



## **BRIARCREST CHRISTIAN MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**

### **2025-2026 School Calendar**

Registration Day	August 11, 2025
Classes Begin	August 12, 2025
Meet the Teacher Night	August 25, 2025
Labor Day Holiday	September 1, 2025
Fall Break	October 13-17, 2025
Professional Day – Student Holiday	November 3, 2025
Thanksgiving Break	November 26-28, 2025
First Semester Exams	December 16-19, 2025
Christmas Break	December 19 - January 4, 2026
Classes Resume	January 5, 2026
Dr. Martin Luther King, Jr. Holiday	January 19, 2026
President's Day – Student Holiday	February 16, 2026
Spring Break	March 9-13, 2026
Easter Holidays	April 3-6, 2026
Achievement Testing	April 20-22, 2026
8th Grade Recognition	May 14, 2026
Second Semester Exams	May 19-22, 2026

### **MISSION STATEMENT**

The mission of Briarcrest Christian School is to challenge and inspire college-bound students to know and honor Jesus Christ, seek God's truth and wisdom in all disciplines, and pursue excellence and integrity in their academic, creative, and athletic endeavors so that they might "grow in wisdom and stature and in favor with God and men." – Luke 2:52

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## **CONFLICT RESOLUTION POLICY**

In keeping with our Christ centered mission, The Board of Trustees desires a harmonious relationship between students, parents, faculty, and administration. (1 Peter 3:8) Unfortunately, conflicts will occasionally arise that threaten to disrupt our relationship with one another.

We believe the most effective way to resolve a conflict is, if practical, to begin at the source of misunderstanding/conflict. Most issues can be resolved by simply communicating with the person/persons closest to the issue. Many times, an email, phone call, or meeting will bring immediate resolution. However, the administration and Board of Trustees understand that some issues may need others' involvement, and we gladly will address your concerns at any level.

We ask that you consider following the steps below if you have a conflict.

1. Collect facts and outline the issue/conflict.
2. Go to the source of the conflict with your issue, if such an approach is appropriate and viable.
  - A. It is usually more appropriate to deal directly with the source if the issue is personal or school related and unique to your child.
  - B. It would not be appropriate for a parent to have to deal with general employee performance concerns.
3. If going to the source is not appropriate or viable, or if there continues to be a concern after going to the source, contact the next tier of authority, and continue until resolution occurs. The order of authority is:
  - A. Teacher/Coach
  - B. Principal
  - C. President
  - D. Board of Trustees

## **BRIARCREST CHRISTIAN SCHOOL CODE OF CONDUCT**

### **Rationale**

Briarcrest Christian School is committed to the philosophy of providing excellence in education within a Christian environment. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students. Therefore, this Student Code of Conduct has been established to assist the school in fostering personal integrity and responsibility among our students. BCS students are expected to meet the highest standards of personal, ethical, and moral conduct possible. Attending BCS is a privilege that is extended on the condition that students and parents accept and support School policies, including this Code of Conduct. When used in this document, the term "parents" will be considered to include legal guardians. Students and parents are expected to be familiar with the school's conduct policies and to willingly abide by them. If any student or parent violates the school's conduct policies, there will be a disciplinary response by the school. The school, in its sole discretion, will make the final determination of whether there has been a violation of the school's conduct policies. Serious violations may result in exclusion (defined later), a request that the student be withdrawn from the school, or expulsion. If a student is excluded, withdrawn, or expelled, there will be no refund of tuition or waiver of financial obligations.

### **Authority**

The Board of Trustees has given authority for all behavioral/disciplinary matters to the President of the School System. In turn, the President has delegated to the principals the responsibility to administer discipline daily. Any person observing or having reliable information relating to a violation of the Code of Conduct may report verbally or in writing to the principals for investigation and further action. When warranted in the sole opinion of the School Administration, a search of a student's person, locker, phone, car, backpack, athletic bag, purse, or other personal property may be conducted by school personnel.

The principals, with the consent of the President, are authorized to impose disciplinary sanctions. The President holds the final decision with appeals being heard by the Expulsion Committee of the Board of Trustees.

