girls' Chapel Attire

- Uniform skirt
- White uniform lycra/oxford blouse, tucked in
- Solid white or navy knee-length socks
- Closed-toe dress flat, dress boot, or deck shoe
- BH approved sweater, sweater vest, or navy cardigan may be worn with the uniform blouse; no outerwear during the chapel service

Boys' Chapel Attire

- Navy or khaki uniform pants
- Brown or black belt
- Uniform white oxford, tucked in
- BH uniform tie
- Closed-toe deck shoes, dress shoes, or cowboy boots (no athletic shoes or tennis shoes)
- BH approved sweater, sweater vest, or navy cardigan may be worn with the white oxford; no outerwear during the chapel service

Friday Dress Code

On Fridays, students may wear any Brook Hill approved t-shirt with shorts, pants or jeans and appropriate shoes.

Jeans, pants, and shorts must be navy, orange, white or khaki only and uniform length. The following is **NOT** allowed: inappropriately tight jeans or pants, jeggings or leggings, or jeans with holes, rips, tears or frays.

Dress Code Violations

- 1st Violation – Documented Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4th Violation – (1) Detention
- 5th Violation – (2) Detentions
- 6th Violation – (1) Saturday School
- Additional violations will be handled at the discretion of the administration.

Students will begin each semester with zero dress code violations.

Field Trips

Field trips may be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of The Brook Hill School. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license, as well as the completed criminal background check on file.

1. BH activities are for current BH students only. No other students are allowed to attend. In most cases siblings who are not enrolled in BH are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from the field trip.
3. School rules, regulations, and policies are in effect on all field trips on or off campus.

4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be recorded.
6. Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute will require approval from the Brook Hill administrative office.
7. No student is to ride with anyone other than school personnel, approved chaperones, or his/her parent unless prior written consent, with a parent signature, has been submitted and approved by the principal.
8. If a private vehicle is to be used to transport students for a field trip, a volunteer driver form must be signed and on file in the school office.
9. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity according to the attendance policy.
10. Students are responsible for any academic material missed while on a school field trip or school activity.
11. If a student misses a scheduled test because of a field trip or school activity, the student should be prepared to take the test the next school day. The specific day and time of the make-up test will be at the discretion of the teacher.

Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, and The Brook Hill School.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and

guys will be separated while traveling.

- Students will be responsible for being where they are supposed to be and doing what they are expected to be doing at all times. Students cannot wander off without permission.
- Students are to treat cell phones the same way they do during the regular school day, unless special permission is given by the sponsoring teacher. Cell phones should remain in the backpack until the teacher gives permission to use them. If a student abuses this privilege, the same consequences apply as during the normal school day. *See cell phone policy for middle school.
- Students are not allowed to leave early without a BH staff member approval. Parents must contact the sponsoring teacher to remove their student at any time they are off campus.

Music and Dancing

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.

Dance may be evaluated in the same manner in which we evaluate music. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man or is sexually suggestive does not reveal the image of God created in us.

It is the desire of BH that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

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.

Service Hours

All students are required to participate in the Brook Hill service project days with their grade level during the academic year. Other service hours must be pre-approved by the Office of Campus Life in order to count towards the annual service requirement.

Any additional hours of community service should be submitted to the Campus Life Office. Documentation should include:

1. A supervising signature of the organization with whom the student volunteered
2. The number of hours/days committed, and
3. A description of the activities.

Community Service Requirement

Following the teachings of Christ about the importance of serving others (Matthew 25:31-46; Mark 10:45), The Brook Hill School requires 10 community service hours each year out of a desire that a Brook Hill education will benefit both the individual student and the community in which they live.

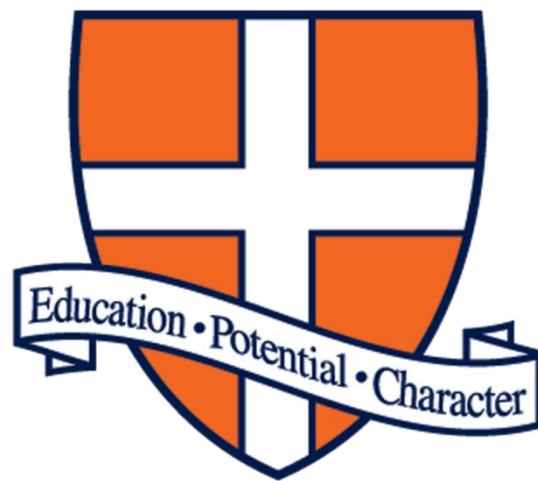
Requirements for community service hours:

1. Students may not be compensated in any way for their service.
2. Service for a student's family or as part of an academic course will not receive credit.
3. The Brook Hill School reserves the right to determine which hours will count and which will not.

Middle School Administration

Middle School

Tammy Hayes	Middle School Principal
Bobby Brasher	Dean of Students
Jordy Barksdale	Director of Campus Life & Ministry
Wally Dawkins	Athletic Director
Shawn Rhoads	Director of Residential Life
Brian Nelson	Dean of Academics
Celia Tucker	Academic Counselor
Kris Mathis	Academic Counselor
Julie Hanks	Registrar
Vicki Smith	Attendance Clerk
Suzan Chadwell	School Nurse



Upper School Parent/Student Handbook

Grades 9-12

2015-2016

UPPER SCHOOL

Academics

Report Cards and RenWeb

Student grades and report cards can be monitored through RenWeb. Parents have the ability to check their student's progress in each class by utilizing the online grade system through RenWeb. Parent usernames and passwords are created at the time of initial enrollment to Brook Hill. Students will be given individual usernames and passwords by their humanities teachers at the start of each school year.

