



# PARENT/STUDENT HANDBOOK

## 2018-2019

Updated 08.03.2018



# The Brook Hill School

Christ-Centered. College Prep.

Dear Parents and Students,

Welcome to the 2018-2019 school 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 typically revise the handbook each summer 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 school year.

Since this handbook includes 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 community. 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 students 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 Parent/Student Handbook at any time and at the sole discretion of the administration.

# TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>1</b>
THE BROOK HILL SCHOOL .....	1
MISSION STATEMENT .....	1
VISION STATEMENT .....	1
CORE VALUES .....	1
THE GUARD CHARGE .....	1
<i>Statement of Beliefs</i> .....	1
CORE VALUES EXPANDED.....	2
<i>The Pursuit of Academic Excellence</i> .....	2
<i>Providing Comprehensive Curricular, Co-curricular, and Extra-Curricular Programs</i> .....	2
<i>Spiritual and Character Formation</i> .....	2
<i>A Biblical Worldview</i> .....	2
FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT .....	2
HONOR CODE.....	2
<i>Honor Code Statement</i> .....	2
2018-2019 SCHOOL CALENDAR .....	3
ADMINISTRATIVE STAFF .....	4
ADMISSIONS/ENROLLMENT.....	4
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
<i>Cyberbullying</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
EMERGENCY 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>School Health Advisory Council</i> .....	9
<i>Nursing Care for Illness or Injuries</i> .....	9
<i>Vision, Hearing, and Spine Screening</i> .....	9
<i>Medication Protocol</i> .....	9
<i>Medication and Health on School Trips</i> .....	11
<i>Health Records</i> .....	11
<i>Health and Wellness Protocol</i> .....	11
<i>Returning to School After Illness</i> .....	12
<i>Immunizations</i> .....	14
<i>Student Emergency Form</i> .....	14
ACCIDENTS AND ACCIDENT REPORTS .....	14
INCLEMENT WEATHER .....	14
EMERGENCY SCHOOL CLOSINGS .....	15
RELEASE OF STUDENTS .....	15
LOST AND FOUND .....	15
NON-DISCRIMINATORY POLICY .....	15
PARENTAL INVOLVEMENT .....	15
VOLUNTEERS .....	15
SECURITY .....	15
<i>Drugs/Substance Abuse/Alcohol/Tobacco</i> .....	15
<i>Search of Students</i> .....	16
<i>Use of Third Party Security Enforcement</i> .....	16
<i>Vehicle Use on Campus</i> .....	16
<i>Visitor Sign-in/Sign-Out</i> .....	16
<i>Weapons</i> .....	16
SEXUAL HARASSMENT .....	16
STUDENT ACCEPTABLE USE POLICY (AUP) .....	17
<i>Student Internet Access</i> .....	17
<i>Usage Rules</i> .....	17
STUDENT WITHDRAWALS .....	18
TUTORING .....	18
ASBESTOS MANAGEMENT PLAN .....	18
CONFLICT RESOLUTION .....	18
<i>Procedure</i> .....	19
<b>LOWER SCHOOL</b> .....	<b>21</b>
GENERAL INFORMATION .....	21
<i>School Hours</i> .....	21
<i>The Cadet Guard</i> .....	21
ACADEMICS .....	21
<i>Academic Program</i> .....	21
<i>Achievement Testing</i> .....	21
<i>Awards</i> .....	21
<i>Benchmark Testing</i> .....	21
<i>Grading</i> .....	21
<i>Homework</i> .....	21
<i>Library/Media Center</i> .....	22
<i>A Defense of Brook Hill's Teaching Resources and Reading List</i> ...	22
<i>Physical Education</i> .....	23
<i>Textbooks</i> .....	23
ATTENDANCE .....	23
<i>Attendance Policy</i> .....	23

<i>Guidelines for Absences .....</i>	<i>23</i>
<i>Absences due to Illness.....</i>	<i>23</i>
<i>Planned Absences.....</i>	<i>23</i>
<i>Tardiness .....</i>	<i>23</i>
<i>Appointments/ Early Checkouts .....</i>	<i>24</i>
<i>Make Up Work .....</i>	<i>24</i>
BEHAVIOR.....	24
CADET CLUB.....	24
CAR POOL LINE: PICK-UP AND DROP-OFF.....	24
<i>Morning Drop- Off.....</i>	<i>24</i>
<i>Afternoon Pick-Up .....</i>	<i>25</i>
CHAPEL .....	25
COMMUNITY SERVICE .....	25
DRESS GUIDELINES - UNIFORMS.....	25
<i>Standard of Dress.....</i>	<i>25</i>
<i>Consequences of Noncompliance.....</i>	<i>26</i>
<i>4th &amp; 5th Grade P.E. – Boys and Girls .....</i>	<i>26</i>
<i>Lower School Chapel Uniform .....</i>	<i>26</i>
<i>Lower School Daily Uniform .....</i>	<i>27</i>
<i>Friday Casual Dress .....</i>	<i>28</i>
FIELD TRIPS.....	28
<i>Field Trip Guidelines for Parents .....</i>	<i>28</i>
LOST AND FOUND.....	29
MEAL PROGRAM.....	29
<i>Lunch Accounts .....</i>	<i>29</i>
<i>Eating with your Child .....</i>	<i>29</i>
NUTRITION BREAK.....	29
PARENT-TEACHER CONFERENCES .....	29
PARENT VOLUNTEERS .....	29
PARTIES.....	29
SUPPLIES .....	30
TELEPHONES AND MESSAGES .....	30
<i>Cell Phones .....</i>	<i>30</i>
TOYS .....	30
VISITORS .....	30
<b>MIDDLE SCHOOL .....</b>	<b>32</b>
ACADEMICS.....	32
<i>Ability Skills Grouping.....</i>	<i>32</i>
<i>Academic Center for Excellence .....</i>	<i>32</i>
<i>Class Scheduling .....</i>	<i>32</i>
<i>Course Availability.....</i>	<i>32</i>
<i>Schedule Changes.....</i>	<i>32</i>
<i>Upper School Courses in Middle School .....</i>	<i>32</i>
<i>Students with Learning Differences .....</i>	<i>32</i>
<i>Transfer Students .....</i>	<i>33</i>
<i>Grading Scale .....</i>	<i>33</i>
<i>Grade Weightings .....</i>	<i>33</i>
<i>Homework.....</i>	<i>33</i>
<i>Missed/Late Work Policy.....</i>	<i>33</i>
<i>Physical Education.....</i>	<i>34</i>
<i>Semester Exams .....</i>	<i>34</i>

<i>Honor Roll</i> .....	34
<i>National Junior Honor Society</i> .....	34
<i>Academic Probation</i> .....	35
<i>Academic Credit and Recovery</i> .....	35
<i>Promotion to the Next Grade</i> .....	35
<i>Double Promotions</i> .....	35
<i>Report Cards and RenWeb</i> .....	35
<i>SPARC</i> .....	35
<i>Admission and Standardized Testing</i> .....	35
<i>Library</i> .....	36
<i>A Defense of Brook Hill's Teaching Resources and Reading List</i> ...	36
<i>Textbooks</i> .....	37
STANDARDS OF CONDUCT.....	37
<i>Student Infractions</i> .....	37
<i>Discipline Method</i> .....	39
<i>Detention and Saturday School</i> .....	39
<i>Suspension</i> .....	39
<i>Restoration Plan</i> .....	39
<i>Disciplinary Probation</i> .....	39
<i>Expulsion</i> .....	40
MIDDLE SCHOOL.....	40
DAILY SCHEDULE .....	40
ATTENDANCE .....	40
<i>Arrival and Dismissal</i> .....	40
<i>Absences</i> .....	40
<i>Excused/Unexcused and Pre-Approved Absences</i> .....	41
<i>Attendance and Course Credit</i> .....	42
<i>Tardies</i> .....	42
ATHLETICS AND EXTRACURRICULAR ACTIVITIES.....	42
<i>Athletics</i> .....	42
<i>Eligibility</i> .....	42
<i>Sportsmanship Code of Conduct</i> .....	43
CAMPUS VISITATION.....	43
CAMPUS SECURITY .....	43
ANNOUNCEMENTS AND POSTED MATERIALS .....	43
LOCKERS.....	43
LUNCH .....	44
DRESS CODE .....	44
<i>Girls' Daily Attire (Monday, Tuesday, Thursday)</i> .....	44
<i>Boys' Daily Attire (Monday, Tuesday, Thursday)</i> .....	44
<i>Girls' Chapel Attire</i> .....	44
<i>Boys' Chapel Attire</i> .....	44
<i>Friday Dress Code</i> .....	44
<i>General Dress Code Guidelines</i> .....	44
<i>Dress Code Guidelines for Girls</i> .....	45
<i>Dress Code Guidelines for Boys</i> .....	45
<i>Dress Code Violations</i> .....	45
FIELD TRIPS.....	45
<i>Guidelines for Field Trips</i> .....	46
MUSIC AND DANCING .....	46
SERVICE HOURS .....	46
MIDDLE SCHOOL ADMINISTRATION .....	47

