



The Brook Hill School

Christ-Centered. College Prep.

Welcome to Brook Hill! We are so excited that you decided to be a part of our community. Brook Hill is a special place with special people. We are praying that this year is the best one yet. I am so excited about the upcoming year and what we are continuing to build at BH. I am confident that it is going to be a great year!

I am probably more excited than I have ever been for this year's word for our year: BOLD.

"Since we have such a hope, we are very bold," 2 Corinthians 3:12

The good news of the gospel is that we have hope. We have hope in the life, death, burial, and resurrection of our Lord and Savior Jesus Christ. We have hope that He will return again. Because of this hope, we can be bold. We can be bold in our witness. We can be bold in our love for Jesus and our love for others. We can be bold in living for God's glory and not our own. We can be bold in our mission as a school.

If that does not get you excited about this school year, I don't know what will. We have a mission that matters, and we should be bold in proclaiming it. Our world is growing further away from truth, and we must be bold in proclaiming the truth of God's Word each day. The definition of success in today's culture is causing great harm to this next generation, and we must be bold in how we define it biblically to our students each day. We must be bold in casting a vision for godly manhood/womanhood, communicating biblical truth to everyday life, championing service to our school, city, and world, and committing to the discipleship of our students.

In a world that wants us to be bold for the things of this world, I pray that we will be bold for the cause of Christ. We will have on our hearts what He has on His.

I hope that you will join me in being bold in our prayers for this school year and for the hearts of our students.

It is a great day to be All Orange!

Blessings to all,

Braxton Brady

Head of School

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.

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The Brook Hill Story

Brook Hill was founded with a purpose greater than preparing students for college. We exist to impact lives for eternity through a comprehensive, Christ-centered, college-preparatory education. That purpose shapes everything we do. It is reflected in our mission, vision, values, Statement of Beliefs, and the Guard Charge. More importantly, it comes to life through relationships.

Here, students are surrounded by teachers, coaches, houseparents, mentors, and friends who know them, challenge them, and point them to Christ. Through academics, athletics, arts, service, and student life, students discover their God-given gifts and learn to use them with wisdom, courage, and Christ-like character.

This is more than preparation for what comes next. It is discipleship for a life of purpose.

The Guard

The Guard is more than Brook Hill's mascot. It is a reminder of who we are and what we have been called to protect. Together, students, families, faculty, staff, and alumni form The Guard. We guard our faith, our families, our school, our heritage, and the traditions that unite our community.

One of the most visible symbols of The Guard is the Brook Hill Cannon Guard. This highly trained student artillery crew fires our historic cannon at meaningful moments throughout the life of the school, including the first day of school, Walk to the Rock, Founder's Day, graduation, football games, and other special occasions.

Its unmistakable boom signals more than our school spirit. It calls our community together and reminds us that we belong to something larger than ourselves: a Christ-centered community committed to living pure, speaking true, righting wrong, serving others, and following the King.

Our Mission

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.

Our Vision

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.

Our Beliefs

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.

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.

1. 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.
2. We believe the fear of the Lord is the beginning of wisdom

Patriotism

The Brook Hill School is deeply committed to honoring and respecting our nation, flag, war veterans, those currently serving in the military and first responders through the practice of standing for the United States of America's National Anthem. The Brook Hill School will immediately take any necessary and appropriate disciplinary action towards any student who demonstrates, in any form, behavior that may be deemed as contrary to this.

School Values

Core Values

Pursue Academic Excellence

- We challenge students to pursue excellence in every area of learning while developing wisdom, curiosity, and integrity.

Grow in Christ

- We encourage students to develop a personal relationship with Jesus Christ and live out their faith daily.

Lead with Character

- Character is cultivated through servant leadership, responsibility, humility, and respect for others.

The Guard Charge

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

School Verse

1 Timothy 4:12 – “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.”

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.

Expectations

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 including social media and other digital platforms 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.

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.

Student Enrollment

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 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 indicate 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.

Tuition and Fees

Unless paid in advance, tuition payments are automatically debited from a bank account through the School's Student Information System. If an account becomes delinquent or past due, the Business Office will contact the parents and advise that the student's ability to participate in extracurricular activities may be affected and the student may not be allowed to attend class 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 continuous 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 Admissions and Business Office should be contacted as soon as possible.

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.

Student Withdrawals

To withdraw a student, a parent should notify the Admissions Office and Business Office and complete a Student Withdrawal Form. School-purchased materials must be turned into the classroom teacher or department. The parent is also required to meet with the campus principal or appropriate administrator before withdrawal can be completed. No official records will be released until all forms are completed, and financial matters are cleared.

Discipline

Our Philosophy

Students First, Gospel Always.

The Brook Hill School seeks to provide a Christ-centered learning environment where discipline is firmly anchored in the truth of God's Word and the daily reality of His grace, remembering that His mercies are new every morning (Lamentations 3:22-23). Because of this Biblical principle, our disciplinary

framework is intentionally restorative rather than merely punitive, viewing every behavioral misstep as a redemptive opportunity for character growth and heart transformation. All student accountability falls under three simple unyielding tenets: ***DO WHAT'S RIGHT, LEAVE IT BETTER THAN YOU FOUND IT, and TAKE CARE OF EACH OTHER.*** By holding our students to these standards with absolute clarity, we protect the integrity of our learning environment while actively mentoring them back into right relationship with their teachers, peers, and community.

How We Define Discipline

Discipline is

- the process of training, instructing, and correcting with the intentional goal of fostering maturity, godliness, and restoration.
- a part of discipleship; Discipleship is the goal (pointing students back to Christ) and the tool (correction, instructions, and boundaries we use when a student strays from the path).

Relationships, clarity, and consistency are essential to effective discipline. Truth, accountability, and grace work together to support student development and maturity. We must also model the desired behavior. If we expect students to be respectful, we must model respect. If we expect them to be kind, kindness must be modeled.

Discipline is **NOT**

- a “Gotcha Moment”. We are not looking for reasons to catch students doing wrong. We are looking for opportunities to lead them toward what is right. Assume the **BEST** until **PROVEN** otherwise.
- Punitive. Discipline is **NEVER** about making a student suffer to satisfy our justice or inflicting a penalty to satisfy our own frustration. We’re not seeking a “pound of flesh”.
- An opportunity to label. **DO NOT** label students based on acts of misbehavior, or for any other reason, period. Separate the person from the problem. A label puts a ceiling on a student’s growth. It causes us to see the category instead of the student, and if it’s being said to the student, they’ll eventually believe it to be their identity.
- An opportunity to Gossip. Protect the dignity of our students. Sharing a student’s failures in the lounges or hallways breed bias in other teachers. It prevents that student from truly having a “daily reset” because their reputation precedes them into every new classroom.

How We Apply Discipline

Teachers address most behavior concerns first at the classroom level, using developmentally appropriate strategies, restorative practices, and organic consequences, before formal administrative

intervention.

To ensure consistency and transparency, we categorize student misbehavior into two levels:

- **Minor Infractions (Tier 1)**-Low-level, no-safety-threatening behaviors (e.g., dress code violations, tardies, tech misuse) that disrupt learning and are managed directly by the teacher through standardized redirections.
- **Major Infractions (Tier 2)**-Serious breaches of conduct, safety, or community trust (e.g., academic dishonesty, fighting, bullying, substance violations, weapons) require immediate administrative intervention.

Across all divisions, teachers follow the same core progression for Tier 1 infractions:

1. Nonverbal Redirection
 - Provide a subtle, nonverbal cue to redirect the student.
2. Verbal Reminder
 - Give a direct, low-profile verbal reminder of the expectation.
3. Private Warning & Clarification
 - Speak with the student privately to clarify the boundary and ensure understanding.
4. Organic/Restorative Consequence
 - Assign a logical, immediate consequence related to behavior (e.g., seat change, loss of privilege)
5. Teacher Documentation
 - Log the incident for your personal classroom records to track frequency.
6. Parent Communication
 - Contact parents directly via email or phone once a clear pattern of behavior emerges.
7. Veracross Behavior Note
 - Log a formal Behavior Note in Veracross to create an official school behavior record.
 - Prior to submitting a behavior note, the recording staff member is required to notify the student.
8. Administrative Consultation
 - Partner with the Dean of Students to determine next steps.

Tier 1 Consequences include, but are not limited to the following:

- Verbal Warning/Correction
- Restorative service
- Assisting with preparation or cleanup of the class impacted.

- Supporting an activity or group whose learning was disrupted.
- Loss or delay of related privilege
- Temporary loss of in-class device use if misused.
- Loss of seat choice or certain collaborative freedoms until trust is rebuilt.
- Adjusted participation in specific class activities.
- Reflective writing
 - Written reflection connecting choices to school values, faith, and personal goals.
 - May include consideration of alternative choices and plans for change.
- Apology & restitution
 - Student-initiated apology and practical steps to repair damage (relational or material).

Tier 2 infractions bypass classroom-level interventions and immediately initiate the Restoration & Growth Council process, as determined by the Administration.

RGC Overview – Middle & Upper School Only

The Restoration & Growth Council (RGC) is a collaborative team who partners with students when behavior significantly deviates from The Brook Hill Standard or when restorative processes are no longer sufficient. The RGC is not merely a disciplinary body; it is a restorative resource focused on growth, accountability, and redemption. The RGC Team consists of the Lower, Middle, & Upper School Deans & Counselors, Director of Campus Ministry & Culture, and the Assistant Head of School.

Students are invited to understand the impact of their actions, take ownership, and move forward with support and mentoring.

RGC Meeting & Recommendation Process

1. Reporting
 - A faculty/staff member submits a Behavior Note in Veracross.
2. Inquiry
 - The Dean of Students speaks with the student to understand the incident.
3. Referral
 - The Dean of Students refers the case to the RGC when appropriate.
4. Notification
 - The Dean of Students informs the family of the referral and schedules the meeting.
5. The RGC Meeting
 - Attended by the student and the RGC Team.
 - The student shares their perspective; the team provides the school's perspective,

guidance, and tools for growth.

- The student is dismissed from the meeting before the recommendations for consequences are discussed.

6. Recommendation

- The RGC Team recommends consequences and support strategies to the Dean of Students.

7. Administrative Review

- The Dean of Students and Principal review recommendations to ensure the consequence fits the infraction and aligns with school standards.

8. Communication of Results

- The Dean of Students communicates the outcome to the parents, the students, their Guard Group leader, and Boarding Parent (for Boarding Students).

9. Follow-Up/Re-Entry

- A follow-up meeting is scheduled 3–4 weeks later with the Dean of Students, Director of Campus Ministry & Culture, or the Assistant Head of School to monitor progress and provide ongoing mentorship.
- Students returning from suspension must meet with the DOS on the first day back to ensure a “Clean Slate” mindset.

10. Documentation

- Records are maintained securely by the Dean of Students.

RGC Consequence Ladder (Middle & Upper School)

Consequences are tiered to fit the infraction and the student's history: (Least to Greatest)

1. Monday Morning Detention (with writing assignments) from 7:30 am – 8:30 am
2. Friday Afternoon Detention (with writing assignments) from 1:45 pm – 2:45 pm.
3. In-School Suspension (ISS)
 - The student is removed from classes and placed in a supervised room or office for the duration of the suspension.
 - Students will receive their daily assignments and must complete all make-up tests within five school days of their return.
 - ISS days do not count as absences.
4. Out-of-School Suspension (OSS)
 - The student is prohibited from attending school.