Grade/GPA Calculations

Semester grades are calculated based on exam, test, quiz and daily work grades. AP class grades will consist of 30% exam, 35% tests, 25% quizzes and 10% daily work. Pre-AP class grades will consist of 25% exam, 35% tests, 25% quizzes and 15% daily work. College Prep class grades will consist of 20% exam, 35% tests, 25% quizzes and 20% daily work.

A student's GPA is calculated at the end of each semester. To calculate the GPA, each numeric grade is converted to a GPA point value (refer to the point values on the GPA scale). The GPA point values are multiplied by the earned credits, summed and then divided by attempted credits. The student cumulative GPA includes all semester grades for all courses taken at Brook Hill in 9th-12th grade. Only grades for classes taken at Brook Hill in 9th-12th grade are calculated into the GPA. Pass/Fail classes and any class taken through Brook Hill's summer program or taken at any other school including Brook Hill Middle School are not included in a student's GPA.

Grade	GPA Point Value
A 90-100	4.00
B 80-89	3.00
C 70-79	2.00
F 0-69	0.00

GPA Scale

Semester Exams

Upper school students will take semester exams at the end of the fall semester and final exams at the end of the spring semesters in all core courses. Bible may substitute a semester project in place of an exam.

Missed Exams

Students are required to be in attendance on exam days. Semester exams are not given early, and late exams will receive a minimum deduction of 15% and an additional deduction of 10% per day until the test is taken. No late exams will be given after the first week of the spring semester for fall exams or the first week of summer break for spring exams. Extenuating circumstances, such as major illness, major medical situation, or death in the family, will be considered by the Upper School Principal on a case-by-case basis.

Exemptions

Exemption policy for fall and spring semester finals:

- Seniors will be exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors will be exempt from finals in three classes if a 90% or above average is obtained in all classes.
- Sophomores will be exempt from finals in two classes if a 90% or above average is obtained in all classes.
- Freshmen will be exempt from a final in one class if a 90% or above average is obtained in all classes.
- Students can be absent no more than two times in a particular class during the semester in order to be eligible to be exempt from the final. This includes unexcused absences only.
- Students cannot exempt finals in DC classes if receiving college credit for the course.
- Grades used to determine exam exemptions do not include points added for advanced courses.

Academic Credit and Recovery

Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be repeated if the course is required to graduate.

If a student fails a course that is required to graduate, the student must repeat the course during the summer for credit recovery.

If the required course is a semester course, the student must repeat the failed course. If the course is a two semester course, the student may have to repeat the failed semester(s) based on the rules outlined below:

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grades average above 70, the student will earn full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student fails the first semester, but receives a

passing grade for the second semester and the first semester and second semester grade average is below 70, the student is required to recover first semester.

If the student receives a passing grade for the first semester but then receives a failing grade for the second semester, and the first semester and second semester grades average above 70, the student will earn full credit for the averaged grade. This is referred to as credit-by-averaging.

Academic Probation

Students are placed on academic probation if they receive two failing grades at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, Brook Hill faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any failing grades for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to reenroll for the following school year.

Students who are asked to leave Brook Hill for academic reasons may re-apply after one full calendar year. If they choose to return to Brook Hill after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

Honor Roll

Honor roll calculations are based on the average of semester grades for the current school year and do not reflect the cumulative GPA.

- Headmaster's Honor Guard – Students earning all A's
- Honor Guard – Students earning at least one A and no grades lower than a B

Ranking Top Ten

Brook Hill is a non-ranking school. Students are ranked solely to identify students that fall within the top ten percent (per Texas HB 588) and to determine valedictorian and salutatorian. Students are ranked based on their cumulative numerical average of all grades earned at Brook Hill in grades 11 and 12. A student must complete his/her entire junior and senior years at Brook Hill to be considered for top ten percent, valedictorian, or salutatorian.

For graduating seniors, a note indicating the student falls

in the top ten percent is placed on all qualifying senior transcripts. Students qualify based on their cumulative numerical average of all grades earned at Brook Hill in grades 11 and 12 at the end of the summer session prior to the student's senior year. This note is posted at the beginning of the senior year and is updated at the end of semester one of the senior year.

National Honor Society

Students can qualify for National Honor Society during 10th, 11th and 12th grade based on their cumulative Brook Hill GPA at the end of previous school year. Students must have at least a 3.500 cumulative GPA to qualify for National Honor Society.

In addition to the student maintaining a GPA of 3.500 or higher, a student must demonstrate leadership, character and service. The student's leadership will be evaluated based on the student's participation in two or more community or school activities, or election to an office. The student's character will be evaluated based on demonstration of integrity, behavior (with a particular emphasis on any major infractions the student receives during the student's time in high school), ethics, and cooperation with both students and faculty. The student's service will be evaluated based upon the student's active participation in three or more service projects, totaling ten or more hours, in the school or community. School-required service projects do not count toward membership selection.

Students are reviewed by the Faculty Council, which consists of five faculty members chosen by the NHS sponsor.

