



Parent Student  
**HANDBOOK**

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## INTRODUCTION

### MISSION STATEMENT

The mission of Brevard Christian School is to excel at educating students academically, spiritually, socially and physically to become capable, committed adults through an evangelical Christian faith.

### HISTORY

Brevard Christian School was started in 1968 as a ministry of Bethany Baptist Church, West Melbourne, FL. The school, at one time, was operated under the Accelerated Christian Education approach, but has used a traditional school format since 1981.

Brevard Christian School is owned and operated by Bethany Baptist Church of West Melbourne, Florida. Thus, it is designed as a private church school. Brevard Christian School practices open enrollment to all students in the surrounding area.

### STATEMENT OF FAITH

1. We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Peter 1:21; Psalm 12:6, 7).
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (1 John 5:7).
3. We believe in the deity of our Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory (John 1:1, Matthew 1:18, 2 Cor. 5:21, John 2, Col. 1:20, Acts 1:9, Rom. 8:34, Acts 1:1).
4. We believe that salvation is "by grace." The conditions to salvation are repentance and faith (Eph. 2:8, 9).
5. We believe that humanity is justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Rom. 5:1).
6. We believe in the resurrection of life, and those that are lost unto the resurrection of damnation (Rev. 20:6, Rev. 20:11, 12).
7. We believe in the ministry of the local church as God's established instrument of carrying out the Great Commission (Matt. 28:18-20).

### STATEMENT OF NONDISCRIMINATION

Brevard Christian 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 the administration of admissions policies, educational policies, or athletics and other school-administered programs.

### EDUCATIONAL PHILOSOPHY AND OBJECTIVES

#### Philosophy of Christian Education

Brevard Christian School is a ministry of Bethany Baptist whose mission centers on an unwavering commitment to the grace of our God, the authority of the Bible and the preeminence of Christ in all things. Our doctrinal position, which all staff members of the school community uphold, is articulated in the Statement of Faith.

Brevard Christian School embraces a transformation model in that we recognize each child as made in the image of God, with worth and purpose beyond imagination, yet is born separated from God. Our vision is that students will come to know God, understand who they are in Christ, and transform society for His glory.

Brevard Christian School recognizes and values “the whole child,” and it is our mission to offer children a Christ-centered environment where they are educated spiritually, intellectually, socially, and physically to transform their world for Christ. As such, Brevard Christian School is committed to being a vibrant community of faith and learning.

### Educational Objectives

The educational process in a Christian school is dependent on a biblical philosophy, which provides the right worldview and essential truths for life so that students may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the educational objectives of Brevard Christian School are as follows which are based on the understanding that the Bible is our sole rule of faith and practice:

1. Concerning spiritual and moral development, students of Brevard Christian School:
  - a. Understand that the Holy Scriptures, including its basic doctrines and precepts, is God’s revelation of Himself and is His intended standard for faith and living;
  - b. Understand that personally accepting salvation by grace through faith in Jesus Christ is the means of being right with God;
  - c. Understand the Lordship of Christ, pursue intimacy with God, and demonstrate love for God by obedience to His commandments;
  - d. Exhibit ethical and moral application of a biblical worldview in all areas of personal life as well as national and global concerns;
  - e. Understand that all people are uniquely created in the image and likeness of God and possess the potential to develop their personhood and affect their family, church, and world for Christ; and
  - f. Embrace biblical excellence in the pursuit of education as a means of being a good steward of the gifts that God has given them.
2. Concerning academic/intellectual development, students of Brevard Christian School:
  - a. Commit to developing their God-given intellectual potential through all areas of study;
  - b. Pursue knowledge as a means of knowing and understanding God more fully;
  - c. Possess a comprehensive command of communication skills including reading, writing, speaking, and listening;
  - d. Demonstrate critical-thinking skills in research, logic, and problem solving;
  - e. Demonstrate the ability to perceive and cope with ambiguity and opposing viewpoints;
  - f. Integrate an appreciation of God’s creation with a sense of ethical and moral stewardship of both the environment and human culture;
  - g. Understand that biblically-based education includes development of the physical and aesthetic part of individuals as well as the academic part; and
  - h. Pursue godly wisdom and discernment in applying knowledge to life situations.
3. Concerning personal and social development, students of Brevard Christian School:
  - a. Understand that they are made by God in His own image, are unique in personality and potential;

### **Communication**

Communication between teacher and parent is vital for your child’s academic progress. Always check for news posted in your child’s classroom or bulletin board at the front entrance. Friday folders are also a communication tool so please check them and return on the following school day.

Our teachers arrive by 8 am to prepare for the day, and it is difficult to speak with parents about progress in the morning when children are arriving. If you need to speak with the teacher please set up a time that is convenient for both teacher and parent.

**Volunteer Hours** (see p. 10 in the main section of Handbook)

### **Summer Camp**

Brevard Christian Preschool offers a camp each summer for the students currently enrolled in school, then to children who are not enrolled in the school. Summer camp usually begins the week following the end of regular classes and ends the week prior to school starting in the fall. Summer camp tuition is not included in the regular tuition schedule.

### **Confidentiality/Release of Information**

Brevard Christian Preschool will respect the confidential nature of child and personnel records. Brevard Christian Staff is not permitted to discuss with parents, issues relating to other children or parents. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless parent(s) of child have granted written permission for disclosure, except for in the case of child abuse, which is required by law to be reported.

### **Parent Support**

It is expected that parents/guardians of students will support the policies of BCS. If there is a continual unwillingness to support the school in such a way that the student’s class, or school’s success and ability to educate the students involved is hindered, that parent will be required to withdraw their student(s) from BCS.

Shirts: Polos: White, Light Blue, Gray and Orange with Brevard Christian School Embroidered on it from Sir Walters Uniforms.

T-shirts are available and can be purchased only through Sir Walters with the BCS Logo or other approved services.

Pants, Capri's, or Shorts: Navy or Khaki colored docker style.

Skorts and dresses are available for girls through Sir Walters Uniforms.

Outerwear: Sweaters and Sweatshirts must have Brevard Christian School embroidered on it from Sir Walters Uniforms.

### **Hair Policy**

#### **Girls Hair**

- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.

#### **Boys hair**

- Must be neatly cut and short enough not to be shaggy or bushy.
- Hair must be well groomed.
- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Hair should be above the eyebrows, above the collar and not past the bottom of the ear.

### **Chapel**

Each week children as well as teachers participate in a chapel service. Chapels are lead by a teacher or the director. Children participate in age-appropriate Praise and Worship as well as a story or message.

### **Grievance Policy**

It is understood that problems/concerns cannot be solved unless the issue is brought to the attention of the teacher and if necessary the director.

If at any time a parent has an issue, the following steps should be taken:

1. The parent will make the classroom teacher aware of the situation. Plan with the teacher a solution to the problem.
2. If the situation is not resolved, the parent will make the preschool director aware of the problem. The director will work together with the parent and teacher to find a solution.
3. If the situation is still not resolved, the parent may speak with the administrator of Brevard Christian School.

### **Toys or other Items from Home**

Brevard Christian Preschool is a school. We offer a wide variety of educational toys and activities that children are involved in throughout the day. Therefore, please do not send toys from home with your child. Toys can be easily lost and/or broken. The only exception is on special days such as "Show & Tell" in which each teacher will notify their class of these days. Brevard Christian Preschool is not responsible for lost or broken toys.

- a. Honor Christ by respecting the unique worth of others;
- b. Internalize a biblical concept of the roles of society, marriage, home and church;
- c. Embrace a strong work ethic and derive satisfaction from progressive achievement;
- d. Recognize Jesus Christ as the model for spiritual, emotional, social, and academic development; and
- e. Continue to model a servant spirit by seeking opportunities for service in the home, church, and community.

### *ACCREDITATION*

Brevard Christian School is accredited through the Florida Association of Christian Colleges and Schools (FACCS). The Florida Association of Christian Colleges and Schools' contact information is: P.O. Box 10009, Tallahassee, FL 32302; by phone at (850) 422-0065; or by the Internet at [www.faccs.org](http://www.faccs.org).

### *CONTACT INFORMATION*

Brevard Christian School 1100 W. Dorchester Ave. W. Melbourne, FL 32904	Brevard Christian Preschool 3300 Lakewood Dr. W. Melbourne, FL 32904
Main Campus:	(321) 727-2038
Preschool Campus:	(321) 726-8165
School Fax:	(321) 729-4212
Web Address:	<a href="http://www.brevardchristianschool.com">www.brevardchristianschool.com</a>

	Office Extension	email address
Administrator's Office (210)		<a href="mailto:ric@brevardchristianschool.com">ric@brevardchristianschool.com</a>
Admissions Office (211)		<a href="mailto:Stephanie@brevardchristianschool.com">Stephanie@brevardchristianschool.com</a>
Athletic Department (214)		<a href="mailto:eric.lantrip@brevardchristianschool.com">eric.lantrip@brevardchristianschool.com</a>
Attendance (208)		<a href="mailto:Stephanie@brevardchristianschool.com">Stephanie@brevardchristianschool.com</a>
Finance Office (212)		<a href="mailto:richanda@brevardchristianschool.com">richanda@brevardchristianschool.com</a>
Secondary Office (209)		<a href="mailto:Clarence@brevardchristianschool.com">Clarence@brevardchristianschool.com</a>
Preschool Department		<a href="mailto:rita@brevardchristianschool.com">rita@brevardchristianschool.com</a>

**Note: The school administration reserves the right to interpret and execute all school policies and to address any other issues that may have an impact on the school community.**

### **ENROLLMENT**

#### *ADMISSION POLICY*

- Students are admitted on the basis of available space, their character, scholastic record, without regard to race, color, national or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school.
- Only those children whom we feel will adjust to our particular program, and whose parents agree to cooperate fully with the teachers and administration will be admitted.
- Students are evaluated for academic readiness to enter Brevard Christian School. After successful completion of admission screening, the principal/administrator will give approval or denial for the enrollment process to continue.
- Each student applicant must be interviewed by the Guidance Counselor or other administrative personnel with at least one parent or guardian present.

- Brevard Christian School requires that all parents/guardians read the student handbook and sign the Covenant Agreement. The Agreement is to be returned by the third day of school. No registration will be complete nor a student considered enrolled until this signed and dated document is on file in the administration office. Also, Secondary Students are required to sign the STUDENT AGREEMENT OF CONDUCT, which will be distributed and explained during the initial interview.
- The completed enrollment forms for new students must be returned to the administration office along with copies of 1) your child's immunization records (including dates), 2) a physical, and 3) a birth certificate. **Note: Children entering K-5 must be five years of age ON OR BEFORE September 1.**
- The registration fees are due at the time of enrollment. The school monthly payment plan begins July.
- Parents will be notified of their student's acceptance. That acceptance normally occurs with a final interview with the appropriate administrator/principal which would clarify any conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.
- The same policies are in effect for students participating in the VPK or Children's First programs.
- No student will be admitted who smokes or uses tobacco in any form, uses drugs or alcohol, or has a criminal record. Students expelled from another school that school year are rarely admitted. If so, admittance is determined by the administration. If the interviewer feels a student has proven to be drug-free and has successfully completed a certified drug rehabilitation program, he/she may be considered a candidate for admission.

**NOTE:** Registration is not complete until all fees are paid (including past due accounts from the previous year), testing is completed, and the Covenant Agreement is signed.