- Students are expected to complete all assigned work and take any make-up tests within five school days of their return.
- OSS days are recorded as unexcused absences.
- The student cannot return to school until they and a parent or guardian have a conference with administration.

5. Expulsion (*The Head of School makes the final determination for all expulsion recommendations.*)

- Expulsion is the absolute final disciplinary action for severe behavioral infractions. The Head of School holds the sole authority to approve expulsion recommendations and retains full discretion over whether a previously expelled student may ever be re-admitted.

* During any suspension (In-School or Out-of-School), students are strictly prohibited from participating in or attending any extra-curricular or co-curricular activities. This includes, but is not limited to, athletics, cheerleading, field trips, performances, and plays.

* Temporary suspension from extracurricular and co-curricular participation for a designated period (including practices, games, rehearsals, at the discretion of administration) is also a potential consequence.

* Depending on circumstances, students may be referred to a counselor for targeted support. This may involve a specific number of sessions or the completion of a recommended care plan.

RGC meetings will typically be scheduled within 24 to 48 hours of student notification and will take place at 8:05 a.m. on school days.

Repeat Offenders

To support students who struggle with consistency, Brook Hill utilizes a Progressive Accountability Plan to ensure they do not become "stuck" in a cycle of infractions.

- If a student incurs three Tier 1 consequences for the same issue, they are automatically referred to the Dean of Students for a 1-on-1 mentorship meeting.
- If a student has multiple RGC referrals, a formal meeting with the Parents, Dean, and Principal is required to align the home and school strategies and the Council will draft a mandatory Behavioral Success Plan. This plan includes specific "Checkpoints" (weekly or bi-weekly) with the Dean of Students or Director of Campus Ministry & Culture.
- Probationary Status: Continued repeat offenses may result in the student being placed on Disciplinary Probation, where their re-enrollment contract is withheld pending a review of their

growth and heart-posture at the end of the semester.

Student Dress Code Expectations

Maintaining a clean, neat, and appropriate appearance is a vital part of our school community. Students are expected to adhere to all guidelines regarding clothing, hair, and facial hair daily. The administration reserves the right to determine if a student is dressed and groomed appropriately, including standards for hair & facial hair, and may ask the student to make changes if they deem it necessary. When a student does not meet dress code standards, the following consequences apply:

- A behavior note will be entered for every dress code infraction.
- Clothing that does not meet established length or fit requirements must be changed immediately. If a student does not have an appropriate change of clothes on hand or brought to them, they will be sent home for the day and given an unexcused absence.
- A single dress code infraction results in chapel dress on the following Friday.
- Multiple dress code infractions (within the same week) result in chapel dress on the following Friday and Monday morning detention.
- Repeated dress code infractions (across multiple weeks) result in meeting with the RGC.

Electronic Device Misuse Policy:

1st Offense

- The device will be confiscated and returned to the student at the end of the day (behavior note entered).

2nd Offense

- The device will be confiscated, and a parent must physically come to campus to pick it up (behavior note entered). Boarding Parent must pick up phones for boarding students. Parent/Guardian of boarding students must be notified.

3rd Offense

- The student completely loses all device privileges for the remainder of the semester. Students must turn phone in to DOS upon arrival and pickup at the end of the day.

Tardiness Policy:

3 Tardies - Recorded as 1 absence + Monday morning detention.

6 Tardies - Recorded as 2 absences + Friday detention and RGC meeting.

9 Tardies - Recorded as 3 absences + RGC meeting/ISS with potential denial of re-enrollment for the following school term.

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.

Resources

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 for MS/US students through ARC but will not accept responsibility for the results of such tutoring or discuss or recommend financial arrangements with a tutor.

Challenged Materials Policy

At The Brook Hill School, we recognize that literature, film, and art sometimes include language, images, or themes that may be challenging or uncomfortable. The purpose of including such works in our curriculum is not to offend or simply expose students to the world around them, but to engage students in thoughtful, critical reflection through a Christian worldview.

As Christians, we believe that all aspects of culture should be examined carefully and evaluated according to the standards of Scripture. We thoughtfully select the books, films, and other instructional resources used in our classrooms and library, considering whether their educational, moral, and intellectual value outweighs any challenging content they may contain.

Great literature and art provide a window into the human experience. They help students understand the brokenness of the world, the complexity of human choices, and the need for truth, grace, and redemption. While some works may portray difficult realities such as injustice, violence, prejudice, or moral failure, studying these topics does not mean we condone them. Rather, guided discussion allows students to examine these ideas with wisdom, discernment, and compassion.

Brook Hill supports the right of parents to guide their own child's reading and instructional materials. However, those rights extend only to their own child. The school retains the responsibility for selecting instructional and library materials that align with its educational mission and have been approved through its established selection process.

Despite the great care taken in selecting instructional and library materials, concerns may occasionally arise. Parents, faculty, or staff members who wish to challenge a resource should first contact the appropriate campus principal. The Head of School and campus principal will review the material and determine whether it should be retained, removed, or referred to a larger review committee for further consideration. The decision of the review committee will be final.

Academic Resource Center (ARC)

The Academic Resource Center (ARC) provides support for students who benefit from targeted academic strategies and individualized learning support. Our mission is to help students build confidence, develop skills, and reach their full potential through collaboration with families, teachers, and staff.

To be formally enrolled in the ARC program, students must have a documented diagnosis from a qualified medical or educational professional.

Lower School

If parents have questions about whether the ARC may be a good fit for their child, they are encouraged to begin by reaching out to their child's teacher. The teacher, in partnership with the ARC team, can help determine the appropriate next steps for support.

Middle and Upper School

To be formally enrolled in the ARC program, students must have a documented diagnosis from a qualified medical or educational professional. If parents have questions about whether the ARC may be a good fit for their child, they are encouraged to begin by reaching out to their child's counselor. The counselor, in partnership with the ARC team, can help determine the appropriate next steps for support.

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 Head of School, 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 activity of the student is 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).

Communication and Involvement

Updating Family Contact Information

Change of address, email, or telephone number should be reported to your student's campus assistant as soon as the change is official. It is important that parent and student contact information is always correct.

Lower School- Pwilliams@brookhill.org

Middle School- Vsmith@brookhill.org

Upper School- Shawkins@brookhill.org

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 US Dean of Students office. At the end of each semester, all remaining items will be donated to local charities.

Brook Hill App

The Brook Hill App is one of the primary ways we stay connected as a community.

Download the Brook Hill App and join the relevant groups for your students' divisions (Lower School, Middle School, Upper School, and Boarding).

Group Codes

Lower School Parents- LSParents24

BH Parent Teacher Fellowship- BHPTF

BRAVO (Supporters of the Arts)- BHBRAVO!

Middle School Parents- MSParents24

Middle School Students- MSStudents24

Middle School Athlete Parents- AllOrangeMS24P

Middle School Athlete Students- AllOrangeMS24S

Upper School Parents- USParents24

Upper School Students- USStudents24

Upper School Athlete Parents- AllOrange24P

Upper School Athlete Students- AllOrange24S

Parental Involvement

Parental involvement at Brook Hill is welcomed and encouraged. Parents are provided with 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
- BRAVO!
- BHPTF

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 be dismissed early due to inclement weather.

Announcements will be through the following:

1. Brook Hill App, 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.

Faculty and Staff Communication

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 the receptionist for placement in the staff mailboxes
2. Voicemail and Email - The directory of Brook Hill staff and faculty is available on Veracross. 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, voicemail 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 try to have after-school plans in place before 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.

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 or parent has a concern, complaint or conflict 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 Head of School for a meeting between you and the faculty member or school employee and their supervisor.

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 Head of School for a meeting with you and the Director or Administrator.

If a parent has a conflict with the Head of School:

1. Ask for an appointment with the Head of School 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:

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.

Student Technology

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.

Personal Electronic Devices

Personal electronic devices (including personal communication devices, cell phones, and

computers) are discussed in the discipline section 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.

Student Internet Access

- 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.
- 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.
- The school may suspend any individual's access to school technology upon any violation of the AUP.
- The school may discipline a student for violating the Acceptable Use Policy.

Usage Rules

- Internet Safety / Cyber-safety
 - 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.
- Cyber-bullying
 - 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.
- Illegal Activities and Vandalism
 - 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.

- **System Security**
 - Students are responsible for their accounts and will take all precautions to prevent others from using their accounts and will not share their login username and password. Students will notify teachers or the system administrator if they have a security problem.
- **Inappropriate Language**
 - 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.
- **Respect for Privacy**
 - 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.
- **Plagiarism and Copyright Infringement**
 - 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.
- **Inappropriate Access to Material**
 - 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.
 - 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.
- **E-mail, blogs, message boards, Instant Messaging, and personal web pages**
 - 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.

- Cell Phones and other electronic devices
 - 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.
 - 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.
- New and Evolving Technology
 - 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.

Branded Social Media Account Policy

Students and Parents are not to create social media accounts using The Brook Hill School's brand. This includes the school's name, logos, mascot, photos, or any other media that is affiliated with or owned by the school.

Travel & Transportation

Vehicle Use and Parking on Campus

All students, parents, and faculty are expected to follow posted traffic signs, speed limits, and parking regulations while on The Brook Hill campus. Safe and courteous driving is always expected.

Student Vehicle Registration

Students who wish to drive and park on campus must register their vehicle with the Upper School Office before bringing it to campus.

To register a vehicle, students must provide:

- A valid driver's license
- Vehicle license plate number
- Vehicle make and model

Once registration is complete, the student will be issued a Brook Hill parking sticker. The sticker must be permanently displayed in the upper left corner of the front windshield.

Each parking sticker is assigned to a specific parking space. Students are expected to park only in their designated space. Students are not permitted to remain in or return to their vehicles during the school day, including during off periods or lunch, unless they have received permission from the Upper School Office.

Failure to comply with campus traffic regulations or school guidelines may result in disciplinary action, including the suspension or revocation of on-campus driving privileges.

Parent Parking Tags

To help maintain campus safety and security, all parent vehicles on campus must display a current Brook Hill parking tag.

Middle School and Upper School Families: Families may request up to **two (2)** Brook Hill parking tags by emailing shawkins@brookhill.org. Families who already have Brook Hill parking tags do not need to request new ones, as previously issued tags will remain valid. Additional or replacement tags may be obtained through the school office for a fee, if applicable.

Lower School families will receive parking tags that are personalized with the family's last name. These tags should be displayed whenever parents or guardians are on campus.

All campus drivers are expected to observe traffic flow, follow the directions of school personnel, and park only in designated areas.

Transportation/ 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 attend school on 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's approval.
- Students must wear required field trip attire.
- All chaperones supervising students must have a background check on file.