Senior Privileges

Brook Hill believes in preparing students for college life and the responsibilities that go along with it. Therefore, seniors will be given 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 open-blocks provided they have no grade lower than 75. Grades will be checked each Monday by the Academic Office, and if all grades are at least 75, privileges will be restored.

2. Seniors may leave campus or return to the boarding house when they have an 'unsupervised' open block during the school day or during US lunch according to the following:
 - a) If a senior does not arrive back to campus on time, this privilege may be revoked.
 - b) Seniors may not sign out to leave during chapel or advisory.
 - c) Seniors will sign-in and out at the Ornelas Hall office whenever they leave campus during school hours.
3. During open blocks seniors are to remain in the senior lounge, the senior patio, the library, the student center, or in the quad.
4. Seniors may only be in the ACE room during open blocks if they are receiving academic assistance.
5. Seniors may wear college t-shirts as Friday dress during the spring semester.

Class Scheduling

Students at Brook Hill are required to have a minimum of five (5) graded courses in their schedule each academic school year.

In the spring of each year, students who are re-enrolled make course requests for the next academic year. Students may not request specific teachers or sections of a course. Course requests are reviewed and approved based on grades, standardized test scores and teacher recommendations. Students have until a designated date to make any changes to their requested courses. No changes will be accepted after this date unless justifiable and approved.

Justifiable changes include:

1. Administrative request.
2. Student was scheduled for a course in which the student has inadequate background.
3. Student was scheduled for a course without completing the required prerequisite(s).
4. Student was recommended for a course but was not scheduled into it.
5. Student was scheduled into a course but he/she already received credit for course.
6. A senior requires a specific course as a graduation requirement.
7. A medical situation prevents a student from adequate participation in a course.
8. The change must be initiated by an instructor.

Dropping Courses

Students will have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the period to amend the

student schedule has passed, no changes will be accepted unless justifiable and approved.

Ability Skills Grouping

Upper School students will be given individualized schedules based on academic skills grouping in humanities, math, and science. Placement will be determined using each of the following criteria: standardized assessment scores, skills/readiness assessment, final average and teacher recommendation. For students new to Brook Hill, information obtained during the admissions process will be used for placement.

Academic Center for Excellence

The Academic Center for Excellence (ACE) exists to oversee the academic success of the students and to provide a variety of services to students in order to empower them to be successful at Brook Hill and beyond.

Academic support services include transitional support (bridging the gap between previous school and the Brook Hill experience), comprehensive assistance (helping student-athletes and student-artists to manage the demands of extracurricular participation along with the rigors of a college-prep curriculum), and academic intervention (providing peer coaching, supplemental instruction, mentoring, intervention, and accountability).

Ultimately, each individual student is in charge of his or her own academic destiny; ACE however, is there to partner with students to help them reach their goals.

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;
- Course has limited availability and is at capacity.

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.

Upper School Courses Taken in Middle School

Algebra I and Spanish I courses taken in middle school are

included on the Upper School transcript. The numeric grade is not included in the student's Upper School GPA.

Non-Brook Hill Courses

All classes required to graduate must be taken at Brook Hill. If a student wishes to take a course outside of Brook Hill for Upper School credit, written permission must first be obtained from the Academic Office. This includes any course taken through any online (e.g., BH summer program), correspondence or other accredited program. Grades must be turned in to the Academic Office upon completion of the course. Credit will be granted to the student, but the numeric grade will not be included in the student's Upper School GPA.

Transfer Students

When a transfer student enrolls at Brook Hill, he/she must provide complete academic records (including grades from most recent grading period(s) and withdrawal grades). Brook Hill will accept credits from accredited high school programs. Transfer credits will not be included in the student's Upper School GPA.

1. Specific transfer courses that meet Brook Hill requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. All transfer students (including home-schooled students) will be required to submit an official transcript for credit evaluation purposes.
3. The Academic Office will determine appropriate placement of all transfer students. Placement will be determined by utilizing admission application information, previous academic records, Brook Hill placement testing, and consultation with BH academic departments.
4. The Academic Office will provide teachers with student's withdrawal grades from his/her previous school. These grades will be used to assign grades for assignments completed before enrollment date.

Summer School

Some Upper School classes are offered for credit over the summer through Brook Hill's online summer program. These for credit classes are graded but not calculated in the student's Upper School GPA.

SPARC

SPARC Week is a week of non-traditional, experiential courses offered during the spring semester. The purpose of the week is to expand and enhance a student's educational experience.

Students with Learning Differences

The Brook Hill School offers limited help for students who have been tested and diagnosed with learning differences. In situations where a student has an official evaluation and diagnosis of need from a qualified professional, a meeting with the Dean of Academics must be initiated by the parent/guardian to review documentation, outline help available, and set up official plan.

Weighted Grades in Advanced Courses

The Brook Hill School prides itself on being a college-preparatory school providing a comprehensive curriculum that is rigorous. Requirements for some courses are even more demanding. As such, select Pre-Advanced Placement, Advanced, Dual Credit, and Advanced Placement classes receive extra weighting. These additional values are added to the numerical average before the grade point average (GPA) is determined. Students are rewarded with extra points for choosing to take the "more advanced option" where there are different levels of courses to choose from and for choosing certain junior and senior level electives. Courses that meet the minimal standards for graduation do not receive extra weight. Please refer to the current US Course Guide for a comprehensive list of courses receiving extra points.