## Guiding Principles

School officials are guided by certain principles in the administration of discipline. These guiding principles include the following:

- All sanctions and consequences imposed should be fair, redemptive, and instructive.
- Sanctions may include counseling, community and/or school service, and restitution.
- The attitude, repentant spirit, and cooperation of the student and/or parents involved may be considered in the imposition of sanctions and consequences.
- When, in the sole opinion of the School Administration, a student is untruthful during an investigation into a possible violation of this Code of Conduct, the penalty imposed on the student will be significantly increased. Conversely, when the School Administration believes a student is cooperative, truthful, and repentant, the penalty for a violation may be significantly reduced. The opinion of the School Administration will be formed by the total cumulative information gained in the investigation.
- If a student has violated or is struggling with temptations to violate this Code of Conduct, and if the student is wanting help with such issues, the student may, without fear of disciplinary action under this Code of Conduct, seek the counsel of the Principal, Counselor or any administrator or teacher. Such exemption from disciplinary action is not available if the student seeking counsel is, in the sole opinion of the School Administration, seeking to avoid the consequences of an impending investigation and possible findings of a violation. Information shared by a student with school personnel will not be kept confidential if, in the sole opinion of the School Administration, failure to share the information might result in harm to the student or other individuals. Depending on the nature of the information shared, communication with parents or civil authorities may be necessary. The nature of such information may include but is not limited to involvement with drugs or alcohol, inappropriate sexual activity including pregnancy, and the possibility of violence.
- While BCS has no direct control over and accepts no responsibility for the behavioral choices BCS students make when off-campus, the school reserves the right to discipline a student for off-campus misconduct.
- If the circumstances surrounding a violation of a school conduct policy are sufficiently serious (e.g., driving under the influence of drugs or alcohol) or if there are violations of multiple policies, the school may immediately request that the student be withdrawn or expelled.
- Tennessee statutes require the school to report violations of law to civil authorities. When conduct policy violations occur that may also be violations of law, the school will notify civil authorities when, in the sole discretion of the school, it is determined to be required by law or otherwise determined to be appropriate. When civil authorities are involved, the school is not obligated to wait on or concur with the findings of the civil authorities in determining the appropriate action under the school's policies.
- The school reserves the right to consider any attempt to commit a violation of the Code of Conduct as a completed violation. Accomplices may be considered as violators and face similar consequences. We strongly recommend that students avoid situations where others are violating the school's conduct policies. When students find themselves in such situations, they should remove themselves immediately to avoid being implicated (2 Timothy 2:22).
- This Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, the school reserves the right to discipline a student for any conduct the school, in its sole discretion, considers worthy of discipline, even though the specific conduct is not mentioned in this Code.

## General Expectations

BCS students shall not be engaged in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of the Lord Jesus Christ. This policy not only addresses the detrimental effects of a violation on individual students, but also the impact of the violation on the school's reputation and its ability to fulfill its stated mission. The school expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual. Students are expected to comply with all rules governing behavior as well as the directives of School officials.

## Major Misconduct Policies

### **Drugs**

A student's use of illegal drugs violates Biblical standards (1 Corinthians 6:19-20 and Romans 13:1-5) as well as Tennessee law. BCS students shall not be under the influence, possess, use, sell, or supply illegal drugs or drug-related products; nor shall BCS students abuse prescription drugs or over-the-counter products. This includes the sharing of medication. (see Guidelines for the Administration of Medications in the Parent/Student Handbook).

**On Campus:** Any student violating this policy on campus or at a school activity may be terminated from the school without refund of fees and may be turned over to appropriate law enforcement personnel.

**Off Campus:** The first violation of this policy for being under the influence, possession or use off campus will result in 1) formal parental notification, 2) a referral for counseling at the parent's expense, and 3) a suspension and probation. If the student is on probation, the second violation for being under the influence, possession or use off campus will result in a request that the student be withdrawn or expelled from the school. . If the student is not on probation, the second violation for being under the influence, possession or use off campus may result in a request that the student be withdrawn or expelled from the school.

The first violation of this policy for sale or supply off campus will result in a request that the student be withdrawn or expelled from the school. The school may report drug-related offenses to local law enforcement officials.

### ***Alcoholic Beverages***

There are differences of opinion in the Christian community regarding what the Bible teaches about the appropriateness of alcoholic beverages. However, the possession, use, sale, or supply of alcoholic beverages by an underage person is a violation of Tennessee law; and such acts, therefore, are violations of Biblical standards (Romans 13:1-5). BCS students shall not be under the influence, possess, use, sell, or supply alcoholic beverages.