Guidelines for Overnight Trips

Students participating in overnight field trips, academic competitions, athletic trips, retreats, SPARC trips, or other school-sponsored travel are expected to conduct themselves in a manner that honors God, represents The Brook Hill School well, and reflects the standards outlined in the Student Handbook. All school rules remain in effect during overnight travel. The following expectations apply to all overnight trips:

- Students must follow all instructions and directions given by teachers, coaches, sponsors, chaperones, and school staff.
- Students must remain with the group and may not leave designated locations without permission from a chaperone.
- Students must stay in their assigned rooms and may not change room assignments without approval from a trip sponsor.
- Students must be in their assigned rooms by the designated curfew and remain there until released by a chaperone.
- Students may not leave their rooms after room check or curfew except in the case of an emergency and with the knowledge of a chaperone.
- Students of the opposite gender are never permitted in one another's rooms.
- Students must respect all hotel, host facility, campus, and venue rules and are expected to leave rooms and facilities clean and undamaged.
- Students are financially responsible for any damage to property caused by their actions.
- Possession or use of alcohol, tobacco products, vaping devices, illegal drugs, weapons, or any other prohibited items is strictly forbidden.
- Electronic devices should be used responsibly and in a manner consistent with school expectations.
- Chaperones reserve the right to conduct room checks and supervise student areas as necessary to ensure student safety and compliance with school expectations.

Failure to comply with these expectations may result in disciplinary consequences, removal from trip activities, parent notification, or being sent home at the parent's expense. The administration reserves the right to determine appropriate consequences based on the nature and severity of the violation.

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 and Security Department 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.

Visitor Sign-In and Sign-Out

To help ensure the safety and security of our campus, all visitors and vendors are required to sign in and sign out at the front desk of the appropriate school entrance.

Upon arrival, visitors must:

- Present a valid government-issued photo ID.
- Sign in through the visitor management system.
- Wear the visitor badge provided by the school at all times while on campus.

Before leaving campus, all visitors and vendors must return to the front desk to sign out and return their visitor badge. Visitors who do not have a valid visitor badge may be asked to return to the front desk before conducting business on campus.

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 Security & Campus Safety.

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 should 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”, “Tik Tok” 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.

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.

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 the 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.

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.

Weapons

The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapons 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.

Video/Audio Monitoring

Brook Hill utilizes video surveillance cameras to ensure the maximum level of safety for all students, faculty, staff and visitors. 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. All video recordings are property of The Brook Hill School.

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. Requests for such video records shall be processed in accordance with FERPA requirements.

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.

'Parents' Defined

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

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 Head of School's office during business hours.

Health Services

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 licensed nurse is on staff and available on both the Lower School and Middle/Upper School campuses and in the Boarding Village. The nurse's offices are in the Lower School Office, Middle School Office, and Boarding- B3. Students who are feeling ill must be seen by the nurse who will contact their parents 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, at the discretion of the nurse.

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 all students new to Brook Hill. As well as spinal screenings in grades 5th & 7th grades for girls and 8th for boys. 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 Director of Health Services, Sara Luce, RN at extension 3002.

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 in Magnus Health 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 are 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 meetings with parents, students 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 nurses will administer the medication. NOTE: Parents may request a meeting with school nurses 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 the Magnus Health Portal.

- 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/chewable
- Ibuprofen (Advil, Motrin) Children's Elixir/chewable
- Diphenhydramine (Benadryl) Liquid
- Neosporin cream
- Benadryl cream
- Children's Claritin

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

- Acetaminophen (Tylenol)
- Ibuprofen (Advil, Motrin)
- Loratadine (Claritin)
- Liquid IV Hydration Supplement
- Emergen-C Hydration supplement
- Vitamin C Tablets
- Glucose Tablets

- Midol or Midol Complete
- Diphenhydramine (Benadryl)
- Tums
- Neosporin cream
- Benadryl cream

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

- Acetaminophen (Tylenol)
- Ibuprofen (Advil, Motrin)
- Loratadine (Claritin)
- Cetirizine (Zyrtec)
- Guaifenesin (Mucinex)
- Delsym Cough Syrup
- DayQuil
- NyQuil elixir
- Liquid IV Hydration Supplement
- Emergen-C Hydration supplement
- Vitamin C Tablets
- Glucose Tablets
- Lactaid tablets
- Midol or Midol Complete
- Diphenhydramine (Benadryl)
- Neosporin cream
- Hydrocortisone Cream
- Benadryl cream

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.
- Prescriptions and OTC medications 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.

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 into 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, Sara Luce at extension 3002.

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 greater than 100 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 greater than 100 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

Fever:

Normal Temperature is 97-100

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 after school care
- Students may return to school after being fever free for 24 hours without taking fever reducing medications

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, 2nd 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
- Students may return to school after being fever free for 24 hours without taking fever reducing medications
- 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 after the illness or injury.

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.

Chickenpox

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

Colds

As long as there is no fever or discomfort, a child with a cold may go to school if 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.)

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).

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. Students must be excluded from school until all lesions are crusted over.

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. IF active lice are discovered during the school day parents will be immediately contacted.

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 / Staph Infection

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. Students who are not being treated with antibiotics will be sent home to prevent spread.

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. Students may return to school 24 hours after starting antibiotic treatment. 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 after one dose of antibiotic if they are 24 hours fever free.

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.

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 uploaded to Magnus Health prior to ENROLLMENT in school. Letters of Exemption from the State of Texas MUST be current within the 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- unless prior arrangements have been made.

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. Students MUST have at least TWO different emergency contact numbers available in Magnus Health.

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.

School Policies

Anti-Racism Policy

The Brook Hill School emphatically rejects racism in any form as destructive to the Brook Hill Mission, Values and Vision. The Brook Hill School believes that all people, regardless of race or ethnic background, are created in God's image, *imago Dei*, with dignity, value and worth. As a Christ-centered school, we strive to instill that love for humanity in the hearts and minds of our students. Because of this, we are committed to confronting racism, ethnic bigotry, and racial injustice. The Brook Hill School welcomes the diversity of cultures and ethnic backgrounds and celebrates the home languages, dialects and accents of all students, staff and others associated with The Brook Hill School. As a community of diverse individuals from countries all over the world and many ethnic backgrounds, we believe that racial injustice and ethnic bigotry have no place in our community or in our world. In order to have the impact on the world that God is calling us to have, we are resolved to think and act in ways that create a more loving, equitable, and just community. The Brook Hill School pursues a biblical commitment to respect and love all people as equal image-bearers of God.

Anti-Discrimination 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, intimidation, or humiliation as a result of unwanted or unacceptable behavior from others. This includes written, verbal, digital 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.

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.

Anti-Harassment Policy

All forms of harassment are expressly prohibited and will not be tolerated by The Brook Hill School. This includes but is not limited to, unwelcomed slurs, verbal or graphic jokes, social media content, or physical conduct relating to an individual's age, race, gender, ethnicity, national origin, genetics, physical or mental disability.

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 impulsiveness 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.

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.

Incident Reporting

Reported or suspected occurrences of racism, discrimination or harassment will be promptly and thoroughly investigated. Following an investigation, The Brook Hill School will immediately take any necessary and appropriate disciplinary action. Any incidents which appear to be racist or have racist connotations on expressed discrimination and/or harassment should be reported to the teacher, advisory leader, boarding parent, Director of Residential Life, appropriate principal, Dean of Students, or Head of School at the earliest opportunity. Accordingly, The Brook Hill School is committed to vigorously addressing complaints of harassment at all levels within the school community. To that end, if a student observes conduct that violates these policies or has been subjected to racism, discrimination or harassment, it is the student's responsibility to report such incidents or concerns at the earliest opportunity. The Brook Hill School will immediately take any necessary and appropriate disciplinary action towards any

student who violates these policies.

- Confidentiality: 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 the Head of School and any appropriate government officials as the circumstances warrant.

Lower School Parent / Student Handbook

Grades PK-5

2026-2027

Contact / Hours

Lower School Phone: 903-894-4164

Lower School Address: 1010 N Rather Street Bullard Tx 75757

School Hours

Monday	8:20 am - 3:20 pm
Tuesday	8:20 am – 3:20 pm
Wednesday	9:20 am – 3:20 pm
Thursday	8:20 am -3:20 pm
Friday	8:20 am – 2:05 pm

Early Release Days end at 11:45am

Academics

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.

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.

Weighted Grading for 4th-5th grade

4th Grade ELAR & Math

Daily Grades	75%
Test Grades	25%

5th Grade ELAR, Math, Science, & Social Studies

Daily Grades	70%
Test Grades	30%

Report Cards

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.

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.

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 lifestyles.
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 stress 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 fewer short segments (15-20 min) instead of a single longer time.
4. Don't cram – study throughout the week instead of trying to cram the assignment into the night before the due date or test.
5. If none of that is working meet with your child's teacher and work with her 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.

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 are responsible for caring for the books assigned to them. Charges will be incurred for damage other than normal wear and tear.

Supplies

A supply list of what your student will need has been provided on the web at www.brookhill.org under the Parent Link. Since those 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.

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.

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 an 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.

Chapel

On Wednesdays, chapel for all students will take place in the Kimrey Gymnatorium. Parents are welcome to attend and worship with us. Visitor seating will be in the back. If you plan to attend chapel, you must stop by the office first and obtain a Visitor's Tag. We encourage our families to join us when they are available to do so.

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.

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. All students are expected to participate in PE each day that is offered. If a student is ill or has an injury, they must communicate with the school nurse to be excused from PE for that short time.

Field Trips

Please see field trip guidelines in the general information section of the handbook.

Behavior Policy

Please see discipline guidelines in general information section of the handbook.

Student Life

Lunch Accounts

The Brook Hill School has partnered with Thomas Cuisine for our food service. Thomas Cuisine uses a debit-type account for student lunches. This allows families to manage lunch accounts through them.

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.

Eating with your Child

We love having parents and grandparents come to eat lunch with us. It is always a special time for both students and family.

1. You must sign in at the front office
2. Lunch is for your child only
3. You and your student will sit at the guest tables

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.

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. If you cannot invite everyone, please arrange for invitations to be distributed some way other than at school.

Cadet Club Before School

Drop off is at 7:30 a.m. Monday-Friday

The Fort After School

Monday- Thursday 3:30pm-6:00pm

Friday 2:30pm-5:00pm

Families will pre-register for full week, individual days, or emergency drop-in (space permitting).

Phone: 903-954-1896 Email: tgrozenski@brookhill.org

Uniform & Appearance Guidelines

Brook Hill's dress code is implemented through the school's uniform program. The Brook Hill uniform program reflects our commitment to modesty, neatness, and an environment that supports teaching and learning. Students are expected to arrive on campus each day in compliance with the dress code. The administration reserves the right to determine whether a student's attire or appearance complies with the dress code and may require changes when necessary. All uniform items must be purchased from Brook Hill's approved uniform vendors: Land's End and The Guard Shop.