Standardized Testing

The PSAT is administered in the fall to students in grades 9-11. The PSAT is a practice test for the College Board's Scholastic Aptitude Test (SAT). The CTP 4 test is administered in the spring to students in grades 9-10. The ACT and SAT exams are required by most colleges and universities for admission consideration. There is no charge and students are automatically registered for both PSAT and CTP 4. Scores will be returned in January and May.

Homework Policy

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors.

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

Missed/Late Work Policy

Due to Absences

The policy listed below pertains to missed work due to an absence:

1. When a student is absent from class, he/she is expected to communicate with teachers to secure all missed work the day he/she return to school.
2. A student will have one day for each day he/she is absent to make up any work missed in class. 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.
3. A student missing a science lab due to an absence is expected to schedule a make-up lab the day he/she returns to school. The specific day and time of the make-up lab will be at the discretion of the teacher.
4. A student missing a test due to an absence is expected to be ready to take the test the day he/she returns to school. The specific day and time of the make-up test will be at the discretion of the teacher.
5. If a student reschedules a make-up test or lab with a teacher and does not attend the appointment, he/she will receive a zero except in extreme emergency situations.
6. All make-up work must be completed prior to the end of the grading period. 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 the Upper School Principal as to the appropriate amount of time to be given for making up assignments.

Late Work

The policy listed below pertains to late work:

1. **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 thus the student will receive a zero for any outstanding assignment. A student should turn in whatever portion of the assignment he has completed at the discretion of the teacher.

2. **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.

Testing of Students

All students will be tested prior to admission. In addition, annual student testing is conducted in the fall. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a reenrollment decision, parents will be so advised.

Library

It is the mission of Brook Hill to prepare students to be information literate in the 21st century as well as advancing them toward the premises of being life-long learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the printed word.

Students in grades 6-12 can utilize the Bell Library for their library and technology needs. The Bell Library will be open from 8:15am-3:45pm with the exception of Fridays when it will close at 2:00pm. We have an open door policy with every student having the availability of checking out as many books as needed with the approval of staff. A set time limit is established with the availability of renewal if extension is needed. Charges will be assessed for damaged or lost books which must be paid through the Business Office in order for the final report card to be released.

Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the Bell Library. Concerns should be handled in a Scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the librarian in the Bell Library. Any parent, faculty or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

Brook Hill supports the rights of all parents to monitor their child's reading and instructional materials.

However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability to materials which have gone through the selection policy and chosen by the professionals as acceptable use.

When materials are challenged, the following procedure is to be followed:

- Parent, teacher or student makes a written request to the librarian for specific material to be reconsidered.
- The material in question will be reviewed by at least two of the following: librarian, department chair, member of the Board of Trustees, campus principal, and the Dean of Academics.
- 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.

Textbooks

Brook Hill has partnered with MBS Direct, an internet book supplier, for student purchase of required 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 be use at the Brook Hill Used Book Sale held during the summer months.

Graduation Requirements

Brook Hill offers two programs of study for Upper School students. The Required Program consists of courses students must take to graduate from Brook Hill. The Distinguished Program offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

Distinguished Graduation Plan

English	4 credits
History	3 credits
American History	1 credit
American Government	½ credit
Economics	½ credit
Mathematics	4 credits
Science	4 credits ¹
Foreign Language	3 credits ²
Fine Arts	1 credit
Bible	2 credits ⁴
Physical Education	1 credit
Speech	½ credit
Senior Seminar	½ credit
Electives	2 credits

Total **27 credits***

*At least four credits must be from the advanced course list on page 6 of the US Course Guide.

Required Graduation Plan

English	4 credits
History	3 credits
American History	1 credit
American Government	½ credit
Economics	½ credit
Mathematics	4 credits
Science	4 credits ¹
Foreign Language	2 credits ^{2,3}
Fine Arts	1 credit
Bible	2 credits ⁴
Physical Education	1 credit
Speech	½ credit
Senior Seminar	½ credit
Electives	2 credits

TOTAL **26 credits**

¹ Science credits must include a lab.

² Foreign Language credits must be within the same language.

³ Foreign Language requirement may be modified for students with documented learning disabilities.

⁴ Bible requirement may be modified for transfer students.

Students must fulfill all graduation requirements to participate in the graduation ceremony and receive a Brook Hill diploma. In the event a student has not completed all academic requirements by the end of the senior year, he/she will be allowed to complete the deficient requirement(s), as approved by the Dean of Academics, to receive a diploma.

Students must be enrolled and attend the entire senior year at Brook Hill and earn all senior credits on campus to be eligible for graduation. Extenuating circumstances will be considered by the Dean of Academics and approved by the Headmaster.

Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative numerical averages of all grades earned at Brook Hill in grades 11 and 12 and will be finalized at the midterm of the spring semester of the senior year. A student must complete his/her entire junior and senior years at Brook Hill to be eligible for these honors.

Honor Graduates

Eligibility for graduation honors is based on cumulative grade point average (GPA) and number of advanced courses successfully completed at Brook Hill.

- Cum Laude: GPA 3.75 or above
- Magna Cum Laude: GPA 3.75 or above and four advanced courses
- Summa Cum Laude: GPA 3.75 or above and eight advanced courses.

Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. The Brook Hill School provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT BROOK HILL'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Student Infractions

Although not all-inclusive, the following may result in a detention, a Saturday School, suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

Minor infractions

The following is a non-comprehensive list of minor infractions:

1. Minor classroom disruption.
2. Failure to comply with the Brook Hill dress code.
3. Failure to participate in class.
4. Loud or disorderly conduct while in hallways and restrooms.
5. Failure to comply with faculty instructions regarding cell phone use.
6. Unauthorized elevator use.

7. Chewing gum while on school premises or eating/drinking outside of designated areas (The Commons, Student Center, and Quad).

Repeated minor offenses may result in disciplinary probation.

Major infractions

The following is a non-comprehensive list of major infractions. All major infractions may result in expulsion.

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Non-directed profanity may result in a detention or possibly Saturday School. Directed profanity will result in a minimum of one (1) day suspension.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations will not be tolerated and will result in disciplinary action.

Students who are disruptive to the school and its environment whether by their behavior or promotion of values, philosophies, or ideals in opposition to Biblical principles may be subject to disciplinary action.

3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Bullying Policy in General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.

Plagiarism: If it appears plagiarism has occurred the following consequences will be enforced:

- a. 1st offense: Rewrite at 50% credit; Discipline Referral
- b. 2nd offense and subsequent offenses: Students will receive a "0" on the assignment in question and a possible suspension.

Cheating: If it appears that cheating has occurred the following consequences will be enforced:

- a. Students will receive a "0" on the assignment in

question and a possible suspension.

5. **Drug Use/Substance Abuse/Alcohol:** The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuses of over-the-counter drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule will be dealt with whether on or off campus.

Brook Hill is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs, alcohol, or controlled substances on its campus or at a school event or activity. Consequences will typically include expulsion.

6. **Tobacco Use:** The possession, use or distribution of tobacco or tobacco products such as but not limited to cigarettes, electronic cigarettes/vapes (with or without nicotine), cigars, chewing tobacco, etc. is prohibited. Brook Hill is considered a tobacco free zone. Two (2) days Saturday School or minimum (1) day suspension.
7. **Electronic Device or Medium:** A misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device.

Cell phones may be used during passing periods, lunch, and breaks. Classroom or additional use is at the teacher's/administrator's discretion. Violations of cell phone usage will result in disciplinary action and a \$15 return fee.

Students will begin each semester with zero electronic device violations.

8. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension.
9. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses. Minimum Suspension:

One (1) day.

10. **Sexual Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact, sexual harassment, pornography, homosexual activity, or promiscuity, whether on or off campus. Minimum Suspension: Three (3) days.
11. **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic Saturday School, with possible suspension. Sleeping or eating in class will be classified as disrespect and result in a possible detention or Saturday School.
12. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) days or possible expulsion.
13. **Tattoos and/or body piercing:** Tattoos and/or body piercing are not permitted while a student at Brook Hill. Any student who obtains a tattoo or body piercing will receive a minimum of one (1) day Saturday School with possible suspension. Corrective action must also be taken to address the issue.
14. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy - one (1) day Saturday School; Off campus truancy - one (1) day Suspension
15. **Vandalism:** Destruction or defacing of property belonging to the school or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) day, plus full restitution, including labor and cost of repairs.
16. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, pepper spray, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) days or possible expulsion.

17. Repeated violations of minor infractions will be considered a major infraction.

**Consequences of major infractions are subject to final review and investigation of the principal and the dean of students.*

Tardies

Tardies to School

Students are expected to be at school when the school day starts. Excused tardies will include doctor/dental visits, illness, and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one unexcused absence for the purpose of credit and exam exemptions.

In the event of excessive tardies, an administrator will notify the parents.

Tardies to Class

Students are expected to be in the classroom in their seats when the teacher closes the door. Tardies to class will be excused with a note from a teacher, administrator, or office assistant. All other tardies to class will be considered unexcused. Three unexcused tardies to the same class will count as one unexcused absence for the purpose of credit and exam exemptions.

Tardy Violations

- 1st Violation – Documented Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4th Violation – (1) Detention
- 5th Violation – (2) Detentions
- 6th Violation – (1) Saturday School
- Additional tardies will be handled at the discretion of the administration.

Arriving more than 15 minutes late unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered extreme tardiness and will result in additional consequences.

Parents are responsible for checking RenWeb to monitor their student's tardies. Students will begin each semester with zero tardies in each class.

Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing

behavior requiring discipline.

- If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time the administrator will contact the parent with the disciplinary action on the part of the school.
- Discipline referrals will be submitted in RenWeb and a copy will be emailed to the parent.

Detention and Saturday School

Detentions may be given when students fail to comply with school regulations. Detentions will be before school from 7:30-8:00. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Saturday School will be from 7:00 a.m. to 10:00 a.m. in the Upper School building.

Students attending Saturday School must:

- Arrive in chapel uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall.

Students who arrive after 7:05 a.m., not in chapel uniform, or fail to bring their \$25 payment or supplies will not be permitted to stay for Saturday School and will serve two Saturday Schools as additional consequences.

Missed Detention

- First Missed Detention: The student will be assigned a double detention and any other missed detentions may result in Saturday School. Extenuating circumstances must be discussed with the Upper School Administration prior to the detention.
- A student will receive two Saturday Schools if a Saturday School is missed. Extenuating circumstances must be discussed with the Upper School Administration prior to the Saturday School.