#### *ENROLLMENT PROCEDURES*

Enrollment for school will be finalized upon completion of the following:

1. A completed Student and Family Application form.
2. A Financial Agreement signed by parents and/or guardians and a representative of Brevard Christian School.
3. Student Agreement of Conduct signed by the student and both parents and/or guardians (Grades 7-12).
4. Parents'/Guardian Statement of Support signed by both parents and/or guardians.
5. A Liability Release Form signed by both parents and/or guardians.
6. Medical Information Form.
7. Records Release Form (New Students only).
8. Full payment of Registration Fee.
9. Submit to a drug and alcohol screening (See NOTE).
10. Show sufficient competency in Math and Reading.
11. Meet with a member of the Administration.

**NOTE:** All students, both enrolling for the first time or re-enrolling in grades 7-12, will be required to undergo a drug screening by either his or her personal physician or at one of the local hospitals. This screening will be at the cost of the parents and/or guardians of the student and will be performed within three (3) days of enrollment of the student. In past years, BCS has been able to contract with a local provider to come one day to the school for this drug testing. Students will be notified if such an arrangement is made for the current year.

An incident report will be sent home when a child is involved in an act that injures another child or has uncontrollable behavior that requires parental attention.

#### **Restroom procedures**

Children who attend BCPS are required to be toilet trained and are given ample opportunities to use the restroom throughout the day. If in the event that your child has an accident, your child will be able to change out of their soiled clothing. Teachers are required to use gloves when helping children change from soiled clothing. If your child does not have extra clothes at school you will be called to pick your child up or bring clothes to the school.

#### **Biting Policy**

Biting is not uncommon for children under the age of three. Teachers at BCPS work diligently to help prevent biting from occurring, but on occasion it can happen. If a child bites, an incident report will be sent home. If biting continues, the child's parent will be notified and the child may be sent home. Children who bite others and break the skin will automatically be sent home. If the biting is a constant problem, further action, including dismissal, may be taken.

#### **Discipline Policy**

We at Brevard Christian School teach the children to follow the biblical principle found in Luke 6:31 of treating others as you would want to be treated. Following this principle will help children to interact with each other in a positive, caring way.

Each of our teachers has a classroom management plan that reinforces positive behavior. Positive behavior is rewarded utilizing praise sticks, stickers, awards, etc. There may be times when a child needs to be disciplined for his or her behavior. This means that a child may receive a tally, get their name on the board, sit in time out, or be removed from the situation. Disobedience is usually taken care of in the classroom.

If a problem continues, the teacher will take the child to speak with the director. If the behavior continues once the child is returned to the classroom, the teacher will notify parent regarding behavior. The parent and teacher will work together to set up a behavior management plan for the child.

Children who are physical with a staff member (i.e. hit, kick, or bite etc.) will automatically be sent home. If inappropriate behavior continues, the child will be dismissed from BCPS.

BCPS does not practice corporal punishment.

**Health & Sickness Policy** (*see p. 8 Well Child Policy in the main section of Handbook*)

#### **School Calendar**

Brevard Christian Preschool follows the academic calendar of Brevard Christian School. Dates and activities are subject to change.

**Weather Emergencies** (*see p. 14 School Closing in the main section of Handbook*)

#### **Dress Code**

Earrings: Girls – Only to be worn in ears.  
Boys – No earrings allowed.

Shoes: Shoes must be worn at all times. Athletic or canvas type are acceptable for the classroom. Shower thongs and open-toed or open-healed shoes are not permitted.

## **What is the Safety Restraint Law?**

All children 5 years of age or younger must be properly restrained no matter where they are sitting in the vehicle. Children through age 3 must be secured in a separate carrier or a vehicle manufacturer's integrated child safety seat. For children aged 4 through 5 years, a separate carrier, an integrated child safety seat, or a safety belt may be used. (FL Statute 316.613).

## **Tardiness**

The official start time for school is 8:30 am. This means that a child must be in his/her class before 8:30 am. Children who are not in the classroom by 8:30 am will be considered tardy.

Five tardies will be considered an absence which will be recorded on your child's permanent record.

Tardies can be waived with a doctor or dentist note.

Fifteen tardies during one semester is considered excessive. Excessive tardiness may cause a student to be put on probation and eventually be dismissed from BCPS.

Students enrolled in the VPK program must meet the mandatory attendance requirements to remain in the program.

## **Withdrawal or Dismissal**

We hope that the decision to enroll your child in Brevard Christian Preschool will be one that is best for your child academically, spiritually, emotionally, and socially. In the event that you must withdraw your child from Brevard Christian School, you must first make the Director aware of your situation. You will then have to make an appointment with the Financial Officer on the main school campus to officially withdraw your child from the school. By not withdrawing your child, you are subject to tuition costs as per signed contract.

## **Curriculum**

Brevard Christian Preschool utilizes a Christian curriculum. The purpose is to train them in Biblical principles as well as character education, language, numbers, and phonics.

## **Medications**

Prescription and non prescription medication can be given to your child, only in the event of the following:

1. A medicine form is filled out which states child's name, dosage, and time medicine should be administered; and
2. Medicine is brought to the school in the original container.

Written authorization is required for Brevard Christian to dispense non prescription medications (i.e. Tylenol or topical medications). This authorization can be given on the application for enrollment form.

## **Accidents/Incidents**

An accident report will be sent out when children get hurt. We will keep a copy of the report in your child's file as well as send a copy home. Basic first aid will be given to your child if needed.

## *RE-ENROLLMENT PROCEDURES*

Students reenrolling in the school must complete steps 1-6, 8-9 (as age appropriate), along with making sure all required immunizations are up-to-date.

Students entering 7<sup>th</sup> grade must complete the Hepatitis B vaccine series.

BCS reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school. In addition, no student may be re-admitted unless all financial obligations have been met from the previous school year without written authorization from the administrator.

## *TRANSFER STUDENTS*

Testing may be required of students transferring to Brevard Christian School. If the student tests deficient in any portion of Brevard Christian School's curriculum, he/she will be required to take the equivalent Brevard Christian School course, even if he/she has taken a similar named course of study in his/her school.

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Release of official records requires written permission from the parent/guardian. (See Financial Policy & Procedures for financial information p. ##)

## *NEW STUDENT PROBATION*

### Academic Probation

Students are placed on academic probation for four and one-half weeks. During this time, students will be evaluated on the basis of their academic achievement and development. No later than the end of the probationary period, the teacher, and the administration will meet to evaluate the student's progress. At this time, one of the following decisions will be rendered:

1. The student will be taken off probation and will be instated to full status as a regular member of the student body.
2. An extension of four and one-half weeks will be added to the probation period, for the purpose of further evaluation. At the end of the Nine-Week grading period, a final decision will be made as to whether or not the student will be retained in school.
3. The parents will be asked to withdraw the student from school.

### Behavioral Probation

New students will be placed on behavioral probation for the first four and one-half weeks. Each student will be evaluated based on their conduct, attitude, and spiritual development. No later than the end of the probationary period the administration will evaluate the student's progress. At this time, one of the following decisions will be rendered:

1. The student will be taken off probation and will be instated to full status as a regular member of the student body.
2. An extension of four and one-half weeks will be added to the probation period, for the purpose of further evaluation. At the end of the first Nine-Week grading period, a final decision will be made as to whether or not the student will be retained in school.
3. The parents will be asked to withdraw the student from school.

## *FINANCIAL POLICY AND PROCEDURES*

### Tuition/Fees

The administration of Brevard Christian School publishes new rates including payment plans on a Financial Information Sheet that is released in the second semester for the following school year.

Students who transfer in after the school year has started will be charged beginning the month they enter BCS. Students entering after the 15<sup>th</sup> of the month will be charged ½ of the monthly tuition and will be responsible for the remaining monthly tuition through the school year.

Student accounts must be current before entering classes.

### Payment Options

We have three payment options:

- Option 1: Full tuition payment due by August 1<sup>st</sup>  
Families paying the entire tuition receive \$100 off the tuition. Children's First and VPK students excluded.
- Option 2: Tuition payment by Semester  
Families pay the first semester's tuition by August 1 and the second semester tuition by January 1. Each semester \$50.00 is taken off the tuition payment for paying by semester. If payment is not received by January 1, the discount is not given and the family must sign up on the monthly option plan. Children's First and VPK students excluded.
- Option 3: 11 monthly payments due the 1<sup>st</sup> of each month  
FACTS PAYMENTS: Families setting up their monthly payment plan may do so through our association with the FACTS Management Company. This is an on-line payment plan that electronically deducts monthly payments. The FACTS annual enrollment of \$41 is due with the first payment.  
PERSONAL CHECK/DEBIT/CREDIT CARD PAYMENTS THROUGH THE OFFICE:  
Families may pay using MasterCard, Visa or Discover on a monthly basis through the school office.

### Refunds Due to Withdrawal:

**Note: Application and Registration fees are NOT refundable.**

Tuition is due for the month the student is withdrawn. Brevard Christian School does not prorate by the day of the month. A refund will be given for families who have paid ahead whether through Option 1 or 2 listed above.

### Withdrawals And/Or Dismissals:

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid in full. Grades or records are not released on the same day a student withdraws.

Parents must have completed all withdrawal papers and paid all fees and tuition payments due, in order for the school records to be sent to the receiving school. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open may incur additional tuition fees until withdrawal papers are returned to the administration office.

### Late Charges:

All payments for tuition, extended care, or any other charges paid through the school will be due on the first day of each month. A late fee of \$25.00 will be added to any account with a balance due after the 10<sup>th</sup> of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be sent out on the 15<sup>th</sup> of each month.

If, on the first day of the next month, the previous month's tuition is still outstanding, the parents will be notified that they are subject to withdrawing their student(s) from school.

## **Financial Policy and Procedures** (see p. 6 in the main section of Handbook)

### **Items children need to bring**

School Supplies - list provided

A change of clothes in a marked bag

If napping:

Mat with an impermeable surface (at least 1" thick)

Small Blanket in a large sealed plastic bag

Afternoon Snack

### **Lunches**

Brevard Christian Preschool does not offer hot meals for the students. Children are asked to pack their lunch. Please utilize cold packs to keep lunches cold.

A thermos can be used to keep food warm. Please no microwave items.

### **Before and After Care**

Brevard Christian Preschool offers Before and After Care services for our families. Before Care hours are from 6:30 a.m. – 8:00 a.m. After Care hours will end at 5:30 p.m. You may sign up for this care through the selection of your tuition package or you may pay \$2.25/half hour which is billed monthly.

### **Hours of Operation**

Brevard Christian Preschool is open from 6:30 am to 5:30 pm. Please observe closing times closely. Your account will be assessed \$1 for each minute you are late. Students may not return to class until the late fee has been paid.

Class time begins at 8:30 am. It is critical to your child's education to be here on time. Allowing children to walk into classrooms late will cause a disruption to students as well as to the teacher.

### **Arrival and Departure**

Children dropped off between the times of 8:10 am. and 8:30 am. can utilize the circle drive. It is important that parents not park in the circle drive. It is only for dropping off students.

Children who are dropped off in the circle drive will be checked in by the greeter on duty. Otherwise, parents are required to sign their child in and out each day.

### **VPK Dismissal**

VPK dismissal is at 12:00. All children leaving at noon will be brought to the front of the school. You may pull through the circle drive and stop at the front for a teacher to help your child into the car. Each family will receive two Brevard Christian papers with your child's name on it. One paper for the primary person picking up your child and one in case it is needed for another driver. Please place this paper on the dash of your car during the pick up process. This will allow us to know who is allowed to pick up your child in the circle drive. Anyone without your child's paper must come into the school to verify identification. Notify the office immediately if your paper is lost or stolen.

For your child's safety we will follow the Florida safety seat laws. If you do not have a child safety seat in your car and it is required, you will need to park and enter the building to sign your child out.