Lower School Daily Uniform

Boys

- Khaki or navy uniform pants/shorts
- Navy, white, orange, gray uniform polo shirt (tucked in at all times)
- Brown, black, or navy belt (if belt loops on pants/shorts)

Girls

- Khaki or navy uniform skirt/skort; khaki or navy uniform pants/shorts; navy or orange polo dress
- Navy, white, orange, gray uniform polo shirt (tucked in at all times)
- Brown, black, or navy belt (if belt loops on pants/shorts)
- Modesty shorts must be worn under all skirts/ dresses

Lower School Chapel Uniform

Boys

- Navy or khaki uniform pants
- White uniform oxford shirt (tucked in)
- BH uniform tie
- Brown, black, or navy belt (if belt loops on pants)
- Socks-solid navy, black, or white

Girls (PreK-2nd)

- Navy jumper
- White short-sleeve blouse with navy piping (Peter Pan collar)

- Brook Hill plaid or navy crisscross tie
- Solid white or navy socks
- Solid white or navy leggings or tights
- Modesty shorts

Girls (3rd – 5th)

- Khaki or navy uniform skirt/skort
- White short-sleeve blouse with navy piping (Peter Pan collar) or white uniform blouse
- Brook Hill plaid or navy crisscross tie
- Solid white, navy, or black socks
- Solid white or navy leggings or tights

Chapel Guidelines

- BH approved navy sweater, sweater vest, or cardigan may be worn with uniform oxford shirt.
- No other outerwear, hoodies, crewneck sweatshirts, or sweatshirts may be worn during chapel.

Friday Spirit Dress

Friday casual dress is a privilege which can be revoked for individual students who do not consistently follow school expectations.

Boys

- Jeans, pants, or shorts (must be navy, orange, white, gray, or khaki and uniform length)
- Brook Hill spirit shirts or uniform polo shirt

Girls

- Jeans, pants, or shorts (must be navy, orange, white, gray, or khaki and uniform length)
- Brook Hill spirit shirts or uniform polo shirt

The following are not permitted during Friday Spirit Dress:

- Athletic shorts
- Jeans with rips, holes, tears, or frayed edges
- Skinny jeans, warm-up pants, sweatpants, or jeggings
- Leggings worn as pants (leggings or tights may only be worn under skirts or skorts)

General Dress Code Guidelines

- **Shoes:** Athletic shoes are strongly recommended for daily wear. All shoes must have a closed toe, closed heel, and non-marking rubber sole. Cowboy boots are not permitted.
- All students must follow the uniform guidelines during field trips, special programs, guest speaker events, and other school activities unless otherwise announced by the administration.

- Uniform logos and crests must be official Brook Hill logos in the approved size, color, and design.
- Khaki uniform items must match the approved Brook Hill uniform color.
- Pants and shorts must be worn at or above the hips.
- Shorts, skirts, and skorts must be mid-thigh or longer.
- Shirts must remain tucked in except during Friday Spirit Dress.
- Only Brook Hill-approved outerwear may be worn during the school day.
- Only solid white undershirts or camisoles without writing may be worn beneath white uniform shirts or chapel blouses.
- Shirts worn under navy polo shirts must be solid navy, orange, white, or gray with no visible writing.
- Closed-toe athletic or dress shoes are required. Sandals, flip-flops, Crocs, moccasin-style footwear, slippers, shoes with wheels, and similar footwear are not permitted.
- Hats may not be worn during the school day unless approved for a special activity.
- Winter coats may be worn outdoors during cold weather but must be removed upon entering school buildings.

Appearance Standards

Students are expected to maintain a neat, clean, and well-groomed appearance. Hairstyles should not be distracting to the educational environment, as determined by the administration. Hair may be highlighted or colored provided it remains a natural color. Jewelry and accessories should not be excessive or distracting. Visible tattoos may be required to be covered.

Students representing Brook Hill at school-sponsored events should dress in a manner consistent with the standards and expectations of the Brook Hill community unless otherwise specified. Appropriate attire is required for all school programs and special events. Additional dress guidelines may be communicated as needed.

Girls

- Stud earrings only.
- No facial or visible body piercings other than earrings.
- Hair accessories should be navy, orange, or white.
- Makeup is not permitted.

Boys

- Hair must be neat, clean, and kept out of the eyes. Hair may not extend below the eyebrows or past the shoulders. Hair may be tied back to meet these requirements.
- Earrings and other visible body piercings are not permitted.
- Facial hair is not permitted.

Dress Code Violations

Students who are out of dress code will be required to correct the violation before returning to class when possible. Parents may be contacted if a change of clothing is necessary. Friday Spirit Dress is a privilege and may be revoked for repeated or intentional dress code violations. Please see the discipline guidelines in the general information section.

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 and communicate with your child's teacher 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.

The Lower School policy for absences is as follows:

1. After 10 absences in one semester, parents will be contacted 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.

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, inform your student's teacher two weeks in advance. The appropriate form can be obtained from the office and must be approved by the principal ahead of time. 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:

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.

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.

Carpool Line

Morning Drop- Off

Morning drop-off for Pre-K through 1st grade is at the front of the school. Drop-off for 2nd through 5th grade is at the south entrance 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

All students will be issued two Brook Hill car tag hangers hung from the vehicle's rear-view mirror. It is required that all people picking students up have this tag in their car. If someone different is picking up your child than normal, you **MUST** notify your child's teacher **AND** the office of this change. All persons picking students up **MUST** be listed in Veracross as an eligible person to pick up students. *If you need more than two car tags, you may purchase these from the front LS office for \$5.00 each cash only. If you lose a tag, it is your responsibility to replace these tags for a cost of \$5.00 a piece.

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** block the flow of the carpool lane by parking and exiting your car.
3. Drive slowly.
4. When loading or unloading make sure your car is in "Park."

5. **Do not** block the entrance on Rather Street – Bullard Police will ticket you.
6. **Do not** come into the building to pick up your child. We will ask you to return to the carpool line to pick up your child. We have many students that we are trying to place into cars efficiently and securely. Please help us out by following this protocol.

We also ask the following:

Do not come into the building to converse with staff during carpool time. Wait until afternoon pick-up is finished before coming to visit.

Middle School Parent / Student Handbook

Grades 6-8

2026-2027

Contact / Hours

Address: 1051 N Houston Street Bullard, Texas 75757

Phone: 903-894-5000

School Hours

Monday	8:45am-3:30pm
Tuesday	8:45am-3:30pm
Wednesday	8:45am-3:30pm
Thursday	8:45am-3:30pm
Friday	8:45am-1:40pm

Students attending Zero-Hour classes start time is 7:50am.

Students arriving to school before 8:45am will report to the Commons and must stay there until the start of school.

WIN time is Tuesday, Wednesday, Thursday, Friday 8:00am-8:40am.

Academics

Veracross and Canvas

Parents have the ability to check their student's class assignments by utilizing the learning management system through Canvas. Grades should be checked via the Parent Portal on Veracross. Parent usernames and passwords are created in Veracross at the time of initial enrollment to Brook Hill and sent out via email. New students receive usernames, email, and passwords from Technology during orientation. Returning students have the same credentials from the previous year. Students should work to know their username and password as they are used all school year and in various digital settings. Veracross and Canvas should be checked regularly.

Textbooks

Families will be provided with a list of textbooks and ISBN# to purchase books.

Grade Scale

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

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

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:

	6th Grade	7th/8th Grade	Algebra 1 & Spanish 1
Daily Work	40%	35%	30%
Quizzes/Labs	35%	35%	35%
Tests	25%	30%	35%

The percentages in the table above will be used to calculate a student's semester grade. If a student has an exam for the semester, then the semester grade will be weighted at 90% with the exam grade weighted at 10% for the final grade. The final grade will appear on the student's report card.

Semester Grade	Exam Grade	Final Grade
90%	10%	100%

Semester Exams

Exams are part of the learning process. For all underclassmen, a cumulative exam is part of the educational process in designated courses. Courses will administer the cumulative exam either in the fall or spring as outlined by grade level below.

Fall

6th –Humanities English, Humanities History, Bible

7th –Humanities English, Humanities History, Bible

8th –Humanities English, Humanities History, Bible

Spring

6th – Math, Science

7th - Math, Science

8th – Math, Science, World Language

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.

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 required to graduate, they must repeat it 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 average 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.

- Head of School'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.

Class Scheduling

In the spring of each year students will be scheduled into appropriate classes and asked to choose elective classes for the following school year.

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.

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

Students may change course levels (i.e. Algebra 1 to Essentials) during the “course change period.” Grades earned in the original class transfer to the new class.

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 Veracross. 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

Upper School 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.

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.

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.

Promotion to the Next Grade

Middle School students will not be promoted to the next grade if the student has failed a course for the school year.

1. In all cases, the administration reserves the right to make the final decision for any academic actions.
2. 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.

WIN Block (“Whatever I Need”)

Students can receive additional help from their teachers on Tuesday, Wednesday, Thursday, and Friday from 8:00am-8:40am. During this 40-minute block, all teachers will be in their classrooms to be available to tutor or offer additional assistance to students. No appointment is necessary, but it is the responsibility of the students to seek the help of their teachers. A teacher may require a student to attend WIN block in their classroom to complete work, take a test or quiz or to make up any missed assignments, labs or assessments.

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 having trouble in their social and/ or academic development.

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. SPARC stands for Spring Potential & Reality Courses. It is a distinctive, innovative program designed to challenge our students, expand their knowledge, encourage a lifelong love learning, and to provide our students with nontraditional learning experiences through travel and small group workshops.

Standardized Testing

All students will typically be tested prior to admission. In addition, annual MAP testing is conducted during the school year for grades 6 and 7. The PSAT is administered to students in the 8th grade. The PSAT is a practice test for the College Board’s SAT. 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.

Course Work

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 progress 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 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 there is a question or concern about an assignment, please contact your child’s teacher.

Missed/Late Work Policy

Work Missed Due to Absence

Students are responsible for communicating with their teachers regarding all work missed during an absence. Upon returning to school, students should promptly obtain any missed assignments and discuss any necessary make-up work with their teachers.

In general, students will be allowed one school day for each day absent to complete missed assignments. Due dates for make-up work may be adjusted at the teacher's discretion based on the nature of the assignment or assessment.

Students who miss a test, quiz, lab, or other assessment are expected to make arrangements with their teacher upon returning to school. The date and time of all make-up assessments will be determined by the teacher.

Students who fail to attend a scheduled make-up assessment or lab without prior approval or extenuating circumstances may receive an academic penalty.

All make-up work must be completed before the end of the grading period. In cases of extended illness or other extenuating circumstances, the Middle/Upper School Principal may approve an Incomplete (I) grade and establish a timeline for completing outstanding work in consultation with the teacher and student.

Late Work

Brook Hill believes that meeting deadlines is an important part of developing responsibility and preparing students for college and beyond. At the same time, completing assignments is essential to the learning process. Students are expected to submit all assignments by the established due date.

Daily Assignments

Daily assignments are designed to reinforce learning and prepare students for classroom instruction. Daily assignments submitted after the due date will receive a deduction of 10 points per school day and must be submitted within two school days of the original due date. Assignments submitted more than two school days late will receive a grade of zero unless prior arrangements have been approved by the teacher. Teachers may require students with missing daily assignments to attend WIN Block until the work is completed.

Major Assignments

Major assignments, including essays, projects, presentations, and research papers, submitted after the due date will receive a deduction of 10 points per school day for up to five school days. Assignments submitted more than five school days late will receive a grade of zero unless prior arrangements have been approved by the teacher.

Long-term assignments remain due on the assigned due date, even if a student is absent, unless otherwise communicated by the teacher.

Students who demonstrate a pattern of missing assignments or who are failing a course may be required to attend WIN Block for additional academic support and assignment completion.