<b>UPPER SCHOOL .....</b>	<b>49</b>
<b>ACADEMICS.....</b>	<b>49</b>
<i>Report Cards and RenWeb .....</i>	<i>49</i>
<i>Grade/GPA Calculations.....</i>	<i>49</i>
<i>GPA Scale .....</i>	<i>49</i>
<i>Semester Exams .....</i>	<i>49</i>
<i>Academic Credit and Recovery.....</i>	<i>49</i>
<i>Academic Probation.....</i>	<i>50</i>
<i>Honor Roll.....</i>	<i>50</i>
<i>Ranking Top Ten.....</i>	<i>50</i>
<i>National Honor Society .....</i>	<i>50</i>
<i>Senior Privileges .....</i>	<i>50</i>
<i>Class Scheduling .....</i>	<i>51</i>
<i>Dropping Courses .....</i>	<i>51</i>
<i>Ability Skills Grouping.....</i>	<i>51</i>
<i>Academic Center for Excellence .....</i>	<i>51</i>
<i>Course Availability.....</i>	<i>51</i>
<i>Upper School Courses Taken in Middle School.....</i>	<i>52</i>
<i>Non-Brook Hill Courses.....</i>	<i>52</i>
<i>Transfer Students .....</i>	<i>52</i>
<i>Summer School.....</i>	<i>52</i>
<i>SPARC.....</i>	<i>52</i>
<i>Students with Learning Differences .....</i>	<i>52</i>
<i>Weighted Grades in Advanced Courses.....</i>	<i>52</i>
<i>Admission and Standardized Testing .....</i>	<i>52</i>
<i>Homework Policy.....</i>	<i>52</i>
<i>Missed/Late Work Policy.....</i>	<i>53</i>
<i>Library .....</i>	<i>53</i>
<i>A Defense of Brook Hill's Teaching Resources and Reading List ...</i>	<i>54</i>
<i>Textbooks .....</i>	<i>54</i>
<b>GRADUATION REQUIREMENTS .....</b>	<b>54</b>
<i>Valedictorian/Salutatorian.....</i>	<i>55</i>
<i>Honor Graduates.....</i>	<i>55</i>
<b>STANDARDS OF CONDUCT.....</b>	<b>55</b>
<i>Student Infractions.....</i>	<i>55</i>
<i>Tardies.....</i>	<i>57</i>
<i>Discipline Method .....</i>	<i>57</i>
<i>Detention, In-School Suspension (ISS) and Saturday School .....</i>	<i>57</i>
<i>Missed Detention or Saturday School .....</i>	<i>58</i>
<i>Suspension .....</i>	<i>58</i>
<i>Restoration Plan.....</i>	<i>58</i>
<i>Disciplinary Probation .....</i>	<i>58</i>
<i>Expulsion .....</i>	<i>58</i>
<b>UPPER SCHOOL DAILY SCHEDULE .....</b>	<b>59</b>
<b>ATTENDANCE .....</b>	<b>59</b>
<i>Arrival and Dismissal.....</i>	<i>59</i>
<i>Absences .....</i>	<i>59</i>
<i>Excused, Unexcused and Pre-Approved Absences.....</i>	<i>60</i>
<i>Attendance and Course Credit .....</i>	<i>61</i>
<b>ATHLETICS AND EXTRACURRICULAR ACTIVITIES.....</b>	<b>61</b>
<i>Eligibility.....</i>	<i>61</i>

<i>Sportsmanship Code of Conduct</i> .....	61
CAMPUS VISITATION.....	61
CAMPUS SECURITY .....	62
ANNOUNCEMENTS AND POSTED MATERIALS .....	62
LOCKERS.....	62
LUNCH .....	62
DRESS CODE .....	62
<i>Girls' Daily Attire (Monday, Tuesday, Thursday)</i> .....	62
<i>Boys' Daily Attire (Monday, Tuesday, Thursday)</i> .....	62
<i>Girls' Chapel Attire</i> .....	62
<i>Boys' Chapel Attire</i> .....	62
<i>Friday Dress Code</i> .....	63
<i>General Dress Code Guidelines</i> .....	63
<i>Dress Code Guidelines for Girls</i> .....	63
<i>Dress Code Guidelines for Boys</i> .....	63
<i>Dress Code Violations</i> .....	63
FIELD TRIPS.....	64
<i>Guidelines for Field Trips</i> .....	64
MUSIC AND DANCING .....	64
SERVICE HOURS .....	65
<i>Community Service Requirement</i> .....	65
<i>Community Service Recognition</i> .....	65
VEHICLE USE ON CAMPUS.....	65
UPPER SCHOOL ADMINISTRATION .....	65



## 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 mission statement, vision statement, core values, Guard Charge and Statement of Beliefs articulate the purposes behind the school's existence and provide principles that drive the school's policies, procedures, standards and practices. The Christian faculty and staff offer unique opportunities for students to participate in academics, athletics, fine arts, and campus life activities in a Christ-centered environment giving students the skills they need to live well both now and in the future.

### ***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*

### ***Statement of Beliefs***

1. We believe there is one, and only one, living and true God. He reveals Himself to us as Father, Son, and Holy Spirit. We owe to God our highest love, reverence, and obedience.
2. We believe the Holy Bible is the divinely inspired record of God's revelation of Himself to man. It contains absolute truth and is the perfect standard by which all knowledge and conduct should be measured.
3. We believe salvation is offered freely to all who accept Jesus Christ as their personal Lord and Savior. Salvation cannot be earned; rather, it is a gift of grace. It is given to all who repent of their sins, place their faith in Jesus, and surrender to Him as Lord.
4. We believe the fear of the Lord is the beginning of wisdom. In Christian education, there should be a proper balance between academic freedom and academic responsibility.

## ***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 mission statement, vision statement, core values, Guard Charge and Statement of Beliefs do 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, standards 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

## ***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 in others.

## 2018-2019 School Calendar



# The Brook Hill School

Christ-Centered. College Prep.

## 2018-19 School Holiday Calendar

Important Dates		August 2018							September 2018							October 2018							November 2018						
Aug 6-7	New Faculty/Staff Development	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Aug-8-14	ALL Faculty/Staff Development					1	2	3	4						1		1	2	3	4	5	6				1	2	3	
Aug 11	Boarding Houses Officially Open/Welcome Day	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
Aug 15	First Day of School	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	(15)	16	17	18	19	20	11	12	13	14	15	16	17
Sept 3	Labor Day - Holiday	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
Oct 8	Columbus Day - Holiday	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
Oct-18	Founder's Day								30																				
Oct 18-19	LS No School - Parent Teacher Conferences																												
Nov 16	LS Grandparents' Day							1													1	2						1	2
Nov 19-23	Thanksgiving Break	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
Dec 14-19	MS/US Exams	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
Dec 21-Jan 7	Christmas Break	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	(18)	19	20	21	22	23
Jan 6	Boarding Houses Re-open	23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
Jan 7	Faculty/Staff Development	30	31																				31						
Jan 21	Martin Luther King Day																												
Feb 18	President's Day																												
Mar 4-8	MS/US SPARC																												
Mar 11-15	Spring Break	7	8	9	10	11	12	13	5	6	7	8	9	10	11														
Apr 19-22	Easter Break	14	15	16	17	18	19	20	12	13	14	15	16	17	18	12	13	14	15	16	17	18							
May 18	Graduation	21	22	23	24	25	26	27	19	20	21	22	23	24	25	19	20	21	22	23	24	25							
May 22	LS Promotion/Field Day	28	29	30					26	27	28	29	30	31		26	27	28	29	30	31								
May 22	LS - Last Day of School																												
May 23	Boarding Houses Officially Closed for Summer																												
May 23	MS/US Last Day of School																												

December 2018							January 2019							February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							4	5					1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	(18)	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						

April 2019							May 2019							Key:														
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa															
		1	2	3	4	5					1	2	3															
7	8	9	10	11	12	13	5	6	7	8	9	10	11															
14	15	16	17	18	19	20	12	13	14	15	16	17	18															
21	22	23	24	25	26	27	19	20	21	22	23	24	25															
28	29	30					26	27	28	29	30	31																

	Faculty/Staff Prof. Dev.																												
	First Day of School																												
	School Holiday/Break																												
	Lower School - No School																												
	Lower School - Early Release																												
	MS/US Early Release/Exams																												

	All School Early Release/MS-US Exams																												
	Middle/Upper SPARC																												
	First/Last Day of 9 weeks																												
	Graduation																												
	Boarding Houses Open																												

8/1/2018

## ***Administrative Staff***

### ***Executive Offices***

Rod Fletcher	Headmaster
Shalon Garner	Assistant to Headmaster/Director of Human Resources
Karey Harrel	School Receptionist

### ***Lower School***

Jonathan Kegler	Lower School Principal
Tammy Stephenson	Administrative Assistant
Ila England	Lower School Librarian
Brandi Franks	School Nurse

### ***Middle/Upper School***

Kris Shustella	Middle School Principal
Michelle Rozell	Upper School Principal
Bobby Brasher	Dean of Students
Vicki Smith	Middle School Administrative Assistant/ Attendance Clerk
Pam Hays	Librarian
Suzan Chadwell	Nurse
Melissa Adkins	Upper School Attendance Clerk/Administrative Assistant to Director of Campus Safety
Celia Tucker	Academic Counselor
Ashley Bouwer	Academic Counselor - Boarding Registrar
Sonya Fox	Director of Educational Technology & Innovation
Georgia Cameron	Director of Educational Technology & Innovation
Janda Gragg	Academic Office Administrative Assistant
Jessica Mize	ACE Coordinator
Scott Ryle	ACE Coordinator - Boarding
Pam Hays	Academic Competitions Coordinator

### ***Fine Arts***

Glenn Ballard	Director of Fine Arts
---------------	-----------------------

### ***Athletics***

Wally Dawkins	Athletic Director
David Collins	Assistant Athletic Director
Candise Wise	Assistant to Athletic Director
Lauren Sikes	Athletic Assistant
Mallory Winkler	Athletic Trainer

### ***Campus Ministry***

Shawn Rhoads	Director of Ministry
--------------	----------------------

### ***Campus Safety***

Bobby Brasher	Director of Campus Safety
---------------	---------------------------

### ***Residential Life***

Shawn Rhoads	Director of Residential Life
Regenea White	Administrative Assistant
Kenneth Dulany	Boarding Parent (Girls)

Lori Dulany	Boarding Parent (Girls)
Penny Driggers	Boarding Parent (Girls)
Ben Longenecker	Boarding Parent (Girls)
Jon Murry	Boarding Parent (Girls)
Jes Moore	Boarding Parent (Boys)
Andrea Shustella	Boarding Parent (Boys)
Scott Wilson	Boarding Parent (Boys)

### ***Admissions***

Travis Albea	Director of Admissions and Marketing
Landry Humphries	Associate Director of Admissions
Jenny Anderson	Admissions Associate
Jamie Whitten	Admissions Associate
Angeleta Beekman	Admissions Assistant

### ***Development***

Laurie Humphries	Director of Advancement
Meagan Potter	Associate Director of Special Events
Jacki Travis	Associate Director of Development, Annual Giving

### ***Family and Alumni Relations***

Ginger Bell	Director of Family and Alumni Relations
-------------	-----------------------------------------

### ***Finance and Operations***

Tony Welty	Director of Finance and Operations
Heidi Camp	Director of Business Office

### ***Museum***

Jan Hommel	Museum Director
Robin Bynum	Museum Coordinator

### ***Technology***

Jason Forrest	Director of Information Technology
Spencer Collum	Technology Systems Administrator

## ***Admissions/Enrollment***

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, core values, and Statement of Beliefs.

