

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. Students are expected to adhere to the dress code while officially representing Brook Hill.

Girls' Daily Attire (Monday, Tuesday, Thursday)

- Khaki, navy, or plaid uniform shirt or khaki or navy uniform pants
- Navy or white uniform polo
- Closed-toe shoes

Boys' Daily Attire (Monday, Tuesday, Thursday)

- Khaki or navy uniform pants/shorts
- Navy or white uniform polo, tucked in
- Brown or black leather belt
- Closed-toe shoes

Girls' Chapel Attire

- Khaki, navy, or plaid uniform skirt
- White uniform lycra/oxford blouse, tucked in
- Solid white or navy socks, if worn
- Closed-toe dress flat, dress boot, or deck shoes. No athletic shoes, tennis shoes, or Ked's.
- 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 closed-toe shoes.

Jeans, pants, and shorts must be solid navy, orange, white, grey, 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.

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 attire is expected at all Brook Hill dances. Specific dress guidelines will be communicated to the student body prior to the dance.
- 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 sandals of any kind are allowed.
- 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.

Dress Code Violations

- 1st Violation – Documented Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4th Violation – Detention/Meet with Dean of Students and Principal
- 5th Violation – 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.