**On Campus:** Any student violating this policy on campus or at a School activity shall be terminated from the school without refund of fees and may be turned over to appropriate law enforcement personnel.

**Off Campus:** The first violation of this policy off campus will result in 1) formal parental notification, 2) a referral for counseling at the parent's expense, and 3) a suspension, and probation. If the student is on probation, the second violation off campus will result in a request that the student be withdrawn or expelled from the school. . If the student is not on probation, the second violation for being under the influence, possession or use off campus may result in a request that the student be withdrawn or expelled from the school. , as determined by the Administration.

### ***Parental Supply or Facilitation of Access to Alcoholic Beverages or Drugs***

It is a violation of Biblical standards (Romans 13:1-5) and Tennessee statutes for an adult to provide alcoholic beverages or illegal drugs to a student. The parents of BCS students shall not provide or knowingly facilitate access to alcoholic beverages or illegal drugs to a BCS student. "Facilitating access" will include a parent's failing to adequately safeguard any alcohol or drugs that he/she possesses. Violation of this policy may result in the termination of the relationship between that family and the school, at the sole discretion of the Administration.

### ***Tobacco/Vaping***

**On Campus:** The possession or use of tobacco in any form is prohibited on campus or at a school activity for health and safety. Students possessing tobacco in any form on the campus or at a School activity shall be suspended, with their reinstatement to the school to be determined by the Administration. In cases where the fire safety system has been activated by actions in violation of this policy, assumption of the cost of resetting the fire safety system shall also be considered by the Administration in reinstating the student. Vaping falls under this policy and may include a laboratory testing fee, paid by the parents, to determine the contents of the vaping device. Should the testing be positive for drugs, the student shall be terminated from the school without refund of fees and may be turned over to the appropriate law enforcement personnel. A repeat on campus tobacco offense is subject to progressive disciplinary action which may result in a request that the student be withdrawn or expelled from the school. .

**Off Campus:** The possession of tobacco or vaping materials in any form off campus is subject to progressive disciplinary action, as determined by the Administration.

### ***Stealing***

**On Campus:** Any student found guilty of stealing on campus or at a School activity shall be suspended or terminated, as determined by the Administration. The student will be responsible for restitution and may be turned over to appropriate law enforcement officials.

**Off Campus:** Any student found guilty of stealing off campus is subject to progressive disciplinary action, as determined by the Administration.

### ***Possession of Inappropriate Visual or Written Material***

**On Campus:** Possession of inappropriate visual or written material including, but not limited to pornography, is unacceptable and shall result in suspension with the possibility of termination, as determined by the Administration. Certain offenses or materials may require notification of law enforcement.

**Off Campus:** The possession of inappropriate visual or written material including, but not limited to pornography, off campus is subject to progressive disciplinary action, as determined by the Administration. Certain offenses or materials may require notification of law enforcement.

### ***Involvement in Break-In or Vandalism***

**On Campus:** A student who has been involved in a break-in and/or malicious damage to the school shall be suspended, with reinstatement to the school to be determined by the Administration, contingent, in part, upon financial restitution for damages; or the student may be terminated from the school, at the discretion of the Administration, without refund of fees. The Administration may also turn the student over to the appropriate law enforcement agencies.

**Off Campus:** A student who has been involved in a break-in and/or malicious damage off campus is subject to progressive disciplinary action, as determined by the Administration.

### ***Disrespect Toward a Member of the Faculty or Staff***

Any student guilty of insubordination toward a member of the faculty or staff on or off campus shall be suspended; or if such disrespect manifests itself in physical contact with the staff or faculty member, the student may be terminated from the school, at the discretion of the Administration, without refund of fees.

### ***Harassment***

Harassment of any type committed by one or more students toward one or more students, whether on or off campus, is viewed as a serious behavioral matter. Students are reminded of the "Golden Rule" (Matthew 7:12) and our expectation that one should treat another in the manner that they would want to be treated. Incidents of harassment, including but not limited to inappropriate comments or actions of a sexual or racist nature, may lead to serious disciplinary action, including suspension or termination, as determined by the Administration.

### ***Threats of Violence***

Any threat of violence, whether on or off campus, in jest or otherwise, will be taken seriously. Such threats may result in immediate termination, at the discretion of the Administration. A student may be turned over to law enforcement officials.