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/transgender activity or identification or an 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 1:24-28, 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 or suspicion 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.*

#### **Cyberbullying**

Cyberbullying is defined as willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs,



texting on cell phones, social websites, chat rooms, “sexting,” instant messaging, or video voyeurism, by accessing or knowingly and willingly causing or providing access to data or computer software through a computer or cellular device.

## ***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 a 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 will typically 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, behavior and/or influence on or off campus is/are not satisfactory or in keeping with the School’s standards, policies, rules or procedures. 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, 365 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, 365 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 school’s Code of Conduct, Standards of Conduct, policies, rules, procedures or draws attention to Brook Hill in a negative manner. This 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, Standards of Conduct, or Student Handbook shall be made as needed 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 to

accomplish the school's educational mission. The school accordingly reserves the right to terminate the enrollment contract and expel a student at any time if, at the sole discretion of the Headmaster, the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with school's ability to accomplish its educational purposes. The school accordingly reserves the right to terminate an enrollment contract and expel a student or not renew a student's enrollment contract if the school 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 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 or Standards of Conduct.

### ***Physical Restraint***

Within the scope of an employee's duties, a school

employee may physically restrain a student if the employee 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 the 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 damage.

### ***Video/Audio Monitoring***

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

Brook Hill reserves the right to have cameras in classrooms, testing rooms, and/or any other area of campus. (Cameras will not be in bathrooms or locker rooms.)

### ***Use of Recordings***

Recordings may be reviewed as needed by the administration, and evidence of student misconduct may be documented. A student found to be in violation of the school's Student Code of Conduct or Standard 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. Any inappropriate use of electronic devices, not limited to photos, videos and image manipulation, is prohibited.

### ***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 - The directory of 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 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 necessary.

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

### **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.

### **Emergency Drills**

Drills and Evacuation practices will be conducted and recorded in an orderly fashion and will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures. Fire escape plans and tornado safety charts are posted in each classroom.

The Crisis Management Plan 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 a 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 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**

Upon enrollment, Brook Hill executes the enrollment contract, indicating that a space is reserved for the student. A signed and returned enrollment contract reserves attendance for the student. An executed contract, is a promise to Brook Hill that the tuition and fees will be paid.

If it is necessary to withdraw a student after enrollment, the Business Office should be contacted as soon as possible. Brook Hill offers a tuition insurance plan, in which, under certain circumstances, a portion of the tuition may be refunded. Without tuition insurance the total contracted tuition and fees is required.



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

## ***Medical Information***

### ***School Health Advisory Council***

The Brook Hill School has an active School Health Advisory Council (SHAC) that includes parent representation. The council also has physician leadership and a group of dedicated nurses and nurse practitioners involved to ensure the school's health protocols meet the requirements of the State of Texas and offer our students the best standard of care.

### ***Nursing Care for Illness or Injuries***

A registered nurse is on staff and available on both the Lower School and Middle/Upper School campuses. The nurse's offices are located in the Lower School Office and Middle School Office. Students who are feeling ill must be seen by the nurse who will contact their parent if the student needs to be sent home. With the utmost regard for safety, students who are feeling ill must be picked up by a parent, as they may not drive themselves home.

### ***Vision, Hearing, and Spine Screening***

The Brook Hill School complies with the Texas Department of Health requirements for vision and hearing screening in grades Pre-K, K, 1st, 3rd, 5th, and 7th grades and spine screening in grades 6th and 9th. Parents will be notified of the dates for these important health screenings each year. These screenings are not diagnostic. They simply identify students who need a referral to their Primary Health Care Provider to determine if further examination, evaluation or treatment may be necessary. Parents will be notified by mail when the screening indicates the need for a referral.

### ***Medication Protocol***

The Brook Hill Medication Protocol was approved by our School Physician, the Brook Hill School Health Advisory Council and Administration. This protocol is intended to provide safe and appropriate care to our students. If you have any questions or concerns related to medications, please do not hesitate to contact The Brook Hill Health Care Coordinator, Suzan Chadwell at extension 2003.

#### **General Instructions**

- **ALL medications** stored in the School Nurse's Office **MUST** be in date
- **ALL prescription medications** must have been prescribed by a Physician who is licensed to practice in the State of Texas and filled and dispensed from a Pharmacy in the United States with an appropriate prescription label
- **ALL OTC medications** must be in the original container and have originated in the United States
- **ALL medications** to be dispensed by the School Nurse must be FDA approved
- **ALL medications** stored in the School Nurse's Office **MUST** be picked up by the last day of class each school year, or they will be properly disposed of

#### **Dispensing Prescription Medications at School**

- The nurses will dispense medications prescribed by your physician according to the prescription on the ORIGINAL container. This requires full completion of a Parental Permission form. (Forms available online or from the nurse)
- Parents are encouraged to time antibiotics so that the doses fall during the student's hours at home if possible, but the nurses are available to dispense prescription medications according to the physician's orders if necessary.

#### **Controlled Substances and ADHD Medications**

- If at all possible we ask that these medications be dispensed at home.
- If your student requires this type of medication at school, a parent or guardian may provide the medication in the **ORIGINAL** bottle with printed instructions on the label for the individual student. The medication will be kept in Nurse's office and dispensed by the nurse exactly as the prescription reads. This requires full completion of a Parental Permission form. (Forms available online or from the nurse)
- The nurse will secure these medications in a controlled substance lockbox and will keep the lockbox key in her possession at all times. A written log must be kept for each individual student each time a controlled substance has been dispensed.

#### **Rescue Medications for Asthma and Anaphylaxis**

- By law in the State of Texas, ALL students may carry their own rescue medications for Asthma or Anaphylaxis.
- Parent or guardian is responsible to provide these medications to the school.
- **An Individualized Care Plan for chronic illness management MUST be on file in the Nurse's office.** An Individualized Care Plan is a document that describes the student's health history as it relates to a chronic condition and outlines his/her physician's plan of treatment for episodes of that condition.
- The School Nurse, based on their judgment or

parental request, will administer rescue medications.

- Students in 4th through 8th grades must demonstrate competency to manage and administer their own rescue medications and to carry them on school property. This requires a meeting with parents, student and school nurse. Please contact the School Nurse to make arrangements for this.
- Students younger than 4th grade may keep their own rescue medications in the classroom, but students may not administer the medication by themselves. Trained staff or the nurse will administer the medication. NOTE: Parents may request a meeting with school nurse to discuss student administration and demonstration of competency on a case-by-case basis.

#### Over the Counter (OTC) Medications

- The Physician Chairman of The Brook Hill School Health Advisory Council or SHAC has provided us with the following “as needed” Standing Medication Orders for OTC medications, which will be provided at school based on nursing judgment with parental consent. **This requires full completion of an OTC Medication form in RenWeb.**
- A Physician’s order is required for these medications to be dispensed in schools in the State of Texas.
- The goal is to help keep well students with minor medical needs in class, as much as possible. Below is a list of **OPTIONAL** OTC medications that are available for your student in age and weight appropriate doses with parental permission.
- In the event that the nurses need to administer one of these medications to your student, you will receive a brief e-mail so that you will be aware of the time that it was given. This information is important should additional doses be required at home.
- Lower School parents will also be contacted by phone **PRIOR TO OTC medication being dispensed.**
- There is also an option for parents to provide their own OTC medications, in the original container, for their student when something specific is necessary that is not on our approved OTC list. Please be aware that in Texas, parental permission forms for OTC medications from home are good for **ONLY 10 DAYS** in schools unless the school has a prescription from a physician on file.

#### OTC Medication Options given in age and weight appropriate doses (Lower School)

- Acetaminophen (Tylenol) Children’s Elixir
- Ibuprofen (Advil, Motrin) Children’s Elixir
- Children’s Tums
- Cough drop/lozenge (without red dye)

- Diphenhydramine (Benadryl) Liquid
- Neosporin cream
- Benadryl cream
- Cortaid

#### OTC Medication Options given in age and weight appropriate doses (Middle/Upper Schools)

- Acetaminophen (Tylenol)
- Ibuprofen (Advil, Motrin)
- Midol or Midol Complete
- Diphenhydramine (Benadryl)
- Tums
- Cough drop/lozenge (without red dye)
- Neosporin cream
- Benadryl cream
- Cortaid

#### Additional OTC Medication Options for Boarding Students given in age and weight appropriate doses

##### Allergies

- Certizine (Zyrtec)
- Loratidine (Claritin, Alavert)
- Diphenhydramine (Benadryl)

##### GI Upset

- Maalox tablets
- Pepcid
- Prilosec

##### Nausea and Vomiting

- Phenergan
- Zofran

#### Boarding Students and Medication

- The Brook Hill Nursing Staff is on call for health concerns related to the Resident Life Program 24 hours per day, 7 days per week.
- Our Boarding Parents have completed a special course on dispensing medications to our students. They function as “Unlicensed Assistive Personnel” or “UAPs” when dispensing medication.
- Medications, Vitamins and Dietary Supplements will be dispensed by the Boarding Parents in the evenings or on the weekends when the Nurse’s Office is not open.
- Boarding Students are **NOT PERMITTED to keep ANY medications other than “Rescue Medications”** in their rooms
- Boarding Students may keep **“Rescue Medications”** such as Inhalers, EpiPens or Insulin in their rooms and with them at all times

- ALL Vitamins or Dietary Supplements must have originated in the US and be FDA approved.
  - ALL prescription medications must have been prescribed by a Physician who is licensed to practice in the State of Texas and filled and dispensed from a pharmacy in the United States with the medication in one bottle which has an appropriate prescription label.
  - OTC medications will be dispensed from the approved list of OTC medications for which we have "Standing Orders" from the Chairman of the Brook Hill SHAC.
- Throat lozenges may be permitted at the bedside on a case by case basis.