Standards of Conduct

Brook Hill Cell Phone and Smart Watch Policy

Cell phones and smart watches are not permitted for use during the school day at The Brook Hill School.

If students bring a cell phone or smart watch to school, these devices must remain powered off (not on silent or vibrate) and completely out of sight, stored in a backpack or secured in a locker at all times while under school supervision.

Students may not use these devices for any reason—including calls, texts, or notifications—during class time, passing periods, breaks, or lunch. If a student is found using a cell phone or smart watch during the school day, the device will be confiscated and turned into the Upper School (US) or Middle School (MS) office. Students may pick up their device from the office at the end of the school day.

If students need to place an emergency phone call during the day, they should request to go to the US or MS Office.

No Phone/ smart watch

M, T, W, & TH- 8:45am-3:30pm

F-8:45am-1:40pm

Academic Integrity & Use of AI Tools

Brook Hill's approach to artificial intelligence and academic integrity is grounded in our core values of character, scholarship, and excellence. As a Christian learning community, we believe that how students learn matters as much as what they learn. Our goal is to teach students to use AI tools ethically and thoughtfully—never to shortcut learning, but to support curiosity, understanding, and growth.

Assignments are not simply tasks to be completed; they are opportunities to develop critical thinking, communication skills, and perseverance. The productive struggle involved in reading, writing, problem-solving, and revision strengthens the brain and helps shape lifelong learners. Academic integrity means engaging in that process honestly and fully. When students use AI or other tools to bypass the work of learning, they may complete a task, but they miss the deeper growth the assignment was intended to produce.

Academic Integrity Expectations

All academic work submitted by students must reflect their own thinking, effort, and understanding. Using Artificial Intelligence (AI) tools such as ChatGPT, Gemini, or other generative technologies is only permitted when explicitly allowed by a teacher and must be used within the limits given for that assignment.

Using AI, grammar correction software, or translation tools to generate or alter academic work without proper disclosure is a violation of academic integrity.

AI Usage Framework: Integrity-Guided Application

At Brook Hill, we adopt a framework to help students make wise, integrity-centered choices about how and when to use AI. Rather than viewing AI use as inherently good or bad, we frame it as a tool whose ethical use depends on context, purpose, and transparency. The goal of this framework is to guide students toward thoughtful use of technology that supports—not shortcuts—the learning process.

AI Use Must Be:

- **Purposeful** — Supporting learning, not bypassing it
- **Transparent** — Clearly acknowledged and cited
- **Permitted** — In alignment with the teacher’s assignment expectations

Categories of Use

1. Approved Use (with proper disclosure)

AI may be used with teacher approval for tasks such as:

- Brainstorming ideas
- Practicing problem-solving
- Receiving feedback on writing mechanics (grammar, punctuation)
- Reviewing or summarizing general information

Disclosure is required. For example: “Used ChatGPT to generate brainstorming questions.”

2. Limited Use (case-by-case basis, only when explicitly allowed by the teacher)

Examples include:

- Asking AI to rephrase or revise a paragraph
- Receiving help with structure or organization
- Using grammar software to improve clarity at the sentence or paragraph level

When in doubt, students must ask for permission and be prepared to explain how they used the tool.

3. Prohibited Use

Any use of AI that undermines learning or misrepresents student work is not allowed. This includes:

- Having AI generate any portion of the final product
- Using AI to answer assessment questions (quizzes, tests)
- Submitting AI-generated work as original without disclosure
- Using AI to fabricate information or citations

Violations of these expectations will be handled as breaches of academic integrity.

Assessing AI Use and Supporting Transparency

Whenever a student uses AI, grammar correction software (such as Grammarly or QuillBot), or translation tools (such as Google Translate or DeepL), they are required to disclose it in writing. This can be done in a comment, footnote, or short note at the end of the assignment. Examples:

- “Used Grammarly to check punctuation.”
- “Used Google Translate to look up Spanish vocabulary.”
- “Used ChatGPT to brainstorm three essay topics.”

Failure to disclose the use of these tools will be treated as a violation of academic integrity.

Teachers may assess suspected AI usage through a combination of written analysis, oral questioning, and review of version history. If there are concerns that a student’s work was produced by AI, the teacher may request:

- A conversation with the student to verify understanding and authorship
- Submission of AI chat logs if a tool like ChatGPT was used
- Review of the file’s version history to examine the development of the student’s writing over time

Students are encouraged to download and save their AI chat log whenever they use an AI tool for academic purposes. Providing this log can help teachers better understand the scope of usage and offer feedback on how AI is being used appropriately or inappropriately.

To support academic integrity and demonstrate the learning process, students should compose assignments in Microsoft Word with version history turned on. This ensures students can demonstrate how their work was developed and protects the integrity of their academic effort.

Teacher Guidance and Accountability

Each teacher will communicate their expectations regarding the use of AI and other tools for their course. These expectations may vary by assignment. Students are responsible for following the guidelines provided. Teachers may also require in-class work, oral presentations, or other assessments to confirm that a student’s submitted work reflects their own understanding.

Consequences for Misuse

Using AI or any digital tool in a way that violates this policy or a teacher’s specific instructions will result in consequences consistent with academic dishonesty. Consequences will be determined intentionally, based on the nature and details of each incident. The Dean of Students and the Middle School Principal will make the final determination of an appropriate consequence. Even a first-time offense may result in a higher-level consequence if the situation warrants it.

These consequences may include:

- A zero on the assignment
- Re-doing the assignment under supervision

- Notification of parents or guardians
- Saturday school, suspension, academic probation or further disciplinary action for violations

Ongoing Review

Because AI and related technologies are evolving rapidly, Brook Hill's approach to academic integrity will be reviewed and updated periodically as needed. As we prepare students to lead with wisdom in a changing world, we remain committed to equipping them with both the tools and the character to use them responsibly.

Discipline Policy

Please see discipline policy in general information.

Attendance

Arrival and Dismissal

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

1. Middle School students may not be dropped off prior to 7:30 a.m. Brook Hill is not liable for students who arrive on campus before school hours. From 8:00 am to 8:40 am students must report to the Commons to sit before class starts.
2. 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 as possible. Students will need to sign out in the Middle School Office. Students are responsible for missed work when leaving early.
3. 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.
4. 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.
5. Students skipping classes/activities will face disciplinary action. Any missed classwork due to skipping may result in a zero, including tests, quizzes, and labs.
6. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse will contact the parent to determine if it is necessary for the student to go home early.

Tardies

Students are expected to be on time for class. 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.

Tardiness Policy:

3 Tardies - Recorded as 1 absence + Monday morning detention.

6 Tardies - Recorded as 2 absences + Friday detention and RGC meeting.

9 Tardies - Recorded as 3 absences + RGC meeting/ISS with potential denial of re-enrollment for the following school term.

Arriving more than 15 minutes late is unexcused (unless there is an extenuating circumstance determined at the discretion of administration)

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

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 Veracross.
2. Please call 903-894-5000 or email msattendance@brookhill.org 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 two full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
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. As a result, a student may not miss any class more than ten (10) times a semester. Parents will be notified after a student reaches five absences in any one of his/her classes. An attendance review committee will review any absences over ten in any class per semester to determine whether the student will be able to obtain credit for the course. The total of ten includes both excused and unexcused absences. Missing class for a BH field trip or as a competitor in a BH athletic event does not count toward the total of ten.
 - Please see section on work missed due to Absence.

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 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**

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 have more than 10 unexcused and / or excused absences of a particular class within a semester. 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 classes in any one period with unexcused and /or excused absences the student may not receive credit for the course.

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

Athletics and Extracurricular Activities

Athletics

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 (arts and academic competitions) 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.

The eligibility policy for The Brook Hill School requires three grade checks per semester:

End of week 9, End of week 14, End of semester/week 18

1. At the **end of week 9**, a grade check will be taken of all students to determine Academic Concern and eligibility. Students with a class average below 70 are placed on Academic Concern. Academic Concern at the end of week 9 is defined below:
 - a. At the end of the 9-week grading period, any student with an average below 70 in **one or more** classes will attend a scheduled meeting with an Academic Counselor for individualized academic planning. Items for discussion will include WIN attendance, time management, progress tracking, and follow-up meetings.
 - b. At the end of the 9-week grading period, any student with an average below 70 in **one or more** classes is required to report to that class/teacher for WIN (What I Need) time. If the student is failing more than one class, WIN time will be divided between the courses the student is failing. (WIN meets Tuesday, Wednesday, Thursday, and Friday of each school week.)

- c. Once a student is placed on Academic Concern, the student will remain on Academic Concern from the beginning of week 10 until the end of week 14.
2. At the **end of week 9**, any student with an average below 70 in two or more classes (including any EDMENTUM courses a student may be taking) will become ineligible to participate in extracurricular competitions/contests for two weeks.
 - a. At the end of two weeks, any ineligible student with an average below 70 in two or more classes will remain ineligible to participate in extra-curricular competitions/contests for an additional two-week period.
 - b. This process will continue until the student regains eligibility or until the end of the semester.
3. At the **end of week 14**, a grade check will be taken of all students to determine Academic Concern. Any student with an average below 70 in **one or more** classes (including online courses) will be placed on Academic Concern. Academic Concern at the end of week 14 is defined below:
 - a. At the end of week 14, any student with an average below 70 in one or more classes will attend a scheduled meeting with an Academic Counselor for individualized academic planning. Items for discussion will include WIN attendance, time management, progress tracking, and follow-up meetings.
 - b. At the end of week 14, any student with an average below 70 in one or more classes is required to report to that class/teacher for WIN (What I Need) time. If the student is failing more than one class, WIN time will be divided between the courses the student is failing. (WIN meets Monday, Tuesday, Thursday, and Friday of each school week.)
 - c. Once a student is placed on Academic Concern, the student will remain on Academic Concern from the beginning of week 15 until the end of the semester.
4. At the **end of semester one**, any student with an average below 70 in **two or more** classes will become ineligible to participate in extracurricular competitions/contests for a period of two weeks beginning the first week of the second semester.
5. All students are eligible to participate in extracurricular competitions/contests during Thanksgiving Break, Christmas Break and Spring Break.
6. 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).

Official Eligibility Check Dates for 2026-2027:

Grades run for eligibility at 8:00am:

October 9 (end of week 9)

Ineligible two-week check (October 23)

November 14 (end of week 14)

December 16 (end of semester)

Ineligible two-week check (January 22)

March 5 (end of week 9)

Ineligible two-week check (March 26)

April 3 (end of week 14)

May 19 (end of semester)

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.

Student Life

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 the 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 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. Students are allowed to leave backpacks in teacher classrooms during lunch or school activities during the school day.

Meals

Lunch

Lunch service is included in tuition and fees for grades 6-12. Meals are to be eaten in the Commons or the Quad only.

Breakfast

Breakfast will be available for day students to purchase in the Commons from 7:15am-8:40am. The cost for breakfast will be \$6.95. Parents will be able to add money to student meal account called Lunchtime for breakfast use only.

Community Service

Following the teachings of Christ on serving others (Matthew 25:31–46; Mark 10:45), The Brook Hill School requires each student to complete 10 hours of community service annually. Our desire is that every Brook Hill student develops a lifelong habit of serving others with humility, compassion, and generosity.