## Contact Information

### Physical address

Brevard Christian Preschool  
3300 Lakewood Drive  
W. Melbourne, FL 32904

### Telephone number

Pre-School Office: (321) 726.8165  
Finance Office: (321) 727.2038  
School Fax: (321) 729.4212

### Web address

[www.brevardchristianschool.com](http://www.brevardchristianschool.com)

## Enrollment

A pre-enrollment visit is required before admittance. Visiting the school gives you an opportunity to see the program work. It also helps your child to feel more comfortable with the transition into the school.

Children who are currently enrolled in Brevard Christian Preschool will have the opportunity to enroll first prior to open enrollment to the public. After open enrollment begins, it is on a first come first serve basis. Children are placed in classrooms according to their birth date. We follow the September 1<sup>st</sup> age deadline to place children into classrooms.

In order to enroll, children must have:

- An application on file with updated address and phone numbers.
- A copy of their birth certificate
- A Florida Physical
- All release forms signed and returned
- Registration Fees paid in full

## Voluntary Pre-Kindergarten (VPK)

Brevard Christian Preschool participates in the Voluntary Pre-Kindergarten Program (VPK). This program is free to all children four years of age on or prior to September 1<sup>st</sup>.

VPK enrollment procedures:

1. Fill out BCS application
2. Submit all required documents for enrollment (i.e. physical, immunizations, birth certificate)
3. Directions about VPK vouchers and how to receive one from the Early Learning Coalition can be found at [www.vpkflorida.org](http://www.vpkflorida.org).
4. Submit the voucher you receive from the agency to Brevard Christian School.

Children enrolled in VPK are subject to the policies and procedures of Brevard Christian School including attendance, tardies, dress code, and volunteer hours.

Each month you will be responsible to sign an attendance verification form which is required by the VPK program. Your child's teacher will collect the signatures and turn in the documents by the fourth school day following the month's end.

Each VPK student will be assessed within 30 days of entering Kindergarten. The Florida Kindergarten Readiness Screening will be performed by the Early Learning Coalition. This assessment is mandatory and will be done at Brevard Christian School during regular school hours.

## Check Fees and Other Information:

A \$25.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks; cash, credit or debit card, money order, or cashier's check must be used to make further payments.

**Report cards will not be released at the end of a grading period if the student's account is not paid in full.**

The business office does not accept post-dated checks.

Graduating senior accounts must be paid in full 10 days before graduation.

## GENERAL INFORMATION

### SCHOOL COLORS

Blue and Orange

### SCHOOL MASCOT

War Eagle

### SCHOOL OFFICE

All parents are welcome in the school. However, classroom visits should be kept to a minimum. Call the school office to set up an appointment for a classroom visit. Do not go directly to the classroom. If you wish to talk to your child's teacher, arrange for a private conference by calling the office. Please do not detain the teacher from his/her responsibilities immediately before or after school. Teachers are happy to arrange for conferences with parents at convenient times.

Lunches, homework, books, or other items to be delivered to your child may be left in the school office. Although school phones are for school business, the students may use them for contacting their parent or guardian in case of an emergency.

### MEDICATIONS

Florida State Law does not allow school personnel to administer medicine without explicit written instructions from the parent or guardian. All medications must be kept in and administered by the School Office.

Students are not permitted to have prescription medication, non-prescription medication (including cough drops), or vitamins in their possession unless the parent or guardian has completed the appropriate Prescription Administration Form and is administered from the school office.

Acetaminophen (generic Tylenol) may be given to students who have a fever of 100 degrees or above, if the Acetaminophen (generic Tylenol) -permission form has been signed and is in the student's cumulative folder. Parents will be called to take the child from school with a fever over 100 degrees. In a high-school student's case, if he/she has transportation at the school, he/she may sign out and leave with parent's approval. No medication will be administered without written permission.

### WELL CHILD POLICY

For the protection of the students, please adhere to the following guidelines when determining if you should bring your child to school:

A well child has:

NO fever over 100°F currently or in the past 24 hours  
 NO vomiting or diarrhea currently or in the past 24 hours  
 NO continuous green or yellow discharge from his or her nose  
 NO unexplained cough that has been consistent for 24 hours  
 NO skin infections (impetigo, ringworm or unexplained rash)  
 NO eye infection  
 NO childhood diseases such as chicken pox, measles, etc.

If the child currently has any of the above symptoms, the teacher will not accept him or her into class.

If a child has diarrhea or vomiting, or has a skin or eye infection, the parents will be called immediately to come and pick up their child. If a child develops any of the above symptoms during the school day, the teacher will notify the office. The parent will then be called to pick up the child.

**If a child is sent home with any of the above symptoms he or she must remain out of school for one full school day. (Example, student is sent home Monday, they may return to school on Wednesday.) A student may return earlier if they are seen by a physician and receive a written clearance to return to school.**

Help us keep a healthy environment for everyone!

#### *COMMUNICABLE DISEASES*

Brevard Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term ‘communicable disease’ shall mean an illness, which arises as a result of a specific infectious agent which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school Administrator. Diseases may include: Acquired Immune Deficiency (AIDS), Aids Related Complex (ARC), Abesbiais, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, HIV, Legionnaire’s disease, Leptospirosis, Meningitis, Minigoccal, Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella, including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Infections, Yellow Fever.

Any students or employees with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the school during the recognized period of communicability. Students and employees, for which immunization is not available, shall be excluded from the school while ill.

If the nature of the disease and circumstances warrant, BCS may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Brevard Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Head Lice: it is the policy of BCS that if nits are found in a student’s hair, the student’s parent or guardian will be called immediately to pick up the student. The student must be

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# Freshchool HANDBOOK

treated for head lice and must be NIT FREE in order for him/her to return to school. Treatment must be repeated again in seven (7) days.

## *FUNDRAISERS*

Our school typically plans two (2) major fundraisers per year to help upgrade the school program or to make a capital improvement in the school. Full participation by each family is necessary for our major fundraisers to be a success. All fundraising must be approved and scheduled through the administrator's office.

## *FIRE DRILLS*

Monthly fire drills are held during the school year. At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner to a designated place. At the appropriate signal, students are to return to the classroom in an orderly manner. Students must walk in a single line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her class and will take roll from the grade book taken from the classroom at the start of the fire drill. In each classroom, an EVACUATION PLAN is posted.

## *LOST AND FOUND*

The Lost and Found Department for the school is operated from the office. Be sure to check the gym, under the bleachers and in the locker rooms for any missing uniform shirts and pants after sports practices and games. All items in lost and found will be discarded or donated after one week.

## *LOCKERS*

Lockers are assigned to all students in Grades 7-12. Students will be assessed a \$25.00 per year locker/lock use fee which is included in the registration fee. Students are required to provide their own **Key lock**. A student may not use a locker without a lock. Students will be responsible for any damage to their lockers during the course of the school year and will be required to reimburse Brevard Christian School for any repairs that may be required as a result of the negligence and/or abuse of the student. Students may not "decorate" their locker or any other student's locker with stickers, decals, markers, paint, etc. All lockers are subject to search by the administration at any time. A \$75.00 fee will be assessed to any student who defaces a locker in any manner. A student will have one week to replace a damaged or defective lock. A temporary lock will be provided to the student. A \$10.00 late fee will be assessed to any student who does not replace his or her lock after one week.

## *LUNCHESES*

- A hot-lunch is provided each day for a fee for elementary and secondary students only.
- Hot lunch menus are available in the school office.
- Students may bring a bag lunch from home. **Microwaves are NOT available to students who bring their lunch.**
- Students may not have food delivered or brought to them from outside the school except for meals brought in by their parents.
- On a special occasion, like a birthday, the parent may bring a special lunch to surprise their child. Bringing food for others is prohibited, unless it is for the entire class (i.e., birthday cake, etc).
- Common manners and courtesy must be shown during lunch.
- Students are not to play with or waste food.

- Any damage, or disregard to rules, or disrespect to teachers or café workers will result in disciplinary action.
- Any vandalism to tables or any items in the café will result in parents being billed for such damage and disciplinary action will be taken.

### *VISITORS*

The BCS campus is a “closed campus”. Campus visitors MUST report to the School office to obtain a “Visitor” pass. Visitors may not go directly to their child’s classroom, café or to the gym looking for their child.

### *VOLUNTEERS*

As a private Christian school, not only do we need tuition to cover our expenses to educate students, we also rely on the good heart of our volunteers. To further indicate the importance of volunteerism, we ask each two-parent family to donate 20 hours of service each year and for single parent families to donate 10 hours of service. In lieu of volunteer hours, a \$100.00 fee per family may be paid. This payment will be on the May billing statement if the volunteer hours have not been provided. Volunteers are required to be screened through the school office. Check with the office before volunteering in the classroom or other situations involving direct contact with students. We have lots of volunteer needs, especially with our athletic department which typically occurs in the evening. Many other opportunities are available including donating food items for special occasions. Volunteers are expected to track their volunteer time by checking in at the school office through our computerized system, SCHOOL CHECK-IN. Volunteers working on campus are required to obtain a volunteer pass from the school office.

### *SCHOOL PICTURES*

Each year, we offer individual and class pictures for our students. These pictures are done through an outside source. Information will be provided ahead of time for our families to prepare for these special days.

### *TELEPHONES*

In the pursuit of academic excellence and in respect to our teachers, cell phones are to be turned off and stored in cubicles (1<sup>st</sup>-6<sup>th</sup>) or lockers (7<sup>th</sup>-12<sup>th</sup>) during school hours. Cell phones will be confiscated and returned at the end of the day for the first offense and kept for one week for the second offense and a detention. A third offense will result in a suspension and the phone kept for one week. School phones are available for emergencies. The use of the school phones are a privilege and can be revoked at any time.

### *STUDENT ACCIDENT INSURANCE*

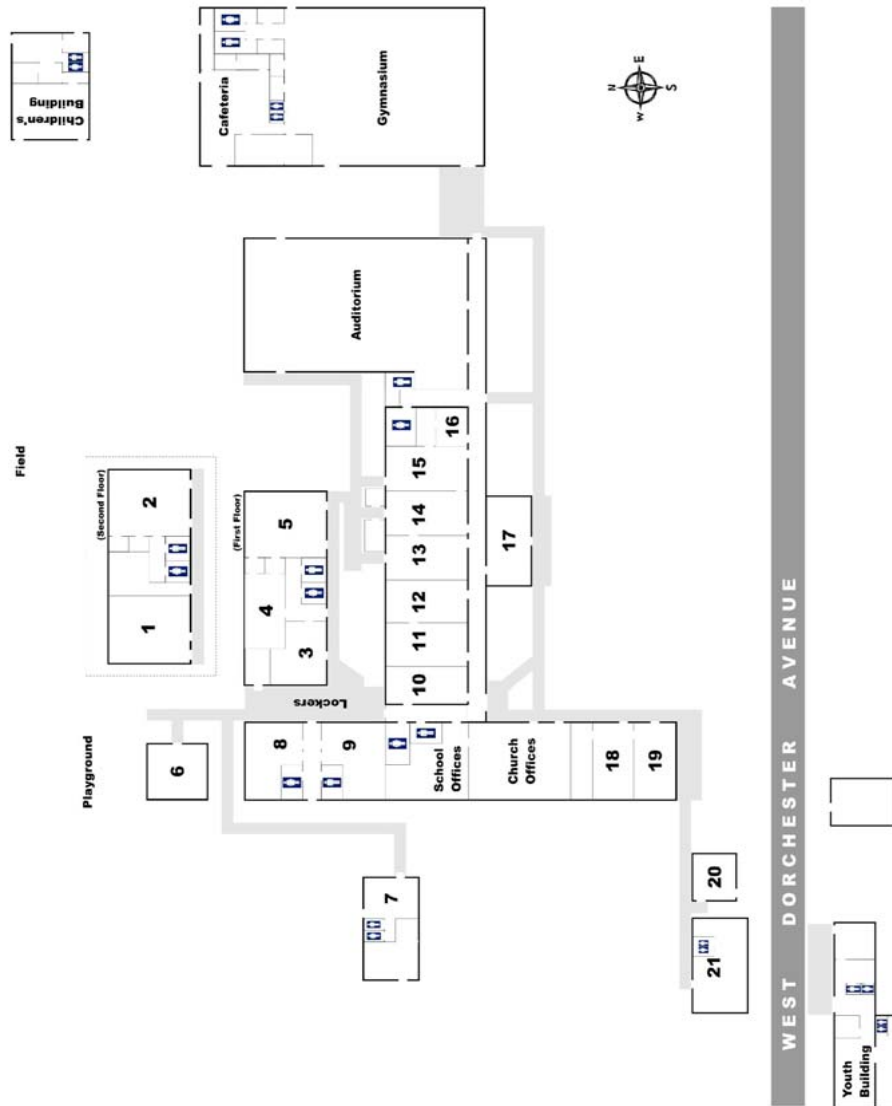
Brevard Christian School does maintain all necessary insurance required to operate a non-profit school in Brevard County and the State of Florida.