### ***Medication and Health on School Trips***

#### **Lower School**

Students with asthma or allergies MUST take their rescue medications on all field trips. The *nurse* will inform trip sponsors of any necessary student medical information. Staff members will be responsible for keeping up with rescue medications on field trips.

#### **Middle and Upper School**

Students will be responsible for their own rescue medications on field trips, SPARC trips or overnight athletic or academic competition. All other medications (prescription and OTC) must be turned in to the trip sponsor in a sealed baggie with the student's name on the original bottle and a completed Medication Permission form which is available under Parent Forms online. For over-night travel, trip sponsors are issued a Travel Health Form for each student in a sealed envelope with parental consent for emergency care, a list of the student's medications, immunizations and emergency contact numbers for family. The sealed envelope is only opened if needed to provide care and it is shredded upon return to Brook Hill for privacy.

NOTE: Our staff has received training in the use of the EpiPen for emergency anaphylaxis.

### ***Health Records***

Every student is required to have medical records on file and up-to-date by the beginning of each school year. Students with chronic health issues must have a care plan from their Physician on file in the Nurse's Office to outline appropriate treatment for episodes of their Asthma, Allergies, Diabetes, Seizures, Migraines, Sickle Cell, Hypoglycemia or other chronic health conditions.

### ***Health and Wellness Protocol***

The Brook Hill Health and Wellness Protocol was approved by our School Physician, the Brook Hill School

Health Advisory Council and Administration. This protocol is intended to provide the highest standard of care possible for our students. The primary intent is to prevent the spread of illness and keep well students in class as much as possible. If you have any questions or concerns related to the protocol, please do not hesitate to contact The Brook Hill Health Care Coordinator, Suzan Chadwell at extension 2003.

### **Students will be sent home from school and may return under the following circumstances:**

#### **Diarrhea or Watery Stools:**

- One episode of diarrhea at the School Nurse's discretion
- One episode of diarrhea if other symptoms are present (abdominal discomfort, nausea, vomiting)
- Soiling of themselves or their clothing
- Students may return to school 24 hours after the last diarrhea stool if they feel well and do not have a temperature without taking fever reducing medications such as Tylenol

#### **Vomiting:**

- One episode of vomiting at the School Nurse's discretion
- One episode of vomiting if other symptoms are present (abdominal discomfort, diarrhea)
- Soiling themselves or their clothing
- Students may return to school 24 hours after the last episode of vomiting if they feel well and do not have a temperature without taking fever reducing medications such as Tylenol

#### **Drainage:**

- It is not necessary to exclude every student from school who has drainage from the nose, eyes or an open sore
- Open sores must be covered
- Exclusion from school will be based on the School Nurse's discretion taking into consideration: the color of the discharge, temperature, general malaise, the student's personal hygiene skills or the need for assistance, classroom setting, the student's developmental level

#### **Oral Temperature 99.4- 100**

- The school nurse will notify the parent or guardian
- Students with low grade temperature may remain in school **if no other symptoms are present**
- Tylenol or Advil in age and weight appropriate doses with parental permission

- The nurse may send students home from school with a low grade temperature **when additional symptoms of illness are present** (general malaise, cough, congestion, nasal drainage, sore throat, headache, abdominal discomfort or gastrointestinal symptoms)

#### Oral Temperature 100 or higher

- Students will be sent home from school
- Tylenol or Advil in age and weight appropriate doses with parental permission
- Students may not attend after school activities including athletics or Cadet Club
- Students may return to school after being fever free for 24 hours without taking fever reducing medications such as Tylenol

#### Oral Temperature 104 or more

- The school nurse will institute measures to bring down the student's temperature:
  - Student will lie down
  - Tylenol or Advil in age and weight appropriate doses with parental permission
  - Student will be asked to remove layers of clothing (jacket, sweater, 2<sup>nd</sup> shirt, socks, shoes)
  - Nurse will typically not place a blanket on the student
  - Apply cool wash cloth or towel to student's forehead and arm pits and keep clothes refreshed
  - Offer sips ice cool water if student is not vomiting or free of abdominal pain
- Parent or guardian will be notified immediately
- If parent is not able to arrive to pick up the student within 15 minutes, EMS will be called
- School Nurse will notify Administration that EMS has been called

#### Return Policy

- Students may return to school 24 hours after symptoms of illness have subsided and if they feel well and do not have a temperature over 99.4 without taking fever reducing medications such as Tylenol.
- Student who are absent from school for 3 or more days should bring a note from their parent regarding their illness and check in with the School Nurse before they return to school.
- Parents of students who have been hospitalized for illness or injury should contact the Nurse prior to sending their child back to school. Parents should provide an official written release from a physician that authorizes the student to return to school. The

physician should provide a care plan for any follow up care that will be required while the student is at school and indicate any activity restrictions subsequent to the illness or injury.

- Please refer to the next section for additional information.

### ***Returning to School After Illness***

Sometimes it can be challenging to determine when your child is well enough to return to school. The following guidelines were adapted from TDHS Communicable Disease Chart for Schools and Childcare Centers for The Brook Hill School by our Health Care Team. Additionally, some of the following guidelines were adapted from Diana H. Dameron, BSN, MPH, Supervisor, School Health Services, Pinellas County Schools, Florida, and Jack Hutto, M.D., chief, Infectious Disease Department, All Children's Hospital St Petersburg, Florida.

#### Cat scratch disease

This illness is usually spread by bacteria from the cat's saliva into a child's open skin and not by person to person contact. Therefore, the child may attend school.

#### Colds

As long as there is no fever or discomfort, a child with a cold may go to school as long as they are not too uncomfortable to function in school. Instruct the child on the proper use of tissues for coughing, sneezing, and nose blowing. They should also be taught good hand washing techniques, since research has shown that more colds are spread via contaminated hands than by infected droplets in the air. Alcohol wipes can be used to reduce spread from hands or contaminated objects (toys, etc.)

#### Chickenpox

The child may return to school once all the chicken pox lesions are crusted over.

#### Diarrhea

Loose stools have many causes; a child should not attend school until the bowel movements have normal consistency. This reduces the chance of leakage or contaminating the child's hands. In addition, children with diarrhea that contains blood or mucus should be kept home until their physician evaluates them. Children with *Escherichia coli* or *Shigella* infections should be kept home until diarrhea resolves and two stool cultures are negative for the organisms.

#### Earache

Never ignore an earache. Keep your child home and contact your physician. If there is ear discharge, even without pain, notify the doctor, as this generally means a ruptured eardrum (a draining ear is not contagious).

### Fever

A normal temperature is 98.6 degrees. After illness, temperature should be normal for 24 hours before sending a child to school. If a child has a fever 100.8 degrees or higher during the night, he or she should not attend school in the morning, even if the temperature is normal. Temperatures are lower in the morning and the fever may occur again in the afternoon. Temperature is also influenced by activity, diet, and environment. Fever in itself is not contagious but additional symptoms associated with fever may indicate a potentially contagious illness.

### Fifth Disease

By the time the lacey red or "slapped cheek" rash is visible, the affected child is no longer infectious. Therefore, they can return to school and exclusion from class is unnecessary.

### Hand-Foot-Mouth Disease

This illness is non-serious, but is especially uncomfortable. While exclusion from school is not necessary, the child should be kept at home if they have an elevated temperature or the mouth sores make them too uncomfortable to attend school.

### Head Lice

Head lice pass from child to child on clothing, bed linens, combs, brushes, and hats, but the louse does not jump from one child to another. The child may return to school after treatment is completed. The child may be examined by the school nurse or designated personnel for signs of an active infection. Medical experts feel a child should not be excluded from school because of the presence of nits. Students who are distracted by itching or who have open places on their scalp from scratching may need to go home before the end of the school day to begin treatment. If this is the case, parents are encouraged to promptly pick up their child and treat the condition. Students *without* undue itching or open places on their scalp who have been found to have live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

### Hepatitis

A child with Hepatitis A should remain home for one week after the start of the illness. Brook Hill requires a physician's note before a child with either Hepatitis A, B,

or C, is permitted back in class. Some children with hepatitis can be asymptomatic and still be contagious.

### Impetigo

Children with impetigo requiring antibiotics may return to school 24 hours after they have begun taking the antibiotics. Brook Hill requires that the lesions be covered.

### Infectious Mononucleosis

The child may return to school once cleared by their physician. Despite many myths to the contrary, the virus that causes "mono" has an extremely low communicability. Absence from school varies among teenagers with mono and depends on how much energy they have to attend class. For example, some teens may tolerate attending school full time, while others may need to be off for several weeks.

### Measles

Child may return to school 4 days after the onset of the rash. Since most kids are required to be immunized against measles, a child who has been diagnosed with this condition may have another reason for the rash. A physician's note is required for return to school.

### Mumps

Child should remain home until 5 days after the beginning of parotid gland swelling. Since most kids are required to be immunized against mumps, a child who has been diagnosed with this condition may have another reason for the swelling. A physician's note is required for return to school.