What counts as Community Service?

Community service is voluntary, unpaid work that intentionally benefits individuals, organizations, or communities outside of a student's normal personal or family responsibilities. Meaningful service addresses a genuine need and is performed without expectation of compensation or personal gain. Community service should primarily benefit people or organizations with whom the student has no obligation to serve.

Examples of qualifying service include:

- Serving through churches, ministries, or nonprofit organizations
- Participating in organized community outreach projects
- Volunteering with schools, hospitals, food banks, nursing homes, or similar organizations
- Participating in Brook Hill-sponsored service opportunities

The following generally do not qualify as community service:

- Paid work or any activity for which a student receives compensation
- Babysitting, pet sitting, yard work, or similar tasks performed for family, friends, or neighbors
- Routine responsibilities for a student's own family or household

- Service completed as part of a graded academic course
- Students who are unsure whether an activity qualifies should seek approval from the Upper School Office before completing the service.

All community service hours must be submitted through the Mobile Serve app.

The Brook Hill School reserves the right to determine whether submitted hours meet the school's community service requirements.

Uniform and Appearance Guidelines

Brook Hill's dress code is implemented through the school's uniform program. Students are expected to arrive on campus in compliance with the dress code. The administration reserves the right to determine whether a student's attire or appearance complies with the dress code and may require changes when necessary. All uniform items must be purchased from Brook Hill's approved uniform vendors: Land's End and The Guard Shop.

Daily Attire

Girls' Daily Attire

- Khaki, navy, or plaid uniform skirt/skort; khaki or navy uniform pants/shorts; navy polo dress
- Solid navy, white, orange, or gray uniform polo shirt
- Closed-toe shoes
- Athletic shorts are always worn under skirts

Boys' Daily Attire

- Khaki or navy uniform pants/shorts (button/zipper style)
- Solid navy, white, orange, or gray uniform polo shirt (tucked in)
- Brown, black, or navy belt
- Closed-toe shoes

Chapel Attire

Girls' Chapel Attire

- Khaki, navy, or plaid uniform skirt
- White uniform blouse (tucked in)
- Closed-toe shoes, solid white or navy socks

Boys' Chapel Attire

- Navy or khaki uniform pants
- Uniform white oxford shirt (tucked in)
- BH uniform tie

- Brown, black, or navy belt
- Closed-toe shoes, solid white or navy socks

Chapel Guidelines

- Navy, white, or gray uniform sweater, sweater vest, cardigan, or quarter-zip may be worn over the chapel shirt.
- No other outerwear, hoodies, crewneck sweatshirts, or sweatshirts may be worn on Chapel Day.

Friday Dress

Girls' Friday Dress:

- Jeans, uniform pants, uniform shorts, or uniform skirts
- BH t-shirts/spirit shirts or uniform polo
- Closed-toe shoes

Boys' Friday Dress:

- Jeans, uniform pants, uniform shorts
- BH t-shirts/spirit shirts or uniform polo
- Closed-toe shoes

Dress Code Guidelines for All Students:

- Shorts and skirts must be mid-thigh or longer.
- Girls must wear athletic shorts under skirts and skorts.
- Pants and shorts must be worn at or above the hips.
- Khaki uniform items must match the approved Brook Hill uniform color.
- Only Brook Hill outerwear (jackets, hoodies, sweatshirts, quarter-zips, etc.) may be worn during the school day.
- Only solid white undershirts or camisoles without writing may be worn beneath white uniform shirts or chapel tops.
- Solid white or navy leggings or tights may be worn under uniform skirts.
- Closed-toe shoes are required during the school day.
- **During cold weather:** Winter coats may be worn outdoors during cold weather but must be removed once inside school buildings. Girls may wear navy or white leggings/tights under skirts.

The following items are not permitted:

- Sandals, flip-flops, Crocs, slippers, moccasin-style footwear, UGG slides, or shoes with wheels
- Sweatpants, joggers, pajama pants, leggings worn as pants, jeggings, tennis skirts, and athletic shorts (except those worn underneath skirts)

- Jeans with rips, tears, holes, or frayed edges
- Clothing that is excessively tight or otherwise deemed inappropriate by the administration
- Hats may not be worn during the school day.

Appearance Guidelines:

- Abnormal or extreme hairstyles as determined by the administration are not permitted.
- Students may be asked to cover tattoos if they are visible.
- Hair may be highlighted or colored provided it remains a natural color.
- Appropriate attire is expected at all Brook Hill dances. Specific dress guidelines may be communicated before each event.
- Students representing Brook Hill at before-school, after-school, or school-sponsored events are not required to wear uniforms unless specified, but their attire should reflect the standards and expectations of the Brook Hill community.

Girls

- Jewelry should be modest and not excessive or distracting.
- No facial or visible body piercings other than earrings.

Boys

- Hair must be neat, clean, and kept out of the student's eyes. Hair may not extend below the eyebrows or past the shoulders and may be tied back to meet these requirements.
- Students must be clean-shaven. Facial hair is not permitted; sideburns may not extend below the earlobe.
- Earrings and other visible body piercings are not permitted.

Dress Code Violations

Students who are out of dress code will be required to correct the violation before returning to class. Repeated or intentional dress code violations may result in disciplinary action as outlined in the Discipline Policy.

Upper School Parent / Student Handbook

Grades 9-12

2026-2027

Contact / Hours

Address: 1051 N Houston Street Bullard, Texas 75757

Phone: 903-894-5000

School Hours

Monday	8:45am-3:30pm
Tuesday	8:45am-3:30pm
Wednesday	8:45am-3:30pm
Thursday	8:45am-3:30pm
Friday	8:45am-1:40pm

Students attending Zero-Hour classes start time is 7:50am.

WIN time is Tuesday, Wednesday, Thursday, Friday 8:00am-8:40am.

Academics

Veracross and Canvas

Parents have the ability to check their student's class assignments by utilizing the learning management system through Canvas. Grades should be checked via the Parent Portal on Veracross. Parent usernames and passwords are created in Veracross at the time of initial enrollment to Brook Hill and sent out via email. New students receive usernames, email, and passwords from Technology during orientation. Returning students have the same credentials from the previous year. Students should work to know their username and password as they are used all school year and in various digital settings. Veracross and Canvas should be checked regularly.

Textbooks

Families will be provided with a list of textbooks and ISBN# to purchase books.

Grade/GPA Calculations

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. Transfer courses – including those taken through Edmentum – are not included in a student's GPA at Brook Hill. The only exception is when a student fails a Brook Hill course and is approved by the principal to make-up the credit online through Edmentum; in that case, the Edmentum grade will be factored into the 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

Grade Weightings

The grade weightings used by Brook Hill for grades 9-12 students are as follows:

	College-Prep & Honors	AP/DC*
Daily Work	30%	25%
Quizzes/Labs	35%	35%
Tests	35%	40%

*Dual credit courses may be different than the above breakdown if an alternate gradebook setup is required by the coordinating college.

The percentages in the table above will be used to calculate a student's semester grade. If a student has a course with a scheduled exam for the semester, then the semester grade will be weighted at 90% with the exam grade weighed at 10% for the final grade. The final grade will appear on the student's report card and final transcript.

Semester Grade	Exam Grade	Final Grade
90%	10%	100%

Semester Exams

Exams are part of the learning process. For all underclassmen, a cumulative exam is part of the educational process in designated courses. Courses will administer the cumulative exam either in the fall or spring as outlined by grade level below.

Fall

9th –Humanities 9 English, Humanities 9 History, one- semester classes

10th –Humanities 10 English, Humanities 10 History, Bible 10, one- semester classes

11th –Humanities 11 English, Humanities 11 History, Bible 11, DC classes, one- semester classes

12th – English 12, Bible 12, DC courses, one-semester classes

Spring

9th – Math, Science, World Language, one semester classes

10th Math, Science, World Language, one semester classes

11th – Math, Science, World Language, DC classes, one semester classes

12th – Math, Science, World Language, DC classes, one semester classes

Semester Exam Exemptions

Exam exemptions are only available to seniors as a senior privilege. There are no exam exemptions for 9th-11th grade students.

A student 9th-11th grade should not have more than four exams a semester. Also, cumulative projects are not counted as exams, even if they are given an exam weight in the gradebook. A student may have more than four exams if all of the classes they have exams in are AP and/or DC classes.

Senior Exam Exemption Privilege Guidelines

A senior who meets the following prerequisites may exempt one or all of his/her exams per semester.

- Grade of 90 or above
- no more than two unexcused absences for the semester in the class whose exam they are exempting
- 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.
- Grades used to determine exam exemptions do not include points added for advanced courses.
- No DC or AP semester exam can be exempted.

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.

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 required to graduate, they must repeat it 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 average 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 admission 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.

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

Ranking

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 determining valedictorian and salutatorian.

For students in the Classes of 2027, 2028, and 2029, class rank is determined based on a student's cumulative numerical average of all grades earned at Brook Hill during 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.

Beginning with the Class of 2030, class rank will be determined based on a student's cumulative numerical average of all grades earned at Brook Hill during grades 10 through 12. A student must

complete his/her sophomore, junior, and senior years at Brook Hill to be considered for top ten percent, valedictorian, or salutatorian.

Class rank for the purpose of determining valedictorian and salutatorian will be finalized at the midterm of the spring semester of the senior year.

For students who qualify within the top ten percent, a letter will be sent to the colleges to which the student applies 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 3.50 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.

Class Scheduling

Freshman and Sophomores are required to have 7 graded courses in their schedule each year. Juniors are required to have 6 graded courses and Seniors are required to have a minimum of 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. Students may change course levels (i.e. Honors course to on-level course) during the "course change period." Grades earned in the original class transfer to the new class. 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 until the drop/add date to make any changes to their schedules once the school term (fall or spring) has begun. Deadline to change schedule is communicated from the Upper School Office and placed on the Brook Hill calendar. Once the period to amend the student schedule has passed, no changes will be accepted unless justifiable, documented and approved.

The 2026-2027 drop/add dates are as follows:

Fall Semester:

August 21, 2026 – Drop/Add deadline for 9th-11th

August 28, 2026 – Drop/Add 12th, AP or DC

Spring Semester:

January 15, 2027 – Drop/Add deadline

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.

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.

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

Honors, 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.

Upper School Courses in Middle School

Upper School 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.

Non-Brook Hill Courses

All classes required to graduate must be taken at Brook Hill unless there are scheduling issues or extenuating circumstances. These requests must be approved by the Upper School Office in advance of registering for the class. Grades must be turned into the Upper School 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 Upper School 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 Upper School 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

To recover credit for courses, students will be enrolled in an online program called Edmentum. Courses are selected by the Upper School Office for credit recovery. Only courses approved in advance by the Upper School Office will be accepted for recovery. Students must receive a grade of 70 or higher to receive credit.

WIN Block (“Whatever I Need”)

Students can receive additional help from their teachers on Tuesday, Wednesday, Thursday, and Friday from 8:00am-8:40am. During this 40-minute block, all teachers will be in their classrooms to be available to tutor or offer additional assistance to students. No appointment is necessary, but it is the responsibility of the students to seek the help of their teachers. A teacher may require a student to attend WIN block in their classroom to complete work, take a test or quiz or to make up any missed assignments, labs or assessments.