We also can offer a voluntary Student Accident policy which may be purchased from the school’s insurance provider if so desired. Information is available in the school office.

If your child is involved in an accident during school hours, or during school-sponsored activities, parents must file the claim with their primary insurance company. Then, any additional costs may be filed through the school office using the school’s secondary insurance. Office personnel will complete the school’s part of the form, and the parent will then be responsible to file the claim.

### *CONFIDENTIALITY/RELEASE OF INFORMATION*

# Elementary/Secondary Campus



Brevard Christian School respects the confidential nature of family and personnel records. Staff are not permitted to discuss issues relating to a student or parent with anyone other than that family and administration. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless written permission is granted except for suspected abuse which requires reporting to the Department of Children & Families.

BCS strives to maintain care of all materials related to individuals and practices proper procedures for the destruction of such property.

## ATTENDANCE

### SCHOOL HOURS

School Office	8:00am -4:00 pm (Mon. – Fri.)
Extended Care	6:30 -8:15am, 4:00 – 5:30pm
K5-12 <sup>th</sup> grade	8:30am -3:30pm
Preschool Hours	See Preschool Handbook

Brevard Christian School will NOT be responsible for any student remaining on campus after this time unless the student is participating in a regularly scheduled athletic event or practice. The gym is not open after school except for designated events.

### STUDENT DROP-OFF & PICK-UP

Students may be dropped off at 8:15 am and picked up by 4:00 pm. Class hours are from 8:30am to 3:30 pm. Students arriving before 8:15 am or remaining after 4:00 pm are required to attend Extended Care (see Extended Care for a description) for proper supervision (students are not billed from 8:00 to 8:15 am but are required to report to Extended Care. The only exception is for students who participate in an extracurricular activity. See the appendix for drop-off/pick-up layout.

### EXTENDED CARE

In our attempt to provide a safe, supervised school campus Extended Care is for students arriving before 8:15am or staying after 4:00 pm. All students are required to attend the Extended Care program if they are not involved in a supervised function during those times. Students who arrive early or remain late cannot be on campus without supervision. This includes Elementary and Secondary students. Please make arrangements for your child(ren) regarding Extended Care needs that you might have throughout the school year. A \$2.25 per half hour fee is assessed for this service and is billed monthly. Charges end at 8:00 am in the morning for Before Care, and begin at 4:00 pm in the afternoon for After Care. However, attendance is expected if arrival is before 8:15 am. **Observe closing times. You will be assessed \$1 for each minute you are late after 5:30 pm. Students may not return to class until late payment fee has been paid.**

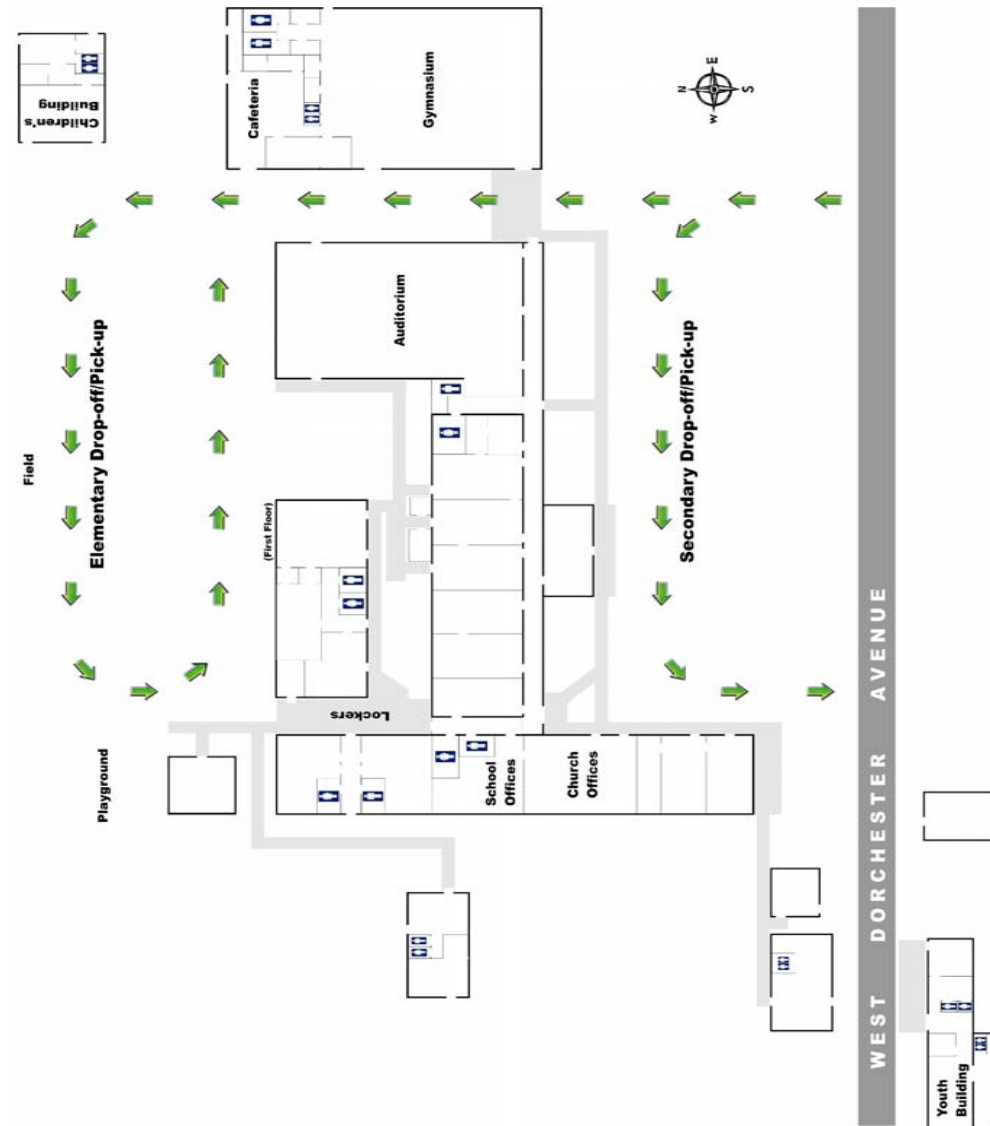
### ATTENDANCE POLICY

A student who is present at school or a school sponsored event (i.e., field trip) is considered present. Students are not allowed to be absent more than 18 days. Students in 9<sup>th</sup>-12<sup>th</sup> grades may not be absent more than 9 days a semester or they lose ½ credit for each class in which they are absent more than 9 days. Normally, parents are informed by letter of attendance issues at the 6<sup>th</sup> absence. Inform the school office ahead of time of planned absences.

1. What Qualifies as being counted as present at School?

- A student who is present at school is in attendance.
  - A student who is participating in a school sponsored event away from school or out of class is considered to be present. Examples of a school sponsored event are: academic contests, athletic contests, field trips and special meetings on campus.
2. What is required legally in the state of Florida?  
Florida State Law (1007.271) regulates the number of absences a student is allowed in order to receive credit for a course. The state allows no more than 18 absences for the entire year. **Secondary students** who have more than 9 absences in a semester will not receive credit for that semester. This includes excused and unexcused absences.
  4. What happens when a student begins to accumulate too many absences?  
When the school is informed of a student's accumulation of absences, the parents will be notified by letter. Normally, when we see 6 or more absences, we will send a letter to the parents.
  5. Parents need to inform the school concerning the absence of their child.
    - Parents must send a note with their child following an absence.
    - When appropriate, following a sickness or Doctor's appointment, the student should have a medical note from the provider.
    - Students who return from an absence without a note will receive an unexcused absence.
  6. Types of Absences
    - A tardy can become an absence
      - The student must be in the class for 70% of the class hour. Any student 15 minutes late is considered absent for that class.
    - Excused
      - Illness:
        - A Parent's note for a 1 day illness.
        - A Parent & Doctor's note for multi-day absence
      - Doctor's Appointment:  
Doctor's note should accompany a parental note.
      - Pre-Arranged Absence:  
Must obtain approval of teachers and administration of the school
    - Unexcused:
      - Unexcused absences result in zeroes (0) for all work/participation missed.
      - Missing all or part of a class period without specific verbal or written permission from the Administration is unexcused.
      - An absence which may occur with permission of a parent, but not acceptable to the Administration as a justifiable reason to be absent from school is unexcused.
      - Students may not leave school grounds during school hours unless they receive permission from the Administration and are signed out in the school office. Failure to follow this procedure will result in an unexcused absence and will be treated as unexcused.
      - Unexcused absences will be reflected on the student's nine-week grade.
      - All school work missed, including tests and participation grades will receive zeroes for each unexcused absence.
      - Notes to excuse absences are to be brought the day a student returns to school. If no note is presented, an unexcused absence with its academic penalties will be assigned. The absence can be changed to "excused" if a note with an excusable reason is brought the next day. A one day grace period is provided for excused absence notes.

## Drop-Off/Pick-Up Map



individual 9-weeks grading period (2 per semester). Also, if a student has been a disciplinary problem, he/she may relinquish his/her eligibility in sports while at Brevard Christian School.

BCS believes in providing opportunities for physical challenges and competition. However, students know that academics are first and to participate in sports at Brevard Christian School is an earned privilege. In the past, several sports scholarships have been earned by our graduates and in each case; the recruiting coaches have been impressed with our students' character.

*We are not challenged to develop an athletic program in our Christian school, but to develop a Christian Athletic Program in our school!*

### *SOCIAL FUNCTIONS*

School events can be a positive environment for learning how to relate with one another, so we encourage our students to participate in these functions; however behavioral and extracurricular dress codes do apply.

- Suspensions: Students are expected to do all missed work, including tests and quizzes; however, students may only earn up to 50% for class assignments and 75% for tests and quizzes.

#### 7. Exceptions to the state law concerning attendance.

- Court Dates with Documentation
- Illness with Medical Professional Documentation
- Extended illness which causes the student to become home bound with Medical Professional Documentation and Administrative assistance
- School sponsored events

### *ARRANGEMENTS FOR HOMEWORK*

Elementary and Secondary students may request homework assignments that have been missed during their absences through the school office if absent for more than one day. Access your MyWebChalk account for all missed assignments. Contact the office by 9:00 am to have homework assignments available by 3:30 pm if you are unable to access your MyWebChalk account.

