

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 Gymatorium 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 Gymatorium, 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. The administration reserves the right to determine if a student is dressed or groomed appropriately.

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 the official uniform store.)

3. Logos and crests must be the official ones in size, color, and design.
4. We encourage students to be neat and well groomed. Shirrtails 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 or administration'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. No earrings or body piercings.
8. *Girls:* earrings should be studs only, not dangling; no other body piercings; 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 may 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, black, or khaki – 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. Chapel Dress
 - a. Jumper – Navy A-line with logo (*available only at Academy Uniform*) **Must follow length guideline.** (Fourth and fifth graders may wear khaki or navy full wrap skort in place of jumper *available only at Academy Uniform - Styles #3980 and #3944*) **Must follow length guideline.**
 - b. Blouse – White Peter Pan short sleeve blouse with navy piping (*available only at Academy Uniform*)
 - c. Crisscross Tie – in Brook Hill plaid (*available only at Academy Uniform*)
2. Shoes
 - a. Plain solid color leather in black, brown, navy, or tan; smooth or suede finish.
 - b. No athletic shoes during chapel. Athletic shoes may 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.
3. Socks – Solid white, navy or black dress length (ankle and above)
4. Undershirt – (optional) plain white; no writing or color should show through the white dress shirt
5. Tights – In cool weather, navy or white tights can be worn under skirt or jumper.
6. 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. 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.