Suspension

Suspension from school is a result of repeated minor infractions or a major infraction of the Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend

extra-curricular activities while on suspension. Students suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

Restoration Plan

It is always the intention of The Brook Hill School to lovingly restore students after a period of suspension. “Loving them back onto the team” is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, Brook Hill staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student’s teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, Brook Hill staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the Brook Hill community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator prays for the student as he/she re-enters the Brook Hill community.
- In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [See listing of infractions.]. While on probation, the student’s behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to

immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled “Expulsion” below.

Expulsion

Attendance at The Brook Hill School is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of Brook Hill, as determined by the sole discretion of the headmaster, will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student’s behavior is disruptive to the school.

Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

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.

Daily Schedule

US Academic Schedule 2014-2015		
M/T/Th	Wed	Fri
A 8:15-9:10		A 8:15-9:10
B/C 9:15-10:45	B/C 9:30-10:50	B/C 9:15-10:45
Break (M/T) Advisory (Th) 10:50-11:10	Chapel 10:55-11:30	Break 10:50-11:10
D/E 11:15-12:45	D/E 11:35-12:55	D/E 11:15-12:45
US Lunch 12:45-1:20	US Lunch 12:55-1:30	US Lunch 12:45-1:20
F/G 1:20-2:50	F/G 1:30-2:50	F/G 1:20-2:50
H 2:55-3:45	H 2:55-3:45	

Attendance

Arrival and Dismissal

The following procedures will be in place to ensure the safety of your student on the Upper School campus:

1. Upper School students may not be dropped off prior to 7:15 a.m. unless required for athletics or meeting a teacher for tutorials. Brook Hill is not liable for students who arrive on campus before school hours.
 2. Students who are not picked up immediately after school will be asked to wait inside The Commons until transportation arrives. This excludes students participating in athletics or other school activities. Brook Hill is not liable for students who remain on campus after school hours.
 3. When a student needs to depart from school early for an appointment, the parent must send a note, email or call the Attendance Office as early in the day as possible. Students will need to sign out in the Attendance Office. Students are responsible for missed work when leaving early.
 4. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration.
 5. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
 6. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse will contact the parent to determine if it is necessary for the student to go home early.
 7. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students requesting college days. Pre-approved absence request forms are available in the Attendance Office and Academic Office and on the school website under "Parent Resources."
4. Students who are not present for two full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
 5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from RenWeb or another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
 6. **Students will have one class period for each day absent to make up work.** A plan for making up work for an extended absence should be arranged with each teacher. If a student misses the day of a previously announced test or quiz, he/she will be prepared to take the test or quiz the day of return to that class.
 7. An absence that is initiated from the school and given prior approval by the administration is not reflected in the students' records. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she will be prepared to take the test or quiz the day of return.
 8. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they may be required to repeat the affected course. A letter will be sent to parents after a student reaches three absences in B-G blocks or six absences in A/H blocks. An attendance review committee will review any absences over four absences in B-G or eight absences in A/H blocks per semester to determine the educational process of the student. Saturday School may be assigned for credit recovery.

Absences

When your child is absent from school, please call or email the Attendance Office. The following procedures apply to absences:

1. Teachers and the attendance clerk will maintain an accurate record of attendance. The attendance record will appear on RenWeb.
2. Please call (903-894-5000, ext. 2000) or email the attendance clerk by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by class period. To be

counted as present, the student must be in class for more than half the period.

Excused, Unexcused and Pre-Approved Absences

Excused Absences

The following absences will be considered academically excused IF the school receives a doctor's note (for sickness) or a phone call, note or email from parent.

These absences do not count in the total for credit or

exam exemptions absences.

- A. Not feeling well; cold; allergies; headache; any sickness that does not include a fever or stomach issues with a doctor's note turned in within one week. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- B. Doctor's appointment with a doctor's note turned in within one week of the absence. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- C. Death in the immediate family.
- D. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).
- E. A migraine headache IF the school has on file a note from the doctor documenting that the student has a history of migraines.
- F. An injury or illness with a note from a doctor stating when the student may return to school with a doctor's note turned in within one week of the absence. After one week, we will no longer accept a note and the absence will change to an unexcused absence.
- G. Pre-approved absences (includes college visits for juniors and seniors only)
- H. Getting your driver's license/permit
- I. In court

Unexcused Absences

These absences are reported with the student's total absences for credit purposes but without penalty for makeup work or tests if made up during the designated period of time. **These absences DO count in the total for exam exemptions absences.**

Examples of unexcused absences:

- A. Not feeling well; cold; allergies; headache; any sickness that does not include a fever or stomach issues;
- B. Fatigue
- C. Family trip

Pre-Approved Absences

Pre-approved absences allow students to participate in enrichment or educational opportunities during the school year. For pre-approved absences to be excused, they must be cleared with the administration at least three days in advance. **If approved, these absences do not count in the total for credit or exam exemptions absences.** Students are allowed three pre-approved absences only if in good academic standing. Junior and seniors may use pre-approved absences for college visits.

If the student does NOT turn in a pre-approved absence form BEFORE a college visit and provide official verification from the college upon return, the date WILL count as an unexcused absence in terms of exam exemptions and an unexcused absence in terms of credit. Additional pre-approved absences are at the discretion of the administration.