### *MAKE-UP WORK FOR EXCUSED ABSENCE*

After an excused absence, Elementary and Secondary students will be permitted to make up missed classroom work within one week, seven (7) days of their return to school. Students will be permitted to make up missed quizzes and tests within two (2) days of their return to school. The Student bears the responsibility to make up all missed work and missed tests.

### *TARDIES*

Tardiness is disruptive to the classroom and has an adverse affect on you child's education.

#### Tardy Procedures

- Any student arriving after the final bell MUST come through the school office and have a note stating the reason for their tardiness before being allowed into the class.
- If a student is tardy because of a previous class, that teacher must write a note for the student.
- Each Teacher will track the unexcused tardies in their class.
- Tardies are rarely excused.
- For Secondary students, students who are more than 15 minutes tardy to class will be counted as absent for that class.

#### Tardy Discipline

- A warning will be issued when a student has received four (4) unexcused tardies.
- An Administrative detention will be given when a student is marked tardy, UNEXCUSED, five (5) times in any grading period.
- A sixth (6<sup>th</sup>) tardy will result in a Saturday School. Saturday School is from 8:30 am to 10:30 am and costs \$20.00. This fee is for the teacher who will be at the school to supervise the Student.
- Failure to serve detention will result in Administrative discipline, which includes suspension.
- Habitual tardiness may result in the student being withdrawn from school.

### *LEAVING/RETURNING DURING SCHOOL HOURS*

### Authorized Leaving of Campus

BCS operates under the “closed campus” policy. This means that once a student arrives on campus in the morning, he/she is not allowed to leave until class is dismissed at the end of the school day. The exceptions are:

- Students who have a parent’s specific request on file and that request has been approved by the Administration.
- His/her parent or guardian has signed out the student.
- The student is involved in a Dual Enrollment class during the school day.

Note: Students involved in Dual Enrollment or have limited classes (primarily, Seniors) are expected to leave campus immediately following their last class.

Steps to follow to leave campus:

1. Get parent permission
2. Inform office personnel by written note
3. Sign out at the school office

### Unauthorized Leaving of Campus

Students are not allowed to leave campus without the permission of the Administration. Students are not allowed to leave campus for lunch. Students who leave campus without permission will be subject to a one-day suspension.

### *SCHOOL CLOSINGS*

Our reaction to natural disasters will be governed by the instruction given on radio and television by the local authorities. We follow the advice given to and taken by the district school system. If the local district school system closes school for students due to pending or actual disaster (i.e., Hurricanes, flooding, etc.), Brevard Christian School will be closed. This does not include dismissals for holidays and vacations. Any additional information may be obtained by listening to various radio stations. There may be times when Brevard Christian School will be open before the Public Schools are back in session or closed for a longer time following a natural disaster. Contact the school office if uncertain.

## **COMMUNICATION**

### *SCHOOL TO HOME COMMUNICATION*

#### Parent-Teacher Orientation

Parent-teacher orientation will be held in the week before the first day of school. Information will be given at this meeting, which is important to a smoothly running school year. At least one parent and all students are required to attend. You will be informed in advance as to the dates of this meeting.

#### MyWebChalk

Regularly check MyWebChalk for announcements, news, and other communication.

### *HOME TO SCHOOL COMMUNICATION*

#### Parent Concerns

There are effective ways to handle any problem that may arise during the school year. Brevard Christian School encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the parents. The common goals of Christian teachers and

7. The Student must earn and maintain CUMULATIVE grade point average of 2.0 or better in all courses taken during the second semester of the previous school year to be eligible during the FALL SEMESTER of the current school year and each SEMESTER thereafter. (NOTE: If you are in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, you may choose to figure your overall cumulative grade point average using all courses taken since you entered the 9<sup>th</sup> grade if that overall cumulative GPA will make you academically eligible. If you are in the 9<sup>th</sup> grade, you do not have this option (Section 232.425, Florida Statutes).

8. The student must attend the first school that you enrolled in or practice at, during the current school year. You will be eligible in this school for as long as you remain enrolled in this school provided you meet all other eligibility requirements. If you transfer to another public school attendance zone with your parent or other individual with whom you have lived with from the past 365 days, you will not be eligible in the new school for the rest of the school year unless both your old school and new school approved your transfer and signed a waiver to that effect. (NOTE: If you transfer to another school after the start of a sports season, you will not be eligible to play that sports event if both your old school and new school approved your transfer). A student who is assigned to or otherwise enrolls in an out of district public school, or nonpublic school, may be assigned to or enroll in the public school which serves his/her district without loss of eligibility, due to the transfer, provided he/she meets all other eligibility requirements. A student who transfers to a member school without a corresponding change of residence on or after the beginning of any sports season (first day of practice) shall not be eligible to compete in that sport for the duration of that school year. A student may be eligible to play another sport that has not begun its season. Contact the Athletic Director for that information.

9. The student must have a signed permission form to participate from your parents/guardians on file in the school office.

10. The student must have your proof of physical form from FHSAA. These forms can be secured from the Athletic Director or coaches. The physical form may be dated any time between June 1, and one day before your first practice of that school year.

11. Must be an amateur.

12. Must not accept money, gifts or donations for participation in a sport, or use a name other than your own when participating.

13. Must not be guilty of gross unsportsmanlike conduct or behave in a manner that is unacceptable to your principal or the FHSAA, both of which carry maximum six-week suspension from participation.

If you are ejected from a contest for a flagrant foul or unsportsmanlike conduct, you cannot participate for one week and two contests at the minimum. Ineligibility may be extended to six weeks or more. Parents/schools are allowed to appeal. Contact the Athletic Director for information on that process.

14. The student may not sit on the team bench, stand in the team box or be on the field of play while in uniform if you are not eligible to participate.

15. RECRUITING-Students are not to be recruited from other schools. Coaches, families or staff are directed to tell students that ask them about our school to call in or stop by the school office to find out more information about the school. Coaches and families are not to recommend other students “come and play sports” at our school to abide by FHSAA recruiting rules. Students entering our school must sign a form indicating they were not recruited by our coaches, families, or staff.

### From Brevard Christian School

The Athletic Director and Administration have the authority to keep an athlete from participating in sports if a student has not kept his grades at a 2.0 or above during the

## ACTIVITIES

### *POLICY AND OFFERINGS*

Extracurricular activities are a privilege at Brevard Christian School. Failure to comply with school academic behavior and dress codes will result in that privilege being revoked.

### *ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES*

Students must maintain a 2.0 or higher as required by the particular activity to participate.

### *NATIONAL HONOR SOCIETY*

Membership in the National Honor Society, Brevard Christian School War Eagles, is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and spirituality by which they were selected. Membership is reserved for tenth through twelfth grades.

Academic requirements are a GPA of 3.25 or higher.

Students will be inducted each year during a formal ceremony open to parents and friends.

Membership in the National Honor Society qualifies the graduating seniors for possible scholarships from the National Honor Society Scholarship Program.

### *COMMUNITY SERVICE*

We encourage students and provide opportunities throughout the year to participate in community service projects that benefit the school and surrounding community. Senior High students are expected to perform at least 75 hours of community service.

### *ATHLETICS*

### FHSAA

The following are the eligibility rules set forth by Florida High School Athletic Association of which Brevard Christian School is a member.

(Please note at the end of this section, additional requirements have been added for every athlete as stated by the Athletic Director and BCS Administration).

1. The Student must be regularly promoted and in regular attendance at member school. (Note: If you are enrolled in a home education program, you may participate in a sport at the school of your choice provided you notify the school of your intent to participate in the sport at that school prior to the first day of the regular season in that sport). All home-school students/athletes requesting to play for Brevard Christian School, must conform to our rules, ex: drug testing, hair and dress code, and acceptable Christian behavior.

2. The student must be an undergraduate.

3. The student must enroll in school within 10 days of the beginning of the school year.

4. The student must be under 19 years, 9 months, if you are in high school, under the age of 16 years, 9 months, if you are in junior high school, or under the age of 15 year, 9 months, if you are in middle school. **IF YOU REACH THIS AGE DURING THE REGULAR SEASON IN A SPORT YOU WILL NOT BE ELIGIBLE TO BEGIN COMPETITION IN THAT SPORT.**

5. The student must not have entered 10<sup>th</sup> grade more than three years ago.

6. The student may participate only one year as a sixth-grader, only one year as a seventh-grader, only one year as an eight-grader, only one year as a ninth-grader.

parents can be more readily achieved when a friendly, open relationship exists between the home and school. Therefore, special mention is made of the best method for dealing with problems and/or complaints. This approach follows the biblical principle found in Matthew 18. Please heed the following guidelines:

1. When a problem situation occurs between parent and teacher, the parent **MUST** first take the problem to the teacher. A telephone call or note can normally handle this.
2. If a conference is needed with the teacher, contact the school office to arrange an appointment.
3. Should the problem still not be worked out, a conference with the parent, teacher and school administration, which includes the appropriate supervisor, may be necessary at this time. All conferences with the administration must be scheduled through the school office.

### *PARENT-TEACHER CONFERENCE*

Conferences should be made by appointment with the teachers whether in person, through MyWebChalk, or phoning the school office, and not during school hours. Failure to attend a Parent-Teacher Conference may lead to dismissal of student from school. Other conferences may be scheduled as needed.

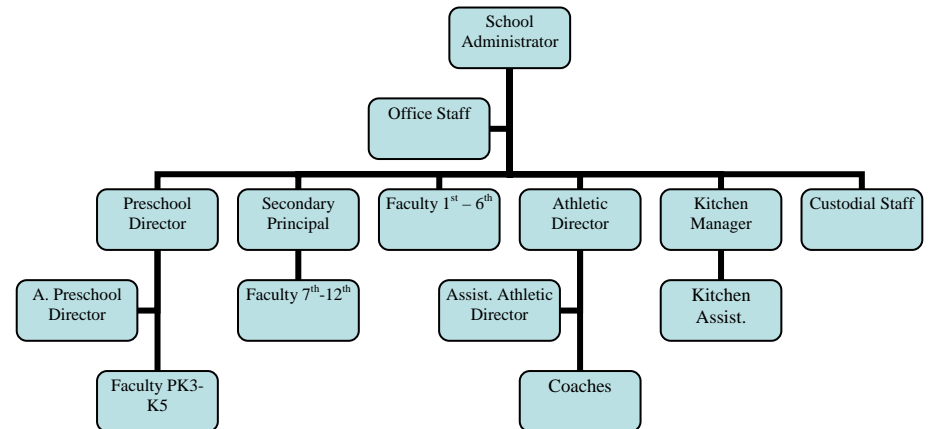
### *PARENT-TEACHER FELLOWSHIP*

The Parent Teacher Fellowship (PTF) gives the families of our students an opportunity to take an active roll in Brevard Christian School. All parents are invited and encouraged to become a part of the PTF. The PTF is a friend to the teachers of BCS, honoring and supporting them throughout the year. Contact the school office if you would like to be a part of the Parent-Teacher Fellowship.

### *PARENT SUPPORT*

It is expected that parents/guardians of students will support the policies of BCS. If there is a continual unwillingness to support the school in such a way that the student's, class, or school's success and ability to educate the students involved is hindered, that parent will be required to withdraw their student(s) from BCS.

## *ORGANIZATIONAL FLOW CHART*



## *SURVEYS*

We employ surveys of student and parents to continually improve our service to our families and to the community.

## **ACADEMIC LIFE**

### *TEXTBOOKS AND WORKBOOKS*

1. Textbooks are the property of the school. Most often workbooks/texts are given to the students at the end of the year.
2. If a student damages a textbook or workbook in such a way that it is unusable for classroom work, the student will be required to purchase another textbook or workbook to finish the course. Payment is due at the time of order.
3. If a student cannot find a lost textbook or workbook within 7 days, a new textbook or workbook must be ordered to finish the course. Payment is due at the time of the order.