### Pink Eye

If the child is old enough to be responsible about hand washing (usually school age), exclusion from school or activities is not necessary. Parents will be notified when potential conjunctivitis is detected at school. It is best for students to be on antibiotics for 24 hours and have resolution of their symptoms before returning to school. Pre-school and Kindergarten students may not be responsible enough about hand washing to prevent the spread of infection, therefore, it is probably best to keep them at home for a couple of days until either the condition clears on its own or a physician has looked at it and states it is not contagious. Unfortunately, the length of time that a child is excluded from school will depend on the resolution of the infection.

### Pinworms

A child with this parasitic condition need not be excluded from school, but good hand washing, particularly after



using the restroom, should be required. Since pinworms exit at night, the child is most contagious in the morning, so good hand washing at school first thing is a good idea.

### **Rash**

A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergents). If your child has an unusual rash or it is associated with a fever, it is probably best to keep your child at home until you have had a chance to discuss the condition with your physician. Most viral rashes are not contagious, so parents should use their own common sense. For example, if your child has an allergic rash and is taking an antihistamine to prevent itching, it might be a good idea to keep them home since these medications tend to make kids sleepy.

### **Ringworm**

The Committee on Infectious Diseases of the American Academy of Pediatrics has stated that children receiving treatment for ringworm may attend school. Haircuts, shaving of the head, or wearing a cap during treatment are not necessary. Lesions should be covered as possible. It is impractical to keep children out of school for the 4-8 weeks it takes to completely eradicate the infection.

### **Roseola**

Students with any rash and fever should not return to school until their fever is gone. It is believed that children are contagious from a few days before the fever until onset of the rash.

### **Scarlet Fever and Strep Throat**

A child diagnosed with strep throat may return to school 24 hours after the child has been on antibiotic therapy.

### **Tuberculosis**

Children with tuberculosis infection or disease can attend school or childcare if they are receiving therapy. Brook Hill requires a letter from the child's physician indicating that they are no longer contagious.

### **Vomiting**

If a child vomits during the night, it is probably not a good idea to send them to school in the morning. What he or she needs is rest and either a liquid or soft diet.

### **Whooping Cough**

Child should remain home until they have been on antibiotics (erythromycin) for five days. Since most kids are required to be immunized against whooping cough, a child who has been diagnosed with this condition may

have another reason for the cough. A physician's note is required for return to school.

## ***Immunizations***

The Texas Department of Health Services requires that ALL STUDENTS attending school in Texas MUST have up-to-date immunizations prior to ENROLLMENT in school. Letters of Exemption from the State of Texas MUST be current within last 2 years. Medical Exemptions must be renewed annually unless a lifelong exemption has been granted. It is MANDATORY that we comply with the state health regulations. It is the parent or guardian's responsibility to provide a current immunization record to the school. We must receive documentation of a compliant Immunization Record in order for students to:

1. Attend pre-season sport or school activities
2. Attend class
3. Move into our Boarding Houses

## ***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 such as: 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 throughout the year to become involved.

The Brook Hill School has several groups parents can join to provide service and support to Brook Hill. These 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, Middle School or Upper School Principal

### ***Volunteers***

We welcome parent volunteers to assist in various classroom/ school activities. Brook Hill parents who wish to volunteer are encouraged to contact the Principal or the Lower School Brook Hill Parent Association.

### ***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' safety.

Physical aggression, hostile behavior, assault, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior may be disciplined in accordance with the Code of Conduct, the Standard of Conduct and civil and criminal law.

The Administration shall develop 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 may 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 the abuse of 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 students throughout 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 drug 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 respectful manner for all students involved. Drug testing is administered by a third party. Primarily, Upper School students will be tested, though testing may extend to Middle School and Lower School students. Following any positive test result, Brook Hill administrators will schedule a meeting with the student and his/her parent(s) or legal guardian(s) to discuss the disciplinary consequences. Discipline for drug use is at the sole discretion of Brook Hill administration, and consequences may include 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 and their belongings including, but not limited to, their lockers, bags, clothing, backpacks, purses and motor vehicles shall be subject to searches by school officials.

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", "Snapchat" 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. All student and faculty vehicles must have a Brook Hill parking sticker which is provided in the Upper School office.

### **Visitor Sign-in/Sign-Out**

All visitors to the school campus must sign in and out at the front desk of the main school entrances. Upon signing in, each visitor will be asked to present a government issued ID and will receive a visitor badge to be worn at all times. Before leaving the campus, each visitor must sign out at 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. Upon enrollment or reenrollment parents sign giving permission for their child 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.
5. The school may discipline a student for violating Acceptable Use Policy.

### ***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 Business 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. 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 on a case by case basis.

Brook Hill will attempt to maintain a list of tutors but will not 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 with one another 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, Principal, 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/decision of the Headmaster 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:

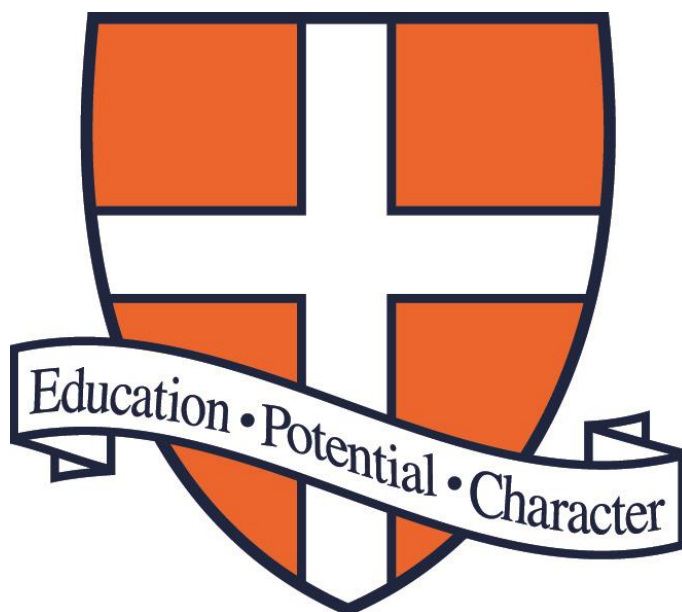
1. Ask for an appointment with the Director or Administrator to discuss your concerns.
2. If this does not solve the problem, set an appointment with the Headmaster for a meeting with you and the Director or Administrator.
3. If this does not solve the problem, a written appeal may be submitted to the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

**2018-2019**

## LOWER SCHOOL

### *General Information*

#### *School Hours*

Monday	8:20-3:20
Tuesday	8:20-3:20
Wednesday	9:30-3:20
Thursday	8:20-3:20
Friday	8:20-2:05

Early Release Days end at 11:45am.

#### *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 an important source of information that is helpful in determining individual student needs, as well as curriculum needs for the instructional program. The Lower School utilizes the nationally-normed ERB Comprehensive Testing Program Achievement Test for grades 2-5. Your child’s teacher will communicate the specifics about when the testing is scheduled. Please be sure your child is present for the test, 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 their 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, homework is a crucial activity in the student’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.

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 few 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 to see 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.

### ***Library/Media Center***

It is the mission of Brook Hill to prepare students to be information literate in the 21st century as well as advancing them toward 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 PK-5 can utilize the Lower School Library/Media Center for their library and technology needs. 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 Library/Media Center. 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 completes the "Request for Reconsideration of Instructional Materials" form.
- The material in question will be reviewed the librarian and lower school principal.
- 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.

### ***A Defense of Brook Hill's Teaching Resources and Reading List***

To put it simply, sometimes literature, film and art can be offensive. Language and image and sound can have the power to invoke in us any level of moral indignation. So why is it that we accept certain literature, film and art for educational purposes here at The Brook Hill School? It is certainly not to offend for the sake of offending, nor are we simply trying to "expose" students to "everything that's out there." As consumers (for lack of a better word) of literature or film or art, we must be critical and thoughtful. As *Christian* consumers of the same, we must evaluate with the high standards of Scripture. It is our goal to do just that.

You may be thinking, "Then why do the students read novels or watch films with obscenity in them?" Our first response is that we *do* pay attention to the language used and the images portrayed in novels, art, and film. We don't just let everything slide because we happen to like a piece. Rather, we take the approach described by Leland Ryken in his book *The Liberated Imagination: Thinking Christianly About the Arts*:

The question that a Christian must therefore answer is, does the moral or intellectual significance of a work exceed in value the possible offensiveness of any of its parts?

We believe we can answer this question affirmatively for all of the novels and films that we use for teaching here



at Brook Hill. Some novels, poems, stories, art and films use language and/or images that offends or makes us uncomfortable. But the simple truth is, life is like this too. People use bad language and people do unimaginable things. Does this mean that we condone these words and behaviors? No, we do not. But we do recognize that this is reality, whether we like it or not and whether we cover our eyes and ears and run away from it or not.

Good literature, art and film gives us a view into life. We use the literature, art and film that is in our curriculum because it gives an excellent window into the world in which we live. We desire to peer into life, to understand and interact better with each other and our culture, and the literature, art and film we use in the classroom helps us do this.

So yes, it is true that some of the literature and films we use have foul language in them. Or racial slurs. Or just ugly talk. So does life. Likewise, some of the books and films we use portray or discuss gross wickedness, from bullying to outright murder. So does life. We don't condone this type of speech or behavior in real life, but we must understand it. We must try to get a better grasp of the heart of man and what he's capable of, or we will never understand the depth of the love of God and the sacrifice of Christ.

The books or films that we use that might offend some Christians, such as—*The Things They Carried*, *Othello*, *Macbeth*, *Candide*, *To Kill a Mockingbird*, *Number the Stars* and *The Giver*—show us a picture of life. In these works, we see the fallen nature of man, yet we also see man lifted up in some sort of redemption. And, even if the redemptive side of life were not shown, we still affirm that the overall moral or intellectual benefits of the works we use far exceed any offensiveness therein.

### **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 4<sup>th</sup> and 5<sup>th</sup> 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. Charges will be incurred for damage other than normal wear and tear.

## **Attendance**

### **Attendance Policy**

We understand that illness and other events happen in life and your student can't always 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 conference with the principal to discuss if an action plan for the rest of the year is needed.
2. After 15 absences in one school year, a conference will be scheduled with parents and the retention committee.