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. SPARC stands for Spring Potential & Reality Courses. It is a distinctive, innovative program designed to challenge our students, expand their knowledge, encourage a lifelong love of learning, and to provide our students with nontraditional learning experiences through travel and small group workshops.

Standardized Testing

The PSAT is administered to students in grades 8-11. 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.

Course Work

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 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 there is a question or concern about an assignment, please contact your child’s teacher.

Missed/Late Work Policy

Work Missed Due to Absence

Students are responsible for communicating with their teachers regarding all work missed during an absence. Upon returning to school, students should promptly obtain any missed assignments and discuss any necessary make-up work with their teachers.

In general, students will be allowed one school day for each day absent to complete missed assignments. Due dates for make-up work may be adjusted at the teacher's discretion based on the nature of the assignment or assessment.

Students who miss a test, quiz, lab, or other assessment are expected to make arrangements with their teacher upon returning to school. The date and time of all make-up assessments will be determined by the teacher.

Students who fail to attend a scheduled make-up assessment or lab without prior approval or extenuating circumstances may receive an academic penalty.

All make-up work must be completed before the end of the grading period. In cases of extended illness or other extenuating circumstances, the Middle/Upper School Principal may approve an Incomplete ("I") grade and establish a timeline for completing outstanding work in consultation with the teacher and student.

Late Work

Brook Hill believes that meeting deadlines is an important part of developing responsibility and preparing students for college and beyond. At the same time, completing assignments is essential to the learning process. Students are expected to submit all assignments by the established due date.

Daily Assignments

Daily assignments are designed to reinforce learning and prepare students for classroom instruction. Daily assignments submitted after the due date will receive a deduction of 10 points per school day and must be submitted within two school days of the original due date. Assignments submitted more than two school days late will receive a grade of zero unless prior arrangements have been approved by the teacher. Teachers may require students with missing daily assignments to attend WIN Block until the work is completed.

Major Assignments

Major assignments, including essays, projects, presentations, and research papers, submitted after the due date will receive a deduction of 10 points per school day for up to five school days. Assignments submitted more than five school days late will receive a grade of zero unless prior arrangements have been approved by the teacher.

Long-term assignments remain due on the assigned due date, even if a student is absent, unless otherwise communicated by the teacher.

Students who demonstrate a pattern of missing assignments or who are failing a course may be required to attend WIN Block for additional academic support and assignment completion.

Graduation Tracks

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.

GRADUATION REQUIREMENTS

DISTINGUISHED GRADUATION PLAN

ENGLISH

4 credits

HISTORY	2 credits
U.S. HISTORY	1 credit
AMERICAN GOVERNMENT	½ credit
MACROECONOMICS	½ credit
MATHEMATICS	4 credits ¹
SCIENCE	4 credits ²
WORLD LANGUAGE	3 credits ³
FINE ARTS	1 credit
BIBLE	3 credits
PHYSICAL EDUCATION	1 credit
CLASS SEMINAR	½ credit
ELECTIVES	2½ credits

TOTAL 27 credits*

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

RECOMMENDED GRADUATION PLAN

ENGLISH	4 credits
HISTORY	2 credits
U.S. HISTORY	1 credit
AMERICAN GOVERNMENT	½ credit
MACROECONOMICS	½ credit
MATHEMATICS	4 credits ¹
SCIENCE	4 credits ²
WORLD LANGUAGE	2 credits ³
FINE ARTS	1 credit
BIBLE	3 credits
PHYSICAL EDUCATION	1 credit
CLASS SEMINAR	½ credit

ELECTIVES

2½ credits

TOTAL 26 credits*

1. Must include Algebra 1, Geometry & Algebra II
2. Must include Biology, Chemistry and Physics
3. World language credits must be within the same language.

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.

Seniors must be enrolled in a minimum of 5 classes and attend their 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 Head of School.

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

Brook Hill Cell Phone and Smart Watch Policy

Cell phones and smart watches are not permitted for use during the school day at The Brook Hill School.

If students bring a cell phone or smart watch to school, these devices must remain powered off (not on silent or vibrate) and completely out of sight, stored in a backpack or secured in a locker at all times while under school supervision.

Students may not use these devices for any reason—including calls, texts, or notifications—during class time, passing periods, breaks, or lunch. If a student is found using a cell phone or smart watch during the school day, the device will be confiscated and turned into the Upper School (US) or Middle School (MS) office. Students may pick up their device from the office at the end of the school day.

If students need to place an emergency phone call during the day, they should request to go to the US or MS Office.

No Phone/ smart watch

M, T, W, & TH- 8:45am-3:30pm

F-8:45am-1:40pm

Academic Integrity & Use of AI Tools

Brook Hill’s approach to artificial intelligence and academic integrity is grounded in our core values of character, scholarship, and excellence. As a Christian learning community, we believe that how students learn matters as much as what they learn. Our goal is to teach students to use AI tools ethically and thoughtfully—never to shortcut learning, but to support curiosity, understanding, and growth.

Assignments are not simply tasks to be completed; they are opportunities to develop critical thinking, communication skills, and perseverance. The productive struggle involved in reading, writing, problem-solving, and revision strengthens the brain and helps shape lifelong learners. Academic integrity means engaging in that process honestly and fully. When students use AI or other tools to bypass the work of learning, they may complete a task, but they miss the deeper growth the assignment was intended to produce.

Academic Integrity Expectations

All academic work submitted by students must reflect their own thinking, effort, and understanding. Using Artificial Intelligence (AI) tools such as ChatGPT, Gemini, or other generative technologies is only permitted when explicitly allowed by a teacher and must be used within the limits given for that assignment.

Using AI, grammar correction software, or translation tools to generate or alter academic work without proper disclosure is a violation of academic integrity.

AI Usage Framework: Integrity-Guided Application

At Brook Hill, we adopt a framework to help students make wise, integrity-centered choices about how and when to use AI. Rather than viewing AI use as inherently good or bad, we frame it as a tool whose ethical use depends on context, purpose, and transparency. The goal of this framework is to guide students toward thoughtful use of technology that supports—not shortcuts—the learning process.

AI Use Must Be:

- **Purposeful** — Supporting learning, not bypassing it
- **Transparent** — Clearly acknowledged and cited
- **Permitted** — In alignment with the teacher’s assignment expectations

Categories of Use

1. Approved Use (with proper disclosure)

AI may be used with teacher approval for tasks such as:

- Brainstorming ideas
- Practicing problem-solving
- Receiving feedback on writing mechanics (grammar, punctuation)

- Reviewing or summarizing general information

Disclosure is required. For example: “Used ChatGPT to generate brainstorming questions.”

2. Limited Use (case-by-case basis, only when explicitly allowed by the teacher)

Examples include:

- Asking AI to rephrase or revise a paragraph
- Receiving help with structure or organization
- Using grammar software to improve clarity at the sentence or paragraph level

When in doubt, students must ask for permission and be prepared to explain how they used the tool.

3. Prohibited Use

Any use of AI that undermines learning or misrepresents student work is not allowed. This includes:

- Having AI generate any portion of the final product
- Using AI to answer assessment questions (quizzes, tests)
- Submitting AI-generated work as original without disclosure
- Using AI to fabricate information or citations

Violations of these expectations will be handled as breaches of academic integrity.

Assessing AI Use and Supporting Transparency

Whenever a student uses AI, grammar correction software (such as Grammarly or QuillBot), or translation tools (such as Google Translate or DeepL), they are required to disclose it in writing. This can be done in a comment, footnote, or short note at the end of the assignment. Examples:

- “Used Grammarly to check punctuation.”
- “Used Google Translate to look up Spanish vocabulary.”
- “Used ChatGPT to brainstorm three essay topics.”

Failure to disclose the use of these tools will be treated as a violation of academic integrity.

Teachers may assess suspected AI usage through a combination of written analysis, oral questioning, and review of version history. If there are concerns that a student’s work was produced by AI, the teacher may request:

- A conversation with the student to verify understanding and authorship
- Submission of AI chat logs if a tool like ChatGPT was used
- Review of the file’s version history to examine the development of the student’s writing over time

Students are encouraged to download and save their AI chat log whenever they use an AI tool for academic purposes. Providing this log can help teachers better understand the scope of usage and offer feedback on how AI is being used appropriately or inappropriately.

To support academic integrity and demonstrate the learning process, students should compose assignments in Microsoft Word with version history turned on. This ensures students can demonstrate how their work was developed and protects the integrity of their academic effort.

Teacher Guidance and Accountability

Each teacher will communicate their expectations regarding the use of AI and other tools for their course. These expectations may vary by assignment. Students are responsible for following the guidelines provided. Teachers may also require in-class work, oral presentations, or other assessments to confirm that a student's submitted work reflects their own understanding.

Consequences for Misuse

Using AI or any digital tool in a way that violates this policy or a teacher's specific instructions will result in consequences consistent with academic dishonesty. Consequences will be determined intentionally, based on the nature and details of each incident. The Dean of Students and the Upper School Principal will make the final determination of an appropriate consequence. Even a first-time offense may result in a higher-level consequence if the situation warrants it.

These consequences may include:

- A zero on the assignment
- Re-doing the assignment under supervision
- Notification of parents or guardians
- Saturday school, suspension, academic probation or further disciplinary action for violations

Ongoing Review

Because AI and related technologies are evolving rapidly, Brook Hill's approach to academic integrity will be reviewed and updated periodically as needed. As we prepare students to lead with wisdom in a changing world, we remain committed to equipping them with both the tools and the character to use them responsibly.

Discipline Policy

Please see discipline policy in general information.

Attendance

Arrival and Dismissal

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

1. Upper School students may not be dropped off prior to 7:30 a.m. Brook Hill is not liable for students who arrive on campus before school hours.

2. 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 Upper School Office. Students are responsible for missed work when leaving early.
3. 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.
4. 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.
5. Students skipping classes/activities will face disciplinary action. Any missed classwork due to skipping may result in a zero, including tests, quizzes, and labs.
6. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse will contact the parent to determine if it is necessary for the student to go home early.
7. Please note the section below entitled "Pre- Approved Absences" for guidelines that govern students requesting college days. "College Visit Approved Absence" request forms are available in the Upper School Office.

Tardies

Students are expected to be on time for each class. 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.

Tardiness Policy:

3 Tardies - Recorded as 1 absence + Monday morning detention.

6 Tardies - Recorded as 2 absences + Friday detention and RGC meeting.

9 Tardies - Recorded as 3 absences + RGC meeting/ISS with potential denial of re-enrollment for the following school term.

Arriving more than 15 minutes late is unexcused (unless there is an extenuating circumstance determined at the discretion of administration). Parents are responsible for checking Veracross to monitor their students' trades. Students will begin each semester with zero tardies in each class.

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 Veracross. Please call 903-894-5000 or email usattendance@brookhill.org by 9:00 am on the day of the absence.

2. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
3. 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.
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 affected course. As a result, a student may not miss any class more than ten (10) times a semester. Parents will be notified after a student reaches five absences in any one of his/her classes. An attendance review committee will review any absences over ten in any class per semester to determine whether the student will be able to obtain credit for the course. The total of ten includes both excused and unexcused absences. Missing class for a BH field trip or as a competitor in a BH athletic event does not count toward the total of ten. Also, the three college days for juniors and seniors are not counted toward the total of ten pending pre- approval.
5. Please see section on work missed due to Absence.