### *GRADING SCALE*

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 & below	F

### *GRADING CALCULATIONS*

The standard calculations are as follows:

- 30% - Class Assignments
- 30% - Quizzes
- 40% - Tests

Semester Grades are calculated as follows:

- 40% - 1<sup>st</sup> nine weeks
- 40% - 2<sup>nd</sup> nine weeks
- 20% - Semester exam

If curriculum does not include semester exam, first and second nine-week grades will be calculated at 50%.

Due to the nature of some classes, alternate calculations may occur with the authorization of administration.

### Grade Forgiveness

Students are allowed to replace a grade of “D” or “F”, or the equivalent of a “D” or “F”, with a grade of a “C” or better in a comparable course. The Administration determines if a course is comparable.

In all cases of forgiveness, only the new grade shall be used in the calculation of the student’s GPA. (s.1003.428.(4)(d),F.S.)

VIOLATIONS will be loss of driving privileges to school.

### *SCHOOL PROVIDED*

1. The school is responsible for students participating in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc.
2. Students will only be transported in school-approved vehicles and by school-approved drivers.
3. A student may leave the official travel party only after parent has signed the proper form.
4. School approved parent drivers must have a copy of driver’s license and proof of insurance on file in the school office and cleared as a volunteer.
5. The following rules will be enforced with traveling on school transportation:
  - No Food or Drink is allowed on any school van or bus
  - Remain seated and facing forward
  - Do not bring any breakable container on board
  - Do not bring any animals onboard other than service dogs
  - All school behavior policies apply when on school vehicles
  - Students misconduct on school transportation may be sufficient reason to suspend riding privileges and enforce other disciplinary measures
  - Any damage to the vehicle or equipment will be compensated for by the responsible party/(ies)

Sexual harassment is defined as sexual advances and other forms of verbal, written or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, the following behaviors:

1. Unwelcome statements of a sexual nature
2. Unwelcome solicitation or pressure for sexual activity
3. Intentional brushing against, patting, pinching or unwanted physical contact, or blocking movements of another's body
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, or epithets
5. Leering with sexual overtones, gestures, displays of sexually suggestive objects, posters or cartoons

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the School officials (School Administrator, Secondary Principal, and Administrative Assistant). All complaints will be promptly investigated. Students who observe conduct of a sexually harassing nature are expected to report the matter to one of the School officials.

Every effort will be made to protect the privacy of the parties involved with any complaint. However, BCS reserves the right to fully investigate every complaint, and to notify the student's parent/guardian, and appropriate government officials as circumstances warrant.

It is against the School's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination and the matter turned over to the appropriate government officials. The severity of the disciplinary action will be based upon the circumstances of the infraction.

#### Other Forms of Harassment or Discrimination

Other forms of harassment, when based on age, color, disability, gender, national origin, marital status, or race are also a violation of BCS policies and will be dealt with in a similar manner.

### **TRANSPORTATION**

#### *PARENT PROVIDED*

See appendix for drop-off and pick-up procedure.

#### *STUDENT PROVIDED*

Bicycles must be parked in their designated area in the back parking lot. Locks are highly recommended. Students must walk their bicycles while on campus.

Student drivers must register their vehicles with the school office, offering driver's license and proof of insurance.

When the student parks his/her car in the parking lot and enters BCS, he/she does not return to his/her car without permission from administrative personnel.

Students cannot sit in cars during study halls. When driving on and off campus, students are required to keep the volume of the music where it cannot be heard outside of the car.

Reckless driving will result in suspension and eventual loss of driving privileges.

#### Enrolling Home Education Students

The Administration will follow these guidelines in enrolling a Home Education Student.

- Review the student's academic file.
- Review Home school umbrella organization's records on student.
- Administer any placement/entrance tests normally used.
- Review end of year Home school student's tests.
- Any other assessments, written or oral, deemed appropriate by the principal and faculty to place the student.

#### *HOMEWORK*

- Homework is a vital part of mastering the subject matter of a class. We have found that students who do not consistently do their homework often struggle to pass their classes.
- Homework is not expected to be excessive.
  - K5 – 3<sup>rd</sup> grade students homework assignments are typically 30 to 45 minutes in length
  - 4<sup>th</sup> – 6<sup>th</sup> grade students are not more than an hour in length
  - 7<sup>th</sup>-12<sup>th</sup> grade students should expect homework no more than 1 ½ hours in length
  - There will be occasional times when the length of time will be extended for studying for tests or working on major projects.
  - Inform your child's teacher if homework lasts longer than these times over an extended period of time. Expect 2 to 4 weeks at the beginning of the school year for students to get used to homework.
  - Elementary students should not have more than 2 major tests and 1 minor one a day
  - Secondary students should not have more than 2 tests a day. A master calendar is in the school office for secondary teachers to ensure no more than 2 tests are assigned a day.
- Homework is graded in the following manner:
  - 100% - turned in on time
  - 50% - reasonable effort given but incomplete (teacher's discretion)
  - 0% - No Homework
  - At the discretion of the teacher, homework may be graded periodically for an actual grade in lieu of (100%, 50%, or 0%).
- Secondary Policies
  - Students who fail to complete their homework assignment will receive one demerit.
  - A student receiving a second demerit for neglect of homework in the same grading period will be placed into mandatory homework sessions.
  - The student will have one week from the beginning of homework sessions to exit mandatory homework sessions.
  - Students who receive 6 or more demerits in homework will be placed into mandatory homework sessions for the balance of the semester.
  - Students who are placed into mandatory homework sessions will have a mandatory homework planner which must be completed by the student and brought to the homework sessions.
  - A parent may request a student attend an available homework session if desired without having received homework demerits.
  - The fee for homework detention sessions is \$2.00 per day.

## HELP CLASS

Teachers are required to offer at least one 30 minute help class each week for students who may have academic gaps or are experiencing academic difficulties. Help classes will be set up by the teacher, and it is the student's responsibility to be there. These classes are held after school, and it is the responsibility of the student and parent to provide transportation home. Additional tutoring or intervention needs may be required for the student to remain at Brevard Christian School. Teachers are not required to give more than one help class per week. Additional fees may be required for tutoring or other interventions.

## LATE WORK

If a student does not complete an assigned project in the given-time schedule, he/she will be given time to turn in their work based upon the number of days they were absent. Their three (3) days to turn it in, with a letter grade drop for each successive day late. After the third day, the project will receive a 0%. If it is turned in Tuesday the highest grade possible is 90%, Wednesday is 80%, and Thursday is 70%, and Friday no credit would be given. Students missing more than one day receive a one day extension for each day they are absent up to five school days without administration approval (for example, a student is absent Monday and Tuesday, they have four school days to turn in their assignments they missed. If a student is absent Monday through Friday, they need to turn in all missing assignments in five school days.) A parent may request a student attend an available homework session if desired to get the assignment finished within three days at no charge if other students are attending the homework session.

## VIEWING STUDENT PROGRESS

Our internet-based program, MyWebChalk, is the portal through which a parent may keep up-to-date with his or her child's progress. Grades are updated by Wednesday of the following week, so all grades should be available from the Friday before to the beginning of the quarter. However, parent's who do not stay current on their bill may lose access to MyWebChalk.

## REPORT CARDS

Grades are issued at the end of each nine-week grading period.

A student who has incomplete work at the time report cards are calculated will be automatically assigned a zero for each missing assignment. Students with an "I" for incomplete are considered an "F" until all the grades have been turned in and made current in the office.

Quarterly and End-of-year report cards will not be issued to students with outstanding school bills, which include tuition, unpaid fees and damaged property.

## PROMOTION POLICY

Students are promoted who demonstrate ability in their core subject areas in elementary and junior high school. Students must have an overall passing grade in their core subjects to be promoted in the elementary and junior high schools.

High school students must pass a sufficient number of credits (see Graduation Requirements) to graduate. Class standings are based upon credits earned.

## STUDENT ACHIEVEMENT TESTING

- After 18 demerits in any area, the student may be expelled

## VI. Elementary Discipline System

### A. Detention System

- Each class is expected to follow class guidelines and BCS Policies. Each teacher may use their own discipline system to manage their classroom that is appropriate for their grade level and approved by the administration. Typically, each class allows for 3 warnings/class consequences before assigning a detention. A teacher is granted the authority to provide classroom discipline up to assigning a detention. Saturday School, suspensions, and expulsions are under the authority of the administration.
- Parents are informed at least one day ahead of the assigned detention period. Parents are to sign the discipline notice form and return it to the teacher the following day.

### B. Dispensing of Discipline based upon Detentions Received

1. Students receiving 4 detentions per semester will receive a Saturday School
2. Students receiving 6 detentions will receive a 1-day suspension
3. Students receiving 8 detentions will receive a 2-3 day suspension
4. Students receiving 10 detentions will receive an expulsion

### C. Actions which receive immediate suspension

1. Possession of Cigarettes
2. Possession of Alcoholic Beverages
3. Sexual harassment or bullying
4. Fighting (may also result in expulsion)
5. "Mooning" (pulling down one's shorts/pants or another student's) or any other inappropriate exposure

### D. Actions which receive immediate expulsion

1. Narcotic possession and/or use
2. Weapons of any kind on campus
3. Unprovoked attack upon another student or a BCS staff member
4. Arrested for a felony
5. Repeated Sexual harassment or bullying
6. Sexual activity and pregnancy

### E. Other

1. Brevard Christian School does not practice corporal punishment.
2. Participating in off-campus activities that are in violation of the BCS standards can result in similar discipline as described above for the same or similar activities according to the Administration's judgment.

## Sexual Harassment Policy

The policy of BCS is that students and teachers shall be free of subjection to any form of sexual harassment. Student-to-student, teacher-to-student and student-to-teacher sexual harassment will not be tolerated. The school prohibits any form of sexual harassment and sexual violence. Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Sexual harassment can take many forms.

- Leaving campus without being signed out, “1 day suspension”
  - Skipping school, “1 day suspension”
  - Cheating and Plagiarism, “1 day suspension and a zero for the fraudulent work”
  - Destruction of school or other property, student will replace the property
  - Stealing, “1 day suspension and replacing of property”
  - Driving on campus without a license, a “1-day suspension”
  - Students who have short class days must leave campus immediately after classes. Subsequent violations will bring suspensions.
  - Speeding and or reckless driving on campus, a “1-day suspension”. Subsequent violations will bring additional suspensions and will cause the forfeiture of driving to school privileges.
  - Using a cell phone (see, “Telephones” for detail)
    - 1<sup>st</sup> offense: confiscated + 2 demerits
    - 2<sup>nd</sup> offense: confiscated 7 days + 2 demerits + detention
    - 3<sup>rd</sup> offense: confiscated + cell phone privilege revoked + suspension
- C. Actions which bring 6 demerits, item/confiscation and immediate suspension and probable expulsion
- Cigarettes
  - Alcoholic Beverages
  - Sexual harassment or bullying
  - Fighting (may also result in expulsion)
  - “Mooning” (pulling down one’s shorts/pants or another student’s) or any other inappropriate exposure
  - Destruction of property
- D. Actions which bring immediate expulsion
- Narcotic possession and/or use
  - 50 demerits
  - Weapons of any kind on campus
  - Unprovoked attack upon another student or a BCS staff member
  - Arrested for a felony
  - Known sexual activity
  - Repeat offences from section IV - B
- E. Overview of Secondary Demerit System
- Demerits are received for any negative behavior
  - Demerits are cumulative
  - Demerits cannot be removed
  - Dispensing of discipline based upon demerits received
  - Students receiving 6 demerits in any area will be suspended for 1 day
  - Students receiving 12 demerits in any area will be suspended for 2 days
  - Students receiving 18 demerits in any area will be suspended for 3 days and will be subject to expulsion

Brevard Christian School uses standardized tests to check student progress and assess students’ potential, and compare our students to our county, state and nation. Students take the Stanford Achievement Tests in the spring each year. The reports from these tests are made available to the parents after tests are graded by a professional company. The Otis Lennon School Ability Tests assess each student’s potential.