Attendance and Course Credit

A student cannot miss more than 10% of a particular period per semester (four absences in B-G blocks or eight absences in A/H blocks). If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has missed more than 10% of any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester. **Excused absences do not count in the total missed classes for credit purposes.**

We ask that you please refrain from picking your child up early as it affects instruction time.

Athletics and Extracurricular Activities Eligibility

Competitive sports and other extracurricular activities (fine arts and academic competition) can contribute to a well-rounded education; however, such activities are extracurricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students must be passing ALL classes with a score of 70% or higher. Students who fall to 69% or lower in one or more classes at an official eligibility check will be ineligible for extracurricular participation for a minimum of one academic week. The ineligibility period will begin on the Monday (or Tuesday in the event of a Monday school holiday) after grades are posted on RenWeb and end at the one week recheck. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved.

After one week of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation immediately. If after one week, the student is still failing a class, grades will continue to be checked weekly on Mondays (or Tuesday in the event of a Monday school holiday), and when ALL grades are above 70%, the student may return to extracurricular activities immediately.

All students are academically eligible during a school holiday period consisting of at least seven consecutive calendar days.

Official Eligibility Check Dates

October 13

November 16

January 5

March 21

April 25

Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent Brook Hill in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a BH-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

Campus Visitation

We welcome visitors on the Brook Hill campus; however, we want to minimize disruption to the school day. Campus visitors must do so within the following guidelines:

1. Upon arrival on campus, all visitors must sign in with the receptionist and obtain a visitor's badge. Visitors must sign out and return your visitor's badge at the conclusion of the visit.
2. Visitors (other than parents) who wish to visit BH must get prior written permission from the school administration.
3. Lunch guests must notify the receptionist of their desire to purchase a school lunch by 9:00am on the day of the visit. The cost of a school lunch is \$5. Lunch guests must remain in The Commons during the lunch visit.
4. Guests (other than current BH students) who wish to attend a BH dance with a current BH student must get prior permission from the Upper School Principal.

Campus Security

The Brook Hill School maintains a secure campus. All visitors to the Upper school must enter Lauderdale Hall main entrance and check-in with the receptionist. Non-BH guests are not allowed in the classroom or in the lunch room without prior approval from administration.

Announcements and Posted Materials

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. Announcements may also be made during student lunch periods and on announcement monitors throughout campus. It is the student's responsibility to be aware of this information.
2. Announcements may not be posted on any walls, doors, or bulletin boards without permission from the campus principal.
3. All posted announcements are official school business. Students are not to write or mark on them or any other posted material.

Lockers

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

1. 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. Decorating is limited to the inside of lockers except for spirit décor provided by cheerleaders. 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. Lockers are recommended but not required.
5. Students choosing to place a lock on their locker must provide the combination or extra key to the upper school or middle school office
6. **Students are strongly cautioned against bringing valuables to school.** Students do not normally need cash or jewelry on campus and should never leave purses or valuables in an unlocked locker, in the hallways, or in a restroom.

7. At the request of the State Fire Marshal, all belongings (bags, backpacks, books, etc.) must be kept in student lockers and not in hallways, common areas, or restrooms. If belongings are left outside of locker, they will be picked up by administration and students may be charged a \$5 return fee.

Lunch

Lunch service is included in tuition and fees for grades 6-12. Students may bring a sack lunch. Students are allowed to eat in the Commons, the Student Center, or the Quad.

Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. Brook Hill has chosen to implement the dress code policy by the adoption of a uniform program. It is required that all uniforms be purchased from Academy Uniforms or other approved vendors specifically noted in the Dress Code Guidelines.

General Dress Code Guidelines

- Only solid white t-shirts (without writing) may be worn under white uniform shirts.
- Uniform shirts are to be worn under BH outerwear.
- Students may only wear BH approved jackets and/or sweatshirts during the school day.
- Belts must be worn with shorts or pants.
- Hats may not be worn inside the school building.
- Abnormal or extreme hairstyles as determined by the administration are not permitted.
- It is important for every uniform item to be identified with the owner's name. BH is not responsible for misplaced items.
- Pants and shorts must be worn above or at the hips. Shorts must be Bermuda length for both boys and girls.
- At all before school and after school Brook Hill events (sporting events, fine arts events, etc.), students do not need to be in uniform but must follow similar guidelines.
- Appropriate undergarments must be worn at all times.

Dress Code Guidelines for Girls

- Appropriate undergarments and modesty shorts are to be worn under skirts at all times.
- Shoes must have a closed toe.
- No flip-flops, clogs or sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels. No cowboy boots with skirts.
- Warm-ups, skinny jeans, and jeggings are not acceptable. Leggings may be worn under skirts but must be solid navy or white in color.
- Accessories should be modest and coordinate colors with uniform.
- Highlighting and coloring of hair is permitted as long as it is dyed a natural color.
- Jewelry should be modest with no oversized earrings and necklaces, and should not draw attention to self. No piercings other than ears.
- Skirt length should not be shorter than 2 inches from the crease of the back of the knee or from the top of the knee in front. Shorts must be Bermuda length.
- The girls' polo shirt may be worn either tucked in or left out resting at or above the darts of the skirt.
- Camisoles worn under white uniform shirts must be white and not have any visible writing on them. Undershirts worn under navy uniform polo must be a coordinating Brook Hill color of orange, white, navy or grey.