### **Absences due to Illness**

Please refer to the Health and Wellness Protocol located in the General Information section of this handbook for specifics related to absences due to illness.

### **Planned Absences**

Vacations or family travel are sometimes unavoidable and important in the midst of the school year. It is best, however, to reserve vacation for school breaks and summer 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 can become 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 start time of each school day.
2. A grace of 3 tardies will be allowed each quarter. There will be no distinguishing between excused and unexcused tardies.
3. In addition, every four tardies in a quarter will count as one absence.
4. 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 grace of 3 early checkouts will be allowed each quarter.
2. In addition, every four early checkouts in a quarter will count as one absence.
3. 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-school 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.
5. Expulsion – Dismissal from the school.

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, behavior and/or influence on or off campus is/are not satisfactory or in keeping with the School’s standards, policies, rules or procedures. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligation.

### ***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 and need to get to the Lower School campus, exit the MS/US main gate and enter the Lower School through the Lower School main gate.

### ***Morning Drop- Off***



All morning drop-off is at the front of the school. School personnel will be there to help. Students will enter the building through the rotunda area and head to class.

Please observe the following:

1. **Do not** use cell phones while driving on campus.
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><b><u>LAST NAME</u></b></p> <p><b><u>FIRST NAME: GRADE</u></b></p> <p><b><u>FIRST NAME: GRADE</u></b></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.

Afternoon Pick-up Procedure for prekindergarten, kindergarten, and first grade is at the front of the school. Siblings of students in these grades are also picked up at the front of the school. Cars form two lines. Carpool staff calls your child's name and station number. Students are loaded in the cars by staff. Please put your vehicle in "PARK" so we will not have any accidents. Once all stations are loaded, cars are directed to leave. Drive around the flagpole and out the Rather Street gate.

Second, third, fourth, and fifth graders who do not have younger siblings are picked up at the south end of the school. There is only a single lane of cars using this pick-up area. Cars enter the parking lot from Rather Street, using the entrance closest to the wooden fence line. After cars are loaded and dismissed, they exit where they entered. All cars turn right on Rather Street when leaving the parking lot.

Remember:

1. **Do not** use your cell phone.
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.
5. When loading or unloading make sure your car is in "Park."
6. **Do not** block entrance 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 afternoon pick-up is finished before coming to visit.

### ***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 or organization 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. 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 or administration's request.
6. **Length Guideline:** All skorts, skirts, shorts, or jumpers must be no more than 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 or administration.
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](mailto:helpmeTyler@academyuniforms.com)

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*)

#### Consequences of Noncompliance

- 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 #1106 and #1153) **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: #1106 and #1153
  - 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.

- 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 \$5.00, 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.

### ***Nutrition Break***

- Most classes will have a mid-morning or mid-afternoon nutrition break. Because of allergy concerns, your child's teacher will communicate which snacks are 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:

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

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

- Always sign in at the office.
- Please know that we are extremely grateful for anything you can do.
- 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.
- Consider your time, ask the question, "How much time will this take?" or say "I can only give you \_\_\_\_ hours this week."
- 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 give out invitations during school 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 may show 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](http://www.brookhill.org) under the Parent Link. Since those items are consumable, you may have to replace them 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 sent to the office.

### ***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***

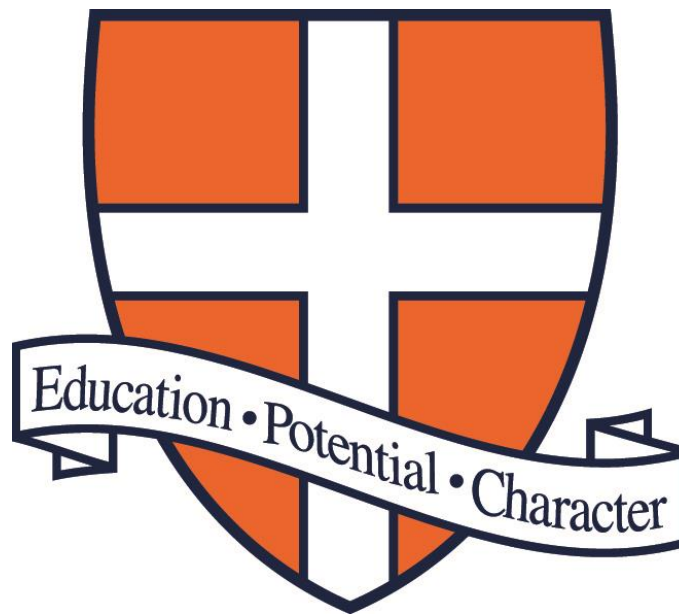
We welcome visitors, but for security reasons all visitors must check in with the office and get a visitor's pass. People interested in admissions can arrange tours through the Admissions Office. Students who would like to visit for admissions purposes can arrange to shadow a student of their same grade level through the Admissions Office.

Visitors will need to receive a 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. Classroom events or parties – Please sign in at the office.

Chapel – You may enter the Kimrey Gymatorium 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.





# **Middle School Parent/Student Handbook**

**Grades 6-8**

**2018-2019**

## MIDDLE SCHOOL

### **Academics**

#### ***Ability Skills Grouping***

Students in grade 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), academic intervention (providing peer coaching, supplemental instruction, mentoring, intervention, and accountability), and accommodations (students needing and qualifying for accommodations will work with ACE to find out what is available at Brook Hill.)

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 students will be scheduled into appropriate classes and asked to choose a Fine Art.

#### ***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
- The instructor initiates the change

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 Principal 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 assistance and accommodations 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 ACE Coordinator must be initiated by the parent/guardian to review documentation, outline help available, and set up an 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 Brook Hill academic departments.

The Academic Office may 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 and the student will not receive credit for the course.

### **Grade Weightings**

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

	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Daily Work	<b>40%</b>	<b>30%</b>	<b>20%</b>
Quizzes	<b>20%</b>	<b>20%</b>	<b>25%</b>
Tests	<b>25%</b>	<b>30%</b>	<b>35%</b>
Exam	<b>15%</b>	<b>20%</b>	<b>20%</b>

### **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 can depend 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.
- Absences due to early departure and late return from school breaks will count toward allowable absences for exemptions. This includes absences related to Visa/passport issues.

### ***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 the 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 a group of teachers selected 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 may 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 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 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 typically be tested prior to admission. In addition, annual ERB testing is conducted during the school year. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, the school reserves the right to require additional test data to make a reenrollment decision.

## 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 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 8:00am-4:00pm with the exception of Fridays when it will close at 2:20pm. 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. 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 completes "Request for Reconsideration of Instructional Materials" form.
- The material in question will be reviewed by at least two of the following: librarian, Headmaster, and campus principal.
- 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.

## A Defense of Brook Hill's Teaching Resources and Reading List

To put it simply, sometimes literature, film and art can be offensive. Language and image and sound can have the power to invoke in us any level of moral indignation. So why is it that we accept certain literature, film and art for educational purposes here at The Brook Hill School? It is certainly not to offend for the sake of offending, nor are we simply trying to "expose" students to "everything that's out there." As consumers (for lack of a better word) of literature or film or art, we must be critical and thoughtful. As *Christian* consumers of the same, we must evaluate with the high standards of Scripture. It is our goal to do just that.

You may be thinking, "Then why do the students read novels or watch films with obscenity in them?" Our first response is that we *do* pay attention to the language used and the images portrayed in novels, art, and film. We don't just let everything slide because we happen to like a piece. Rather, we take the approach described by Leland Ryken in his book *The Liberated Imagination: Thinking Christianly About the Arts*:

The question that a Christian must therefore answer is, does the moral or intellectual significance of a work exceed in value the possible offensiveness of any of its parts?

We believe we can answer this question affirmatively for all of the novels and films that we use for teaching here at Brook Hill. Some novels, poems, stories, art and films use language and/or images that offends or makes us uncomfortable. But the simple truth is, life is like this too. People use bad language and people do unimaginable things. Does this mean that we condone these words and behaviors? No, we do not. But we do recognize that this is reality, whether we like it or not and whether we cover our eyes and ears and run away from it or not.

Good literature, art and film gives us a view into life. We use the literature, art and film that is in our curriculum because it gives an excellent window into the world in which we live. We desire to peer into life, to understand and interact better with each other and our culture, and the literature, art and film we use in the classroom helps us do this.

So yes, it is true that some of the literature and films we use have foul language in them. Or racial slurs. Or just ugly talk. So does life. Likewise, some of the books and films we use portray or discuss gross wickedness, from bullying to outright murder. So does life. We don't condone this type of speech or behavior in real life, but we must understand it. We must try to get a better grasp of the heart of man and what he's capable of, or we will

never understand the depth of the love of God and the sacrifice of Christ.

The books or films that we use that might offend some Christians, such as—*The Things They Carried*, *Othello*, *Macbeth*, *Candide*, *To Kill a Mockingbird*, *Number the Stars* and *The Giver*—show us a picture of life. In these works, we see the fallen nature of man, yet we also see man lifted up in some sort of redemption. And, even if the redemptive side of life were not shown, we still affirm that the overall moral or intellectual benefits of the works we use far exceed any offensiveness therein.

### **Textbooks**

Brook Hill has partnered with Follett, 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.

## **Standards of Conduct**

### **Student Infractions**

Although not all-inclusive, the following may result in a detention, Saturday School, suspension or expulsion: In all cases, the administration 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. Students are prohibited from using 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. Behavior that inhibits learning in classroom situations.

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.

#### **Major infractions**

The following is a non-comprehensive list of major infractions. All major infractions may result in consequences including Saturday school, suspension, or expulsion.