#### *GRADUATION REQUIREMENTS*

In order to graduate from a Florida High School, a student must earn 24 credits. Beginning with students entering their first year of high school in the 2007-2008 school year and following the 24 required credits are as follows:

16 core curriculum credits:

Four (4) credits in English, with a major concentration in composition, reading for information, and literature.

Four (4) credits in Mathematics, one of which must be Algebra 1, a series equivalent to Algebra 1, or a high-level mathematics course.

Three (3) credits in Science, two of which must have a laboratory component.

Three (3) credits in Social Studies as follows: one (1) credit in American History, One (1) credit in World History, one half (1/2) credit in Government, and one half (1/2) credit in Economics.

One (1) credit in Fine Arts (speech included)

One (1) credit in Physical Education to include integration of Health.

8 elective credits:

Four (4) of which are required Bible classes in 9<sup>th</sup> – 12<sup>th</sup> grades (requirement is not retroactive for students entering after their 9<sup>th</sup> grade year).

Students receive one-half (1/2) credit for each semester passed with a grade of 60% or better. Therefore, if a student fails a semester in a subject he or she loses ½ credits towards his or her graduation requirements.

Credits for graduation are accumulated in ninth through twelfth grades.

On occasion, a student may be allowed to “walk” with their class at graduation without having completed all the required courses. The only time this is allowed is if the student can complete the credit requirement over the summer. The student is not given a diploma until the graduation requirements have been completed.

Students planning to attend college are strongly encouraged to take two credits of foreign language and a minimum of one credit of computer education, as many colleges require these for incoming freshmen.

#### *SCHOLARSHIPS*

In the past years, BCS graduates have received scholarships from:

The National Honor Society  
 Florida Bright Futures  
 Robert C. Byrd Honors Scholarship  
 U of Central Florida  
 Baptist Bible College  
 Tandy Scholarships  
 Local Sorority Scholarships

Gardner-Webb College  
 Pensacola Christian College  
 Erskine College  
 Florida Tech  
 Flagler College  
 Brevard Community College  
 Liberty University

With equal or similar standings, student longevity at BCS is taken into consideration for scholarship opportunities.

## CLASS SCHEDULES

Class schedules are subject to change each semester. When students meet with the Guidance Counselor to schedule classes, the class schedule will be given.

## CLASS TRANSFERS

On rare occasions, a High School student may want or need to transfer to another class. If that is the case, the student must request a class transfer the first two (2) weeks of class. If it is possible, an attempt will be made to transfer that student to another class. The administration and teachers may identify a student who is not capable of succeeding in a particular class. If possible, the administration will recommend a transfer to another class for that student.

## COLLEGE BOARD TESTS

The ACT (American College Test) and SAT (Scholastic Aptitude Test) should be taken in a student's junior and senior years. BCS administers the PLAN Test (the preparation for the ACT), and the PSAT (the preparation for the SAT) which also is the qualifying test for National Merit status).

The ACT and SAT test dates will be posted in the school office, and students may pick up application forms to complete for these College Board tests.

## TRANSCRIPTS

It is the policy of BCS not to release official transcripts or records directly to students or their parents. When transferring to a new school, the parents will sign a request for student's transcripts, and upon receipt of that request, BCS will forward that transcript to the new school.

## DUAL ENROLLMENT AT BREVARD COMMUNITY COLLEGE

All students in Dual Enrollment will be required to pay full tuition in order to receive a diploma from Brevard Christian School. Students in 10<sup>th</sup> – 12<sup>th</sup> grade may take Dual Enrollment courses if they meet the requirements.

Students will be required to fulfill class needs through the courses offered at BCS. The Bible Class and English must be taken at BCS.

Only those courses NOT offered at BCS may be taken for high school credit at BCC. Courses offered at both BCS and BCC may ONLY be taken for college credit. All final decisions will be made by the Guidance Counselor and/or Administration.

Students must meet the minimum cumulative un-weighted GPA for the selected program:

3.0	For an Associate in Arts Degree
2.5	For an Associate of Science
2.0	For a Vocational Certificate

## FIELD TRIPS

Appropriate field trips will be scheduled throughout the school year to supplement classroom instruction. Dress for field trips is the same as standard dress code unless otherwise noted. Communication will be sent home regarding each field trip. Parents chaperoning Field Trips are expected to abide by the same dress code as our teachers and to be background screened through the school office.

4. Unprepared for class without paper, pen or text book
  5. Cursing or other inappropriate conversation
  6. Passing or writing notes in class
- B. Disregard or Defiance of the Dress Code
- C. Disregard of General School Rules
1. Without a pass outside the classroom during a class period
  2. Cursing or inappropriate language
  3. Chewing gum, eating or drinking in classrooms, halls etc.
  4. Inappropriate dress at school events (see section II: Extracurricular Dress Code)
  5. Out of location before or after school
  6. Failure to complete a discipline assignment
  7. Cell phones or any other prohibited item
  8. Destruction of property
- D. Aggressive Behavior
1. Horseplay, including pushing and shoving
  2. Fighting
  3. Feigning fighting
  4. In Someone's face
  5. Bullying

- Consequences for demerits

- A. Actions which bring 1 Demerit
- Disrupting the class
  - Talking without permission in class
  - Arguing with teacher and classmates
  - Without a teacher pass outside the classroom during the class period
  - Unprepared for class with paper, pen and text book
  - Cursing and inappropriate conversations
  - Disobedience to the teacher
  - Violation of dress code
  - Passing notes or writing notes in class
  - Chewing gum anywhere on campus (\$5.00 fine)
  - Eating or drinking (exception: water with cover) in halls or classroom (\$5.00 fine)
  - Horseplay
  - Inappropriate dress at school events (See Section II: Extracurricular Dress Code)
  - Out of location before or after school
  - Failure to complete a discipline assignment
  - Repeated offense of same or similar act will lead to greater consequences.
- B. Actions which bring 2 demerits and a suspension and/or confiscation
- Cell Phones, confiscate
  - Pagers, confiscate
  - Radios/music players of any kind/iPod/ etc., confiscate
  - Gambling, confiscate
  - Unacceptable pictures/magazines/books, confiscate

The Administration makes the final determination on any suspensions from school. The school will seek to give prompt notice to parents/guardians by phone concerning a suspension. Within 24 hours of the suspension being assigned, the school will give written notice to parents/guardians.

What is a suspension?

- The student is removed from the classroom setting for a period of time because of continued disregard and disobedience of the rules of the school.
- Normal suspensions will be from 1-3 days.
- In-school suspensions may be assigned for one day suspensions. Students must report to the school office and are not allowed to interact with their peers and are given assignments for the day.
- Students are unexcused absent during suspension days.
- Students may earn up to 50% for missed assignments, and up to 75% for tests and quizzes.
- While suspended, the student will not be allowed to participate in extracurricular activities.
- Parents must have a meeting with the Administration before the student can return to classes.

F. Expulsion

The Administration makes the final determination on any expulsions from school. The school will give prompt notice to parents/guardians by phone concerning an expulsion.

What is an expulsion?

- An Expulsion is the immediate and permanent removal of a student from the school.
  - Once expelled, the student will not be allowed to come on campus during school.
  - The Student will not be allowed to take part in any extracurricular activities of the school.
  - The student will not be allowed to return to the school until certain issues are remedied in relationship to the expulsion.
    - The Administration will determine a course of action which could cause reinstatement in the future.
    - The student may not return to the school for the rest of that school year, including attending any extracurricular activities.

IV. Secondary Demerits and Consequence Guide

- Demerits distinguished
  - A. Disruptive Classroom Behavior
    - 1. Talking without permission in class
    - 2. Disrupting the class
    - 3. Arguing with the teacher or another student

*LIBRARY*

Brevard Christian School has a multi-volume library filled with books, videos, Internet access and other resources to assist our students academically. We are constantly working to expand our holdings each year. Students are introduced to the library at the beginning of the year. They may check out up to three books at a time for two weeks. A check is made each week for outstanding books. Students will be reminded and a reminder note will go home the third week if the material has not been returned. If a book has not been returned by the end of six weeks or the end of the school year, a fine will be assessed to that family's bill for the cost of the material plus shipping.

*COMPUTER AND INTERNET USE POLICY*

**What's covered by terms and conditions?**

All computers including those connected to the network and the use of any part of the network including file servers, email and the Internet.

**When may I access the Internet?**

Internet access is only allowed when a teacher/staff member is present in the room.

**Are my computer and Internet activities private?**

Any or all activity may be monitored at any time.

**Can I "share" my computer login with others?**

Your account is not yours to "share". If you share your account, give out your password or allow others to access the computer when you are logged in you will lose your computer privileges. You are responsible for all activity that occurs under your account name when you are logged in.

**Can I store personal items on the school file server or on a computer?**

School computers and file servers are for educational purposes only. If it is not directly related to a class project then don't store it. Any use of the computer for non-educational purposes will result in the loss of your account.

**Can I send personal emails?**

The email system is for educational purposes only. If it is not directly related to a class project then don't send it. Any use of the email for non-educational purposes will result in the loss of your account.

**Can I just "surf" the web for personal interest?**

Internet access is provided for educational purposes only. If a site is not directly related to a class you should not be there. Any use of the Internet for non-educational purposes will result in loss of account.

**Can I load my own software?**

All software loaded on the computers must be loaded by the Computer Technology Coordinator and owned by Brevard Christian School.

**Can I post messages to a bulletin board or fill out surveys?**

If the bulletin board or the survey is not directly related to the class and approved by the teacher you may not view it or post to it. Accessing non-approved bulletin boards or surveys will result in the loss of your account.

**Can I send homework or other schoolwork to myself at home or from home back to my school mail?**

Yes, this is an excellent way to transfer files between home and school.

**Can I save work to a floppy disk or a USB jump drive?**

Yes, provided that the disk is in good working condition and free from virus and other malicious software. If you unknowingly introduce a virus into the system, you may be held responsible for damages and lose your account. If you knowingly introduce a virus into the system you will be held responsible for damages and lose your account.

**What happens if I try to hack into someone else's account or computer?**

All access to the system is logged and can be traced back to any computer, regardless of where the “hack” originates. If you try to hack the system, the police will be notified, charges may be pressed and you will be financially responsible for any damage and time it takes to repair it. You will lose your computer access.

#### **How long can I lose computer access for?**

Computer access can be suspended for the remainder of your time at Brevard Christian School.

#### **If I lose computer access does this mean I won’t be able to take any computer classes at Brevard Christian School?**

Yes

#### **If I lose computer access while I am taking a computer class, will I fail the class?**

Computer teachers might provide alternative assignments for a short period of time but will not provide alternative assignments for an extended period of time.

You may be held responsible for any physical damage or peripheral hardware damage on the computer assigned to you.

#### **Are any websites off-limits?**

Yes. Internet access is for educational purposes only. Sites such as [www.myspace.com](http://www.myspace.com), [www.facebook.com](http://www.facebook.com), [www.youtube.com](http://www.youtube.com), and similar websites are off-limits. Students found accessing these sites will receive a one week probation with stiffer penalties for repeated offenses up to loss of computer access for the rest of the school year.