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 parents.

These absences do not count in the total for exam exemptions absences.

1. 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.**
2. 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.**
3. Death in the immediate family.
4. An illness that includes a fever above 99.4 degrees with associated symptoms of illness such as vomiting, diarrhea, drainage, cough, or congestion.
5. A migraine headache if the school has on file a note from the doctor documenting that the student has a history of migraines.
6. 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.**
7. Pre-approved absences (includes college visits for juniors and seniors only)
8. Getting your driver's license/permit
9. 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:

1. Not feeling well; cold; allergies; headache; or minor illness that does not include a fever with related stomach issues, drainage, cough, or congestion
2. Fatigue
3. Family trip
4. 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 exam exemptions** absences. Students are allowed three pre-approved absences only if in good academic standing. Junior and seniors are allowed three pre-approved absences for college visits, if in good standing. 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 have more than 10 unexcused and / or excused absences of a particular class within a semester. 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 classes in any one period with unexcused and /or excused absences the student may not receive credit for the course.

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.

The eligibility policy for The Brook Hill School requires three grade checks per semester:

End of week 9, End of week 14, End of semester/week 18

1. At the **end of week 9**, a grade check will be taken of all students to determine Academic Concern and eligibility. Students with a class average below 70 (this includes both on-campus classes and EDMENTUM courses) are placed on Academic Concern. Academic Concern at the end of week 9 is defined below:

- a. At the end of the 9-week grading period, any student with an average below 70 in **one or more** classes will attend a scheduled meeting with an Academic Counselor for individualized academic planning. Items for discussion will include WIN attendance, time management, progress tracking, and follow-up meetings.
 - b. At the end of the 9-week grading period, any student with an average below 70 in **one or more** classes is required to report to that class/teacher for WIN (What I Need) time. If the student is failing more than one class, WIN time will be divided between the courses the student is failing. (WIN meets Tuesday, Wednesday, Thursday, and Friday of each school week.)
 - c. Once a student is placed on Academic Concern, the student will remain on Academic Concern from the beginning of week 10 until the end of week 14.
2. At the **end of week 9**, any student with an average below 70 in two or more classes (including any Edmentum courses a student may be taking) will become ineligible to participate in extracurricular competitions/contests for two weeks.
 - b. At the end of two weeks, any ineligible student with an average below 70 in two or more classes will remain ineligible to participate in extra-curricular competitions/contests for an additional two-week period.
 - c. This process will continue until the student regains eligibility or until the end of the semester.
3. At the **end of week 14**, a grade check will be taken of all students to determine Academic Concern. Any student with an average below 70 in **one or more** classes (including online courses) will be placed on Academic Concern. Academic Concern at the end of week 14 is defined below:
 - a. At the end of week 14, any student with an average below 70 in one or more classes will attend a scheduled meeting with an Academic Counselor for individualized academic planning. Items for discussion will include WIN attendance, time management, progress tracking, and follow-up meetings.
 - b. At the end of week 14, any student with an average below 70 in one or more classes is required to report to that class/teacher for WIN (What I Need) time. If the student is failing more than one class, WIN time will be divided between the courses the student is failing. (WIN meets Monday, Tuesday, Thursday, and Friday of each school week.)
 - c. Once a student is placed on Academic Concern, the student will remain on Academic Concern from the beginning of week 15 until the end of the semester.
4. At the **end of semester one**, any student with an average below 70 in **two or more** classes will become ineligible to participate in extracurricular competitions/contests for a period of two weeks beginning the first week of the second semester.
5. All students are eligible to participate in extracurricular competitions/contests during Thanksgiving Break, Christmas Break and Spring Break.
6. 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).

Official Eligibility Check Dates for 2026-2027:

Grades run for eligibility at 8:00am:

October 9 (end of week 9)

Ineligible two-week check (October 23)

November 14 (end of week 14)

December 16(end of semester)

Ineligible two-week check (January 22)

March 5 (end of week 9)

Ineligible two-week check (March26)

April 3 (end of week 14)

May 19(end of semester)

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.

Student Life

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 Upper School

Office, and if all grades are at least 76, privileges will be restored. This includes any courses taken through Edmentum concurrently with semester classes.

1. Seniors may leave campus or return to the boarding house during US lunch or during a 7th period off block only 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 or any off block besides 7th period.
 - c. Seniors will sign-in and out at the front desk in Lauderdale whenever they leave campus during school hours.
3. During off blocks seniors are to remain in the lounges, the senior patio, the coffee shop or in the quad.
4. Seniors may only be in the ARC room during open blocks if they are receiving academic assistance.
5. Seniors may wear college t-shirts as Friday dress during the 4th nine-weeks semester only.

Lockers

9th grade students will be issued lockers at the beginning of the school year. 10th-12th grade can request a locker from the US Office.

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 the 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 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 lockers, they will be picked up by administration.

Meals

Lunch

Lunch service is included in tuition and fees for grades 6-12. Meals are to be eaten in the Commons or the Quad only.

Breakfast

Breakfast will be available for day students to purchase in the Commons from 7:15am-8:40am. The cost for breakfast will be \$6.95. Parents will be able to add money to student meal accounts called Lunchtime for breakfast use only.

Community Service

Following the teachings of Christ on serving others (Matthew 25:31–46; Mark 10:45), The Brook Hill School requires each student to complete **20 hours of community service annually**. Our desire is that every Brook Hill student develops a lifelong habit of serving others with humility, compassion, and generosity.

What counts as Community Service?

Community service is voluntary, unpaid work that intentionally benefits individuals, organizations, or communities outside of a student's normal personal or family responsibilities. Meaningful service addresses a genuine need and is performed without expectation of compensation or personal gain. Community service should primarily benefit people or organizations with whom the student has no obligation to serve.

Examples of qualifying service include:

- Serving through churches, ministries, or nonprofit organizations
- Participating in organized community outreach projects
- Volunteering with schools, hospitals, food banks, nursing homes, or similar organizations
- Participating in Brook Hill-sponsored service opportunities

The following generally do not qualify as community service:

- Paid work or any activity for which a student receives compensation
- Babysitting, pet sitting, yard work, or similar tasks performed for family, friends, or neighbors
- Routine responsibilities for a student's own family or household
- Service completed as part of a graded academic course
- Students who are unsure whether an activity qualifies should seek approval from the Upper School Office before completing the service.

All community service hours must be submitted through the Mobile Serve app.

The Brook Hill School reserves the right to determine whether submitted hours meet the school's community service requirements.

Community Service Recognition

Students who demonstrate an exceptional commitment to serving others will be recognized at graduation with the following honors:

Beneficium – Awarded to the student with the highest cumulative number of community service hours; recognized with an orange and white cord.

Ministerium – Awarded to students who average 40 or more service hours per year while enrolled at Brook Hill; recognized with an orange cord.

Officium – Awarded to students who average 30 or more service hours per year while enrolled at Brook Hill; recognized with a white cord.

Uniform and Appearance Guidelines

Brook Hill's dress code is implemented through the school's uniform program. Students are expected to arrive on campus in compliance with the dress code. The administration reserves the right to determine whether a student's attire or appearance complies with the dress code and may require changes when necessary. All uniform items must be purchased from Brook Hill's approved uniform vendors: Land's End and The Guard Shop.

Daily Attire

Girls' Daily Attire

- Khaki, navy, or plaid uniform skirt/skort; khaki or navy uniform pants/shorts; navy polo dress
- Solid navy, white, orange, or gray uniform polo shirt
- Closed-toe shoes
- Athletic shorts are always worn under skirts

Boys' Daily Attire

- Khaki or navy uniform pants/shorts (button/zipper style)
- Solid navy, white, orange, or gray uniform polo shirt (tucked in)
- Brown, black, or navy belt
- Closed-toe shoes

Chapel Attire

Girls' Chapel Attire

- Khaki, navy, or plaid uniform skirt
- White uniform blouse (tucked in)

- Closed-toe shoes, solid white or navy socks

Boys' Chapel Attire

- Navy or khaki uniform pants
- Uniform white oxford shirt (tucked in)
- BH uniform tie
- Brown, black, or navy belt
- Closed-toe shoes, solid white or navy socks

Chapel Guidelines

- Navy, white, or gray uniform sweater, sweater vest, cardigan, or quarter-zip may be worn over the chapel shirt.
- No other outerwear, hoodies, crewneck sweatshirts, or sweatshirts may be worn on Chapel Day.

Friday Dress

Girls' Friday Dress:

- Jeans, uniform pants, uniform shorts, or uniform skirts
- BH t-shirts/spirit shirts or uniform polo
- Closed-toe shoes

Boys' Friday Dress:

- Jeans, uniform pants, uniform shorts
- BH t-shirts/spirit shirts or uniform polo
- Closed-toe shoes

Dress Code Guidelines for All Students:

- Shorts and skirts must be mid-thigh or longer.
- Girls must wear athletic shorts under skirts and skorts.
- Pants and shorts must be worn at or above the hips.
- Khaki uniform items must match the approved Brook Hill uniform color.
- Only Brook Hill outerwear (jackets, hoodies, sweatshirts, quarter-zips, etc.) may be worn during the school day.
- Only solid white undershirts or camisoles without writing may be worn beneath white uniform shirts or chapel tops.
- Solid white or navy leggings or tights may be worn under uniform skirts.
- Closed-toe shoes are required during the school day.
- **During cold weather:** Winter coats may be worn outdoors during cold weather but must be removed once inside school buildings. Girls may wear navy or white leggings/tights under skirts.

The following items are not permitted:

- Sandals, flip-flops, Crocs, slippers, moccasin-style footwear, UGG slides, or shoes with wheels
- Sweatpants, joggers, pajama pants, leggings worn as pants, jeggings, tennis skirts, and athletic shorts (except those worn underneath skirts)
- Jeans with rips, tears, holes, or frayed edges
- Clothing that is excessively tight or otherwise deemed inappropriate by the administration
- Hats may not be worn during the school day.

Appearance Guidelines:

- Abnormal or extreme hairstyles as determined by the administration are not permitted.
- Students may be asked to cover tattoos if they are visible.
- Hair may be highlighted or colored provided it remains a natural color.
- Appropriate attire is expected at all Brook Hill dances. Specific dress guidelines may be communicated before each event.
- Students representing Brook Hill at before-school, after-school, or school-sponsored events are not required to wear uniforms unless specified, but their attire should reflect the standards and expectations of the Brook Hill community.

Girls

- Jewelry should be modest and not excessive or distracting.
- No facial or visible body piercings other than earrings.

Boys

- Hair must be neat, clean, and kept out of the student's eyes. Hair may not extend below the eyebrows or past the shoulders and may be tied back to meet these requirements.
- Students must be clean-shaven. Facial hair is not permitted; sideburns may not extend below the earlobe.
- Earrings and other visible body piercings are not permitted.

Dress Code Violations

Students who are out of dress code will be required to correct the violation before returning to class. Repeated or intentional dress code violations may result in disciplinary action as outlined in the Discipline Policy.