1. Use of Abusive, Racist or Profane Language and Disrespect: Using abusive, racist or profane language, and showing disrespect or insolence to teachers and classmates
2. Disruptive Behavior:  
  
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.
3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person. See also: Bullying Policy in General Section.
4. Cheating/Dishonesty: Students may not give or receive assistance (written, oral or otherwise) on tests, examinations, final evaluation or any class assignments that are to be graded as the work of a single individual. Lying, plagiarism, and forgery is also prohibited.

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 assigned Saturday school or 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.
- 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. Students are responsible for and may be subject to disciplinary action for inappropriate material, pictures, and/or language sent, posted, made available, shown to others or possessed by the student themselves. The standard for that which is inappropriate is determined by the 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 and/or Assault: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or assault will not be tolerated
- 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.
- 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/bi-sexual/transgender identification or activity, or promiscuity, whether on or off campus.
- 11. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration. Sleeping or eating in class will be classified as disrespect.
- 12. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- 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.
- 14. Vandalism: Destruction or defacing of property belonging to the school or others. In addition to disciplinary consequences, the student may be responsible for paying for the cost of repair or replacement.
- 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.
- 16. Repeated violation of minor infractions will be considered a major infraction.



### ***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 typically be held after school from 2:30-3:15 p.m. on Friday. 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 a.m. to 12:00 p.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.
- Not use a cell phone or other electronic device.

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 may be the result of repeated minor infractions or a violation of a major infraction outlined in the Code of Conduct or Standards of Conduct. Any student whose conduct in or out of school shows him/her to be in opposition to the basic principles, standards and purposes of Brook Hill, as determined by the sole discretion of the Headmaster, Principal, and/or Dean of Students, may be suspended from school. The length of suspension will be determined by the administration. All work missed during the suspension, except for tests or major projects, will receive a zero. Tests and major projects must be taken at a time

determined by the teacher. 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 suspended. 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 typically:

- 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 typically:

- 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 shows him/her to be in opposition to the basic principles, standards and purposes of Brook Hill, as determined by the sole discretion of the Headmaster, may be expelled or required to withdraw from the school. Expulsion may be required if it becomes apparent that the school will not be able to meet the needs of a student, or if the Headmaster determines that the student's behavior is disruptive to the school.

Expulsion may also be recommended for unresolved academic or disciplinary probation.

The student or his/her parent may appeal the 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.

### Middle School Daily Schedule

 <b>The Brook Hill Middle School</b> <b>Academic Schedule</b> <b>2018-2019</b>						
Block	Times	Mon	Tue	Wed	Thu	Fri
	8:15-9:05	Athletics	Athletics		Athletics	Athletics
B/C	9:10-10:30	B/C	B/C	Chapel/Advisory 9:10-10:00 B/C 10:05-11:10	B/C	B/C 9:10-10:15
WIN	10:30-11:00	WIN	WIN	No WIN block on Wednesdays	WIN	D/E 10:20-11:00
Lunch	11:00-11:30	MS Lunch	MS Lunch	D/E 11:15-12:00	MS Lunch	MS Lunch
D/E	11:35-12:55	D/E	D/E	MS Lunch 12:05-12:35	D/E	D/E 11:35-12:00
F/G	1:00-2:20	F/G	F/G	D/E 12:40-1:10	F/G	F/G 12:05-1:10
H/I	2:25-3:45	H/I	H/I	F/G 1:15-2:30 H/I 2:35-3:45	H/I	H/I 1:15-2:20

## 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 three absences in B-G blocks or seven 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 whether or not the

student will be able to obtain credit for the course.

### ***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 99.4 degrees with associated symptoms of illness such as vomiting, diarrhea, drainage, cough, or congestion.
- 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 or minor illness that does not include a fever with related stomach issues, drainage, cough, or congestion;
- B. Fatigue
- C. Family trips
- D. Early departure or late return from school breaks (Visa/passport issues will not impact credit for course; however, these absences will count in the total for exam exemptions.)

### 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.

**Excessive excused or unexcused absences may result in a student not receiving credit for the course.**

### Attendance and Course Credit

A student cannot miss more than 10% of a particular period per semester with unexcused absences (four unexcused absences in B-G blocks or eight unexcused 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 with unexcused absences the student may not receive credit for the course. **Excused absences do not count toward 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 – Verbal Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4<sup>th</sup> Violation – Disciplinary Referral//Detention/Meet with the Principal or Dean of Students
- 5th Violation – In-school Suspension or 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 in order to be eligible. 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 15

November 12

January 8

March 18

April 15

### ***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 check in at the main reception area in Lauderdale Hall and then 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 Middle School 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. Locks 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 and may ask the student to make changes if they deem it necessary. 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 knee socks
- 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 undergarments must be worn at all times.
- Tattoos must be covered 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 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.

### ***Dress Code Violations***

- 1st Violation – Verbal Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Lunch Detention
- 4<sup>th</sup> Violation – Disciplinary Referral/ISS or After School Detention
- 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 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 may 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, sexuality or sexual misconduct, disrespect for God, racism, societal rebellion and violence or containing profanity, vulgarity, the Lord's name used in vain, or any other obscenity, in its current, instrumental or original form, will typically not be allowed at any Brook Hill event. The Brook Hill administration reserves the right to disallow any music from any Brook Hill event or activity.

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 Community Service Coordinator in order to count towards the annual service requirement.

Any additional hours of community service should be submitted to the Community Service Coordinator. Documentation should include:

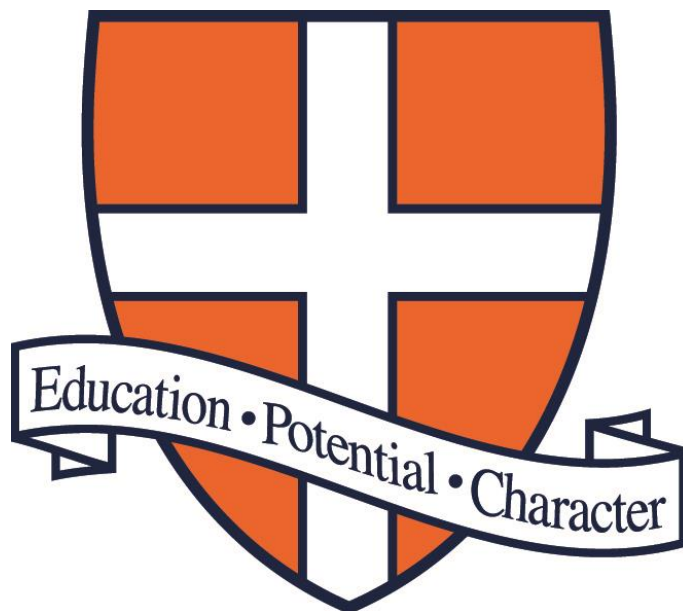
1. A supervising signature of the organization with whom the student volunteered
2. The number of hours/days committed, and A description of the activities.

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.

1. Requirements for community service hours: 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***

Kris Shustella	Middle School Principal
Bobby Brasher	Dean of Students
	Shawn Rhoads
	Director of Ministry
Wally Dawkins	Athletic Director
Shawn Rhoads	Director of Residential Life
Celia Tucker	Academic Counselor
Sonya Fox	Registrar
Vicki Smith	Attendance Clerk
Suzan Chadwell	School Nurse



# **Upper School Parent/Student Handbook**

**Grades 9-12**

**2018-2019**

## 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

Unless approved by the Principal, 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. Dual Credit courses will follow the guidelines of the respective colleges.

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 added together and the sum is divided by the total number of semester courses. The student's 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.

#### GPA Scale

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

#### 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. Other courses 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.
- Absences due to early departure and late return from school breaks will count toward allowable absences for exemptions. This includes absences related to Visa/passport issues.
- 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 students who fall in the top ten percent, a letter will be sent to their prospective colleges indicating their class rank.

### ***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 the 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.

### ***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 meet with their counselor and 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. Instructor initiated change.

### ***Dropping Courses***

Students will have approximately two weeks to make any changes to their schedules 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, documented 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), academic intervention (providing peer coaching, supplemental instruction, mentoring, intervention, and accountability) and accommodations (students needing and qualifying for accommodations will work with ACE to find out what is available at Brook Hill.)

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. Schedule changes initiated by the administration may occur at any time.

### ***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***

Typically, all classes required to graduate must be taken at Brook Hill unless written permission is first 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 Brook Hill academic departments.
4. The Academic Office may 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 assistance and accommodations 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 ACE Coordinator must be initiated by the parent/guardian to review documentation, outline help available, and set up an 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.

### ***Admission and Standardized Testing***

The PSAT is administered to students in grades 9-11. The PSAT is a practice test for the College Board's SAT. The ACT and SAT exams are required by most colleges and universities for admission consideration. All students will typically be tested prior to admission. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, the school reserves the right to require additional test data to make a reenrollment decision.

### ***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 can depend 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.

### ***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 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 8:00am-4:00pm with the exception of Fridays when it will close at 2:20pm. 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. 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 completes “Request for Reconsideration of Instructional Materials” form.
- The material in question will be reviewed by at least two of the following: librarian, Headmaster, and campus principal.
- 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.

### ***A Defense of Brook Hill’s Teaching Resources and Reading List***

To put it simply, sometimes literature, film and art can be offensive. Language and image and sound can have the power to invoke in us any level of moral indignation. So why is it that we accept certain literature, film and art for educational purposes here at The Brook Hill School? It is certainly not to offend for the sake of offending, nor are we simply trying to “expose” students to “everything that’s out there.” As consumers (for lack of a better word) of literature or film or art, we must be critical and thoughtful. As *Christian* consumers of the same, we must evaluate with the high standards of Scripture. It is our goal to do just that.

You may be thinking, “Then why do the students read novels or watch films with obscenity in them?” Our first response is that we *do* pay attention to the language used and the images portrayed in novels, art, and film. We don’t just let everything slide because we happen to like a piece. Rather, we take the approach described by Leland Ryken in his book *The Liberated Imagination: Thinking Christianly About the Arts*:

The question that a Christian must therefore answer is, does the moral or intellectual significance of a work exceed in value the possible offensiveness of any of its parts?