## **SPIRITUAL LIFE**

### *CHAPEL*

Chapel services are held each week with teachers and students participating in the programs. Chapel services are under the direction of the Campus Pastor (Junior and Senior High School) and the Bethany Ministries Children’s Pastor (Elementary). Preschool chapel is led by the teacher’s of the Preschool. We believe chapel services to be of great importance and we strive to make it the high point of the week for our students. Chapel services include guest speakers and special events designed to grow our students spiritually.

### *BIBLICAL INTEGRATION*

As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity.

This means that the Biblical viewpoint must permeate the entire school program, including curriculum, co-curriculum activities, business and the interpersonal relationships of all those associated with the school.

## **STUDENT CONDUCT**

### *GUIDING ASSUMPTIONS*

- 1. The standard of behavior is simple, straightforward and understood by all.**
- 2. Students, by nature, will always push to change the standard.**
- 3. Students are to be trained in self-discipline and modesty.**
- 4. For student conduct to be effective, parental support is necessary.**
- 5. Standards of conduct and dress establish a basic team spirit, camaraderie and the belonging to the group.**

### *DISCIPLINARY PROCEDURES*

- For a major offense, the student faces immediate suspension for 1-3 days and parent/administration meeting prior to being allowed to return to class.
- A student sent to the office more than one time in a quarter will receive a 1-3 day suspension.
- The student will receive 1 demerit for being sent to the office, 1 demerit for a detention, 2 demerits a day for suspension with a total of 7 possible demerits.
- Parents will be called and informed of their student’s behavior, which needs to be corrected immediately.
- For some offenses, the student will be immediately expelled or the parents will be given the option to withdraw the student.

### B. Homework Sessions

- Students who are not completing their homework will be required to attend homework sessions after school. These sessions will continue daily for a minimum of one week (see “Homework”) until the student has established a pattern of finishing homework.
- Homework sessions will cost \$2 every day. Each day’s sessions will last for 45 minutes.
- Parents will be sent a written notification of required homework sessions.

### C. Detention

The administration may impose a before or after school detention to gain the attention and behavioral change of a student. Detentions will be 30-45 minutes in length and will be administered according to the overall discipline plan.

The Administration assigns detentions for secondary students. Elementary teachers or the administration may assign detentions for elementary students. Elementary teachers and Secondary teachers may correct students outside their department as necessary. Appropriate disciplinary follow through will occur at the school level by a teacher and/or administration as the case requires.

### D. Saturday School

The Administration may need to assign a Saturday School for a student who has behavioral problems which cannot be corrected with any other discipline method. Likewise, Saturday Schools will be earned by individuals who have accumulated 16 demerits.

Saturday School will be announced in advance and will begin at 8:30 am and will end at 10:30 am. The cost for Saturday School is \$20 per session which must be paid when dropping off the student. Note: if payment is not made when the student is dropped off, that student will not be allowed to attend and will receive a suspension for the following Monday.

### E. Suspension

- Jewelry with a connection to cults or satanic rituals is prohibited.
- Chains worn on the body or hanging from clothing are prohibited.
- Not to be excessive.

## II. Extracurricular Dress Code

### Boys Extracurricular Dress Code

- Shirts, sweaters, coats and sweatshirts must not advertise non Christian themes.
- Underwear should be kept under the pants. Pants or shorts should be pulled up and not allowed to droop.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may be worn.
- Boy's hair must be well groomed.
- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Jewelry with a connection to cults or satanic rituals is prohibited.
- Chains worn on the body or hanging from clothing are prohibited.

### Girls Extracurricular Dress Code

- Earrings are to be worn only in the ears.
- Shirts and tops should cover the shoulders and the entire upper torso.
- Skirts/shorts/pants/jeans should be modest, covering most of the upper thigh (at least a 7" in-seam)
- Shirts, sweaters, coats and sweatshirts must not advertise non Christian themes.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may be worn.
- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Jewelry with a connection to cults or satanic rituals is prohibited.
- Chains worn on the body or hanging from clothing are prohibited.

School sponsored events outside of school: When a student attends a school function, whether on or off school grounds, discretion and Christian modesty are expected with consideration given for that particular activity. At sports activities, dress with modesty, knowing that you represent BCS. If necessary, you may be asked to leave the activity if immodestly dressed and you will receive appropriate demerits.

## J. Food, Gum and Drink

These items are prohibited in the classroom and in the hallways of the school. In addition to a demerit, chewing gum and eating and drinking prohibited items in the classroom at school carries a \$5 fine.

## III. Administration Discipline Process

### A. Administrative Discipline

#### 2. General Office Procedure with Student

- Counseling of student from the Scriptures
- Praying with Student
- Calling the Parents
- The Assessment of Action to be taken
  - If the first office visit is not a major offense, the student will typically be assigned a detention or Saturday School detention.

As our teachers usually deal with discipline problems in their classroom without having to send a student to the office, the following are the guidelines each teacher may use:

- Directing student to change the disruptive behavior
- Private meeting with student before or after class
- Contacting parents
- Standing for duration of class
- Writing sentences (to be written at home)
- Extra homework assigned within the curriculum
- Work detention assigned (after school)
- Activities appropriate to Physical Education classes
- Loss of recess/break time (walking laps, etc. during that time)

The teacher may use the aforementioned punishments more than once, in an effort to find which best suits the offense and the offender before employing the demerit system.

### I. General Expectations

Students are expected to follow all the rules of Brevard Christian School.

Teachers will make every effort to treat all students fairly and to give reasonable warnings prior to accessing demerits.

#### A. Basic Classroom Expectations:

- Students will refrain from talking without permission
- Students will refrain from disrupting the class
- Students will refrain from arguing with teacher and classmates
- Students will refrain from leaving the classroom during class (No secondary student may leave the first or last 10 minutes of any class time)
- Students will come to class prepared for class with paper, pen and textbook
- Students will raise their hands for the teacher's acknowledgement
- Students will refrain from talking while another student has received permission to talk
- Students will refrain from passing notes during class
- Students will refrain from bringing electronic equipment of any kind to class.
- Cursing and inappropriate conversations are not allowed
- Students will obey the instructions of the teacher
- Students are responsible to follow the dress code while in class and while on campus
  - Students will refrain from cheating and plagiarism

#### B. Unacceptable Behavior and Prohibited Items

- Skipping school
- Cheating and Plagiarism
- Using and/or destroying another student's property
- Stealing
- Bullying
- Driving on campus without a license or permit from the school
- Speeding and or reckless driving on campus
- Using a cell phone during school hours (8:15 a.m. – 3:45 p.m.)
- Unprovoked attack on another student or staff member
- Food, Drink and Gum in the classroom and in the school halls
- Cursing, vulgar talking and obscene gestures
- Fighting and Horseplay
- Destruction of school or student property
- Blatant disrespect
- Drinking of alcoholic beverages, smoking, drug use and/or possession
- A student is prohibited to bring, make or supply another student with any form of weapon, including, but not limited to, guns, knives, chains, or any sharp instrument that could inflict injury to another student

- The following items will be confiscated:  
Personal electronic devices, cell phones, pagers, cigarettes, alcoholic beverages, narcotics, dice, playing cards, knives, guns, weapons of any kind, explosives of any kind, radios, DVD players, music players, pictures, magazines and books (that contain inappropriate material or used without permission).
- Cell phones are to be turned into the school office before going to class. They must be turned off and may be picked up when the student is picked up. As a reminder, the school allows students to make phone calls in cases of emergency.
- Physical displays of affection, hugging, holding hands and kissing
- Sexual harassment or activity of any kind

### C. Implied Consent

When a student enrolls at BCS, he/she waives the right of privacy related to any personal property brought on campus. Refusal to comply with a request for permission to search a student's possessions or locker may result in suspension or expulsion.

### D. Campus Boundaries

The church auditorium, staff restrooms, church offices, the gym, and areas out of sight of supervising personnel are strictly prohibited for students. Exceptions: meeting with administration in office or a class or supervised athletic practice in the gym.

### E. Dress Code

BCS believes it is necessary to dress appropriately and modestly at all times. The school maintains a high standard of modesty and dress based upon Biblical Principles. It is required that the parents cooperate in enforcing these standards. Families will be contacted to bring appropriate dress items to correct dress code violations. Repeated offenses will result in suspension from school until item is corrected.

#### 1. Secondary PE Dress Code

- All students in any Secondary PE class must wear a PE uniform supplied from Sir Walters Uniform (7" inseam minimum for shorts).

#### 2. Dress Code – Girls

- Earrings are to be worn only in the ears.
- Shoes must be worn at all times.
  - Athletic or canvas-type shoes are acceptable for the classroom.
  - No open-toed or open-heeled shoe wear.
  - Flip-flops are not allowed
- Shirts must be purchased from “Sir Walter Uniforms” in approved school colors and must be embroidered with “Brevard Christian School”.
- Skirts/shorts/pants/Capri's
  - Colors must be navy or khaki
  - Must be of modest length, administration has final word.
  - Hip huggers are not acceptable
  - Jeans and cargo pants or shorts not allowed
  - Shirts must be tucked in and worn with a brown or black leather belt
  - On jean's days (always on Fridays and other special occasions that will be announced ahead of time), jeans must be without ornamentation and must be blue. No writing with exception of label on the back of the jeans near the belt loops. Self decorated jeans will not be allowed. Students may wear t-shirts that have a clear Christian Theme on Casual Days. The fee for jeans is \$2.00 for secondary students, \$1.00 for elementary students, and \$0.50 for Preschool-Kindergarten students

- Shirts must be tucked in with a black or brown leather belt.
- Sweaters, coats and sweatshirts must be purchased from “Sir Walter Uniforms” and will be embroidered with “Brevard Christian School”. Any outerwear which is not in code will not be allowed to be worn in the classroom or hallways.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.
- Hair
  - No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn. Students will be suspended until hair is appropriate.
- Jewelry
  - Jewelry with a connection to cults or satanic rituals is prohibited.
  - Chains worn on the body except around the neck or hanging from clothing are prohibited.
  - Not to be excessive.

### 3. Dress Code – Boys

- Earrings are not allowed and should not be worn on campus or school related events.
- Shoes must be worn at all times.
  - Athletic or canvas-type shoes are acceptable for the classroom.
  - No open-toed or open-heeled shoe wear.
- Shirts must be purchased from “Sir Walter Uniforms” in approved school colors and must be embroidered with “Brevard Christian School”.
- Sweaters, coats and sweatshirts must be purchased from “Sir Walter Uniforms” and will be embroidered with “Brevard Christian School”. Any outerwear which is not in code will not be allowed on campus or in the classroom.
- Pants/shorts
  - must be Uniform style and navy or khaki in color
  - Jeans and cargo pants or shorts not allowed
  - Shirts must be tucked in and worn with a brown or black leather belt
  - Shorts may not have more than 5 pockets
- On “Casual” days (always on Fridays and other special occasions that will be announced ahead of time), jeans must be without ornamentation and must be blue. No writing with exception of label on the back of the jeans near the belt loops. Self decorated jeans will not be allowed. Students may wear t-shirts that have a clear Christian Theme on Casual Days.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.
- Boy's hair must be neatly cut and short enough not to be shaggy, bushy, or unkempt.
  - Hair must be above the eyebrows.
  - Hair length on the side cannot be below the ear.
  - Hair length in the back must not touch the collar of a polo type shirt.
  - Beards and 5-o'clock shadows are not allowed.
  - Must be clean shaven.
  - Neatly Trimmed Mustache is acceptable.
  - Hair must be well groomed and out of the eyes.
  - No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
  - Students will be suspended until the hair is cut or corrected to reflect school policy.
- Jewelry