Dress Code Guidelines for Boys

- Shirts are to be tucked into slacks and shorts at all times.
- Only solid white T-shirts (without writing) may be worn under white uniform shirts. Undershirts worn under navy polo shirts must be coordinating BH colors of white, orange, grey, or navy.
- Shoes must have a closed toe and heel.
- No flip-flops, clogs or sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels.

- Belts (black, brown, or tan) are to be worn at all times.
- Jewelry - should be modest and not over-sized; no piercings.
- Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed at or above the eyebrows. No facial hair is permitted. Students must be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Highlighting and coloring of hair is permitted as long as it is dyed a natural color.
- Hats may not be worn during the school day.
- Students are not permitted to wear pants that are inappropriately tight or pants with the hems torn, ripped or frayed.

Girls' Chapel Attire

- Uniform skirt
- White uniform lycra/oxford blouse, tucked in
- Solid white or navy socks, if worn
- Closed-toe dress flat, dress boot, or deck shoe
- BH approved sweater, sweater vest, or navy cardigan may be worn with the uniform blouse; no outerwear during the chapel service

Boys' Chapel Attire

- Navy or khaki uniform pants
- Brown or black belt
- Uniform white oxford, tucked in
- BH uniform tie
- Closed-toe deck shoes, dress shoes, or cowboy boots (no athletic shoes or tennis shoes)
- BH approved sweater, sweater vest, or navy cardigan may be worn with the white oxford; no outerwear during the chapel service

Friday Dress Code

On Fridays, students may wear any Brook Hill approved t-shirt with shorts, pants or jeans and appropriate shoes.

Jeans, pants, and shorts must be navy, orange, white or khaki only and uniform length. The following is **NOT** allowed: inappropriately tight jeans or pants, jeggings or leggings, or jeans with holes, rips, tears or frays.

Dress Code Violations

- 1st Violation – Documented Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact

- 4th Violation – (1) Detention
- 5th Violation – (2) Detentions
- 6th Violation – (1) Saturday School
- Additional violations will be handled at the discretion of the administration.

Students will begin each semester with zero dress code violations.

Field Trips

Field trips may be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of Brook Hill. The Parent Authorization Form, which must be on file before your student begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license, as well as the completed criminal background check on file.

1. BH field trips are for current BH students only. No other students are allowed to attend. In most cases siblings who are not enrolled in BH are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from a field trip.
3. School rules, regulations, and policies are in effect on all field trips on or off campus.
4. No student is to ride with anyone other than school personnel, approved chaperones, or his/her parent unless prior written consent, with a parent signature, has been submitted and approved by the principal.
5. If a private vehicle is to be used to transport students for a field trip, a volunteer driver form must be signed and on file in the school office.
6. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity according to the attendance policy.
7. The sponsoring teacher will communicate the dress code.
8. Students are responsible for any academic material missed while on a school field trip or school activity.
9. If a student misses a scheduled test because of a field

trip or school activity, the student should be prepared to take the test the next school day. The specific day and time of the make-up test will be at the discretion of the teacher.

Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, Brook Hill, our families, and ourselves.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Students will be responsible for being where they are supposed to be and doing what they are expected to be doing at all times. Students cannot wander off without permission.
- Students are not allowed to leave early without a Brook Hill staff member approval.
- Students must wear required field trip attire.
- All chaperones supervising students must have a background check on file.

Music and Dancing

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.

Dance may be evaluated in the same manner in which we evaluate music. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man or is sexually suggestive does not reveal the image of God created in us.

It is the desire of BH that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

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.

Service Hours

All students are required to participate in the Brook Hill service project days with their grade level during the academic year. Other service hours must be pre-approved by the Office of Campus Life in order to count towards the annual service requirement.

Any additional hours of community service should be submitted to the Campus Life Office. Documentation should include:

1. A supervising signature of the organization with whom the student volunteered
2. The number of hours/days committed, and
3. A description of the activities.

Community Service Requirement

Following the teachings of Christ about the importance of serving others (Matthew 25:31-46; Mark 10:45), The Brook Hill School requires the following community service hours each year out of a desire that a Brook Hill education will benefit both the individual student and the community in which they live:

- Freshman and Sophomores – 15 hours
- Juniors and Seniors – 20 hours

Requirements for community service hours:

1. Students may not be compensated in any way for their service.
2. Service for a student's family or as part of an academic course will not receive credit.
3. The Brook Hill School reserves the right to determine which hours will count and which will not.

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

Vehicle Use on Campus

1. Students who drive to school must register their vehicle with the Attendance Office by the end of the second week of school or immediately upon receiving their license.

2. Students may park only in their assigned BH parking area.
3. Reckless or careless driving will not be tolerated.
4. Vehicles are not to be moved during the school day without administrative approval.
5. The speed limit is 15 mph on school property.
6. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
7. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of Brook Hill.
8. No loud music will be permitted in the vehicles while on school property or at school activities.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

Upper School Administration

Upper School

Michelle Rozell	Upper School Principal
Bobby Brasher	Dean of Students
Jordy Barksdale	Director of Campus Life & Ministries
Wally Dawkins	Athletic Director
Shawn Rhoads	Director of Residential Life
Brian Nelson	Dean of Academics
Celia Tucker	Academic Counselor
Kris Mathis	Academic Counselor
Julie Hanks	Registrar
Melissa Adkins	Attendance Clerk
Suzan Chadwell	School Nurse