We believe we can answer this question affirmatively for all of the novels and films that we use for teaching here at Brook Hill. Some novels, poems, stories, art and films use language and/or images that offends or makes us uncomfortable. But the simple truth is, life is like this too. People use bad language and people do unimaginable things. Does this mean that we condone these words and

behaviors? No, we do not. But we do recognize that this is reality, whether we like it or not and whether we cover our eyes and ears and run away from it or not.

Good literature, art and film gives us a view into life. We use the literature, art and film that is in our curriculum because it gives an excellent window into the world in which we live. We desire to peer into life, to understand and interact better with each other and our culture, and the literature, art and film we use in the classroom helps us do this.

So yes, it is true that some of the literature and films we use have foul language in them. Or racial slurs. Or just ugly talk. So does life. Likewise, some of the books and films we use portray or discuss gross wickedness, from bullying to outright murder. So does life. We don’t condone this type of speech or behavior in real life, but we must understand it. We must try to get a better grasp of the heart of man and what he’s capable of, or we will never understand the depth of the love of God and the sacrifice of Christ.

The books or films that we use that might offend some Christians, such as—*The Things They Carried*, *Othello*, *Macbeth*, *Candide*, *To Kill a Mockingbird*, *Number the Stars* and *The Giver*—show us a picture of life. In these works, we see the fallen nature of man, yet we also see man lifted up in some sort of redemption. And, even if the redemptive side of life were not shown, we still affirm that the overall moral or intellectual benefits of the works we use far exceed any offensiveness therein.

### ***Textbooks***

Brook Hill has partnered with Follett, 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.

### ***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 <sup>1</sup>
Foreign Language	3 credits <sup>2</sup>
Fine Arts	1 credit
Bible	2 credits <sup>4</sup>
Physical Education	1 credit
Speech	½ credit
Senior Seminar	½ credit
Electives	2 credits
<b>Total</b>	<b>27 credits*</b>

\*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 <sup>1</sup>
Foreign Language	2 credits <sup>2,3</sup>
Fine Arts	1 credit
Bible	2 credits <sup>4</sup>
Physical Education	1 credit
Speech	½ credit
Senior Seminar	½ credit
Electives	2 credits

**TOTAL** **26 credits**

<sup>1</sup> Science credits must include a lab.

<sup>2</sup> Foreign Language credits must be within the same language.

<sup>3</sup> Foreign Language requirement may be modified for students with documented learning disabilities.

<sup>4</sup> Bible requirement may be modified for transfer students.

Students must fulfill all graduation requirements by the end of the spring semester of their senior year 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), by a program or method as approved by the Principal, in order 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 Principal 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.

### *Standards of Conduct*

#### *Student Infractions*

Although not all-inclusive, the following may result in a detention, Saturday School, suspension or expulsion: In all cases, the administration 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 obey rules given by teachers.
6. Failure to comply with faculty instructions regarding cell phone use.
7. Unauthorized elevator use.
8. 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.

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.

### Major infractions

The following is a non-comprehensive list of major infractions. All major infractions may result in consequences including Saturday school, suspension, or expulsion.

1. Use of Abusive, Racist or Profane Language and Disrespect: Using abusive, racist or profane language, and/or showing disrespect or insolence to teachers and classmates.

2. Disruptive Behavior:

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.

3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person, including the misuse of social media and any electronic harassment. See also: Bullying Policy in General Section.

9. Cheating/Dishonesty: Students may not give or receive assistance (written, oral or otherwise) on tests, examinations, final evaluation or any class assignments that are to be graded as the work of a single individual. Lying, plagiarism, and forgery is also prohibited.

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 assigned Saturday school or possible suspension.

4. 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.

5. 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.
6. 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. Students are responsible for and may be subject to disciplinary action for inappropriate material, pictures, and/or language sent, posted, made available, shown to others or possessed by the student themselves. The standard for that which is inappropriate is determined by the Brook Hill administration.

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.

7. Fighting and/or Assault: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or assault will not be tolerated.
8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses.



9. **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/bi-sexual/transgender identification or activity, or promiscuity, whether on or off campus.
10. **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration. Sleeping or eating in class will be classified as disrespect.
11. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. **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.
13. **Vandalism:** Destruction or defacing of property belonging to the school or others. In addition to disciplinary consequences, the student may be responsible for paying for the cost of repair or replacement.
14. **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.
15. Repeated violations of minor infractions will be considered a major infraction.

### **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 – Verbal Warning
- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4th Violation – Disciplinary Referral and Detention
- 5th Violation – In-School Suspension or 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, In-School Suspension (ISS) and Saturday School**

Detentions may be given when students fail to comply with school regulations. Detentions will be before school from 7:15-8:00 a.m. or after school from 3:00-3:45 p.m. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. In-School Suspension can be used if

deemed appropriate by the administration. Saturday School will be from 7:00 a.m. to 12:00 p.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.
- Not use a cell phone or other electronic device.

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 or Saturday School***

- Missed Detention: The student will be assigned a Saturday School. Extenuating circumstances must be discussed with the Upper School Administration prior to the detention.
- Missed Saturday School: 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 may be the result of repeated minor infractions or a violation of a major infraction outlined in the Code of Conduct or Standards of Conduct. Any student whose conduct in or out of school shows him/her to be in opposition to the basic principles, standards and purposes of Brook Hill, as determined by the sole discretion of the Headmaster, Principal, and/or Dean of Students, may be suspended from school. The length of suspension will be determined by the administration. All work missed during the suspension, except for tests or major projects, will receive a zero. Tests and major projects must be taken at a time determined by the teacher. 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 suspended. 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 typically:

- 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 typically:

- 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 shows him/her to be in opposition to the basic principles, standards and purposes of Brook Hill, as determined by the sole discretion of the Headmaster, may be expelled or required to withdraw from the school. Expulsion may be required if it becomes apparent that the school will not be able to meet the needs of a student, or if the Headmaster determines that the student's behavior is disruptive to the school.

Expulsion may also be recommended for unresolved academic or disciplinary probation.

The student or his/her parent may appeal the 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.

## Upper School Daily Schedule

 <b>The Brook Hill Upper School</b> <b>Academic Schedule</b> <b>2018-2019</b>						
Block	Times	Mon	Tue	Wed	Thu	Fri
A	8:15-9:05	A	A		A	A
B/C	9:10-10:30	B/C	B/C	B/C	B/C	B/C
Break	10:30-10:50	Break	Break		Break	Break
D/E A Lunch Founder's Hall	Class 10:55-11:45 Lunch 11:50-12:25 Class 12:25-12:55	D/E	D/E	Chapel/Advisory 10:35-11:30	D/E	D/E
D/E B Lunch Lauderdale Hall	Class 10:55-12:15  12:20-12:55	D/E	D/E	Lunch A 11:30-12:00  D/E 12:05-1:25	D/E 11:35-12:55  Lunch B 12:55-1:25	D/E
F/G	1:00-2:20	F/G	F/G	F/G 1:30-2:50	F/G	F/G
WIN	2:20-2:50	Tutorials	Tutorials	No Tutorials on Wednesday	Tutorials or Academic Teams	
H	2:55-3:45	H	H	H	H	

## Attendance

### Arrival and Dismissal

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

- 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.
- 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.
- 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.
- Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration with parent contact and permission.
- Upon arrival, students may not miss any class, assembly, chapel, pep rally, lunch or any other scheduled event for any reason without prior administrative approval.
- 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.
- 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."

## Absences

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

- Teachers and the attendance clerk will maintain an accurate record of attendance. The attendance record will appear on RenWeb.
- Please call (903-894-5000, ext. 4000) or email the attendance clerk by 9:00 a.m. on the day of the absence.
- Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
- 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 seven 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 whether or not the student will be able to obtain credit for the course.

### ***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 99.4 degrees with associated symptoms of illness such as vomiting, diarrhea, drainage, cough, or congestion.
- 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; or minor illness that does not include a fever with related stomach issues, drainage, cough, or congestion;
- B. Fatigue;
- C. Family trip;
- D. Early departure or late return from school breaks. (Visa/passport issues will not impact credit for course; however, these absences will count in the total for exam exemptions.)

#### **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.

**Excessive excused or unexcused absences may result in a student not receiving credit for the course.**

### ***Attendance and Course Credit***

A student cannot miss more than 10% of a particular period per semester with unexcused absences (four unexcused absences in B-G blocks or eight unexcused 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 with unexcused absences, the student may not receive credit for the course. **Excused absences do not count toward 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 in order to be eligible. 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 15

November 12

January 8

March 18

April 15

### ***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. Locks 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 and may ask the student to make changes if they deem it necessary. 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.
- Tattoos must be covered 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 – Verbal Warning

- 2nd Violation – Disciplinary Referral
- 3rd Violation – Disciplinary Referral/Parent Contact
- 4<sup>th</sup> Violation – Disciplinary Referral/Meet with Principal or Dean of Students/ISS or Detention
- 5<sup>th</sup> 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.
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, sexuality or sexual misconduct, disrespect for God, racism, societal rebellion and violence or containing profanity, vulgarity, the Lord's name used in vain, or any other obscenity, in its current, instrumental or original form, will typically not be allowed at any Brook Hill event. The Brook Hill administration reserves the right to disallow any music from any Brook Hill event or activity. The Brook Hill administration reserves the right to disallow any music from any Brook Hill event or activity.

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 Community Service Coordinator in order to count towards the annual service requirement.

Any additional hours of community service should be submitted to the Community Service Coordinator. 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***

Michelle Rozell	Upper School Principal
Bobby Brasher	Dean of Students
Shawn Rhoads	Director of Ministries
Wally Dawkins	Athletic Director
Shawn Rhoads	Director of Residential Life
Celia Tucker	Academic Counselor
Ashley Bouwer	Academic Counselor - Boarding
Sonya Fox	Registrar
Melissa Adkins	Attendance Clerk
Suzan Chadwell	School Nurse