### ***Possession of a Weapon***

A student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon on the campus or at a School activity shall/may be terminated from the school, without refund of fees, and turned over to appropriate law enforcement personnel, at the discretion of the Administration.

### ***Possession of Fireworks***

Possession, use, or sale of fireworks is prohibited on the campus or at school activities. Students violating this policy shall be subject to disciplinary action, at the discretion of the Administration.

### ***Academic Dishonesty***

A student guilty of cheating will receive a lowered conduct grade, a "0" on the assignment as well as further disciplinary action, at the discretion of the Administration. A repeat offense may result in termination, at the discretion of the Administration.

Cheating may incorporate, but is not limited to: plagiarism, copying from another person's paper or work, the use of any resource using AI, such as ChatGPT, or any other form of cheating determined by the Administration.

### ***Pregnancy***

The Board of Trustees has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students; therefore, it is essential that all pregnant students report their pregnancy to the principal as soon as the pregnancy is confirmed by medical authority. As soon as such pregnancy is confirmed, the student shall be terminated from the school immediately. The principal will determine whether Homebound Services are warranted. If a male student has impregnated, he will be subject to the same discipline as a female. A student will not be considered for readmission until the conditions of Restoration and Reinstatement are met (see the conditions of Restoration and Reinstatement). In addition to the conditions of Restoration and Reinstatement, the Administration reserves the right to use its discretion to determine on a case-by-case basis, what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of the students and parents regarding these issues. A student returning from a pregnancy will also be required to show proof of approved Christian counseling and will not be allowed to enroll until a minimum of 30 calendar days after the birth of the child.

In the event that the principal has reason to believe that a student is pregnant, but that confirmation of the condition cannot be obtained from either the student or her parents or guardian, the principal shall, after conferring with the student and her parents or guardian, suspend the student until such time as medical proof is presented. Upon receipt of the medical statement confirming pregnancy, the principal shall implement this policy.

### ***Sexual Promiscuity, Non-Biblical Gender Identity and Abortion***

BCS is a school for students who are unmarried and who live at home with their parent(s). BCS upholds a traditional biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in inappropriate sexual behavior (including but not limited to premarital sexual relations, homosexual, bisexuality, or transgender related actions) on or off campus. Violation of this policy will result in either exclusion, a request that the student be withdrawn from the school, or expulsion.

Students or Parents who disrupt the school environment by advocating the acceptance of inappropriate sexual practices or beliefs (including but not limited to premarital sexual relations, homosexuality, bisexuality or transgender related actions or advocacy of such) are subject to disciplinary action up to and including expulsion of the student or students.

The School Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes sexually inappropriate behavior or advocacy and what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of students and Parents regarding these issues. (Leviticus 20:13, Romans 1:27, Leviticus 18:22, Matthew 19:4-6, Genesis 1:27, Deuteronomy 22:5, I Corinthians 6:9-10)

BCS affirms the traditional teachings of Scripture that uphold the sanctity of life (Psalms 139:13-16 and Genesis 9:6). Abortion, unless necessary to save the life of the mother, is morally wrong. BCS students shall not obtain or knowingly facilitate an abortion, unless confirmed by the attending physician to be an essential requirement to prevent the imminent death of the mother, and then only with Parental permission unless emergency circumstances dictate otherwise. Violation of this policy will result in either a request that the student be withdrawn or expelled from the school. .

### ***Subsequent Violation of this Policy or Element Thereof***

Where, in accordance with this Code of Conduct, the Principal shall have elected the punishment of suspension for a violation of this Code, it shall be assumed that repeated infractions of this Code or parts thereof shall result in termination from the school without refund of fees. Nothing in this Code shall be construed as setting forth the exclusive use of suspension or termination for misconduct.

### **Alcohol and Drug Testing**

BCS will conduct a mandatory, random drug-testing program for Middle School and High School students. Students will be selected from a pool at random. Students may also be selected for drug testing when there is suspicion, in the sole opinion of the School Administration, that a student is using drugs illegally. Once a student has been selected and tested, if the results are negative, that student's name will be placed in a separate pool and may be selected for further testing later in the school year. Tests will be performed using a small sample of the student's hair (middle school and high school) or urine (high school only). If a student tests "positive," the applicable provisions of this Code will be enforced. The parent(s) will be contacted by the School Administration for a conference. During the conference, the Administrator will explain the test results and the disciplinary actions that will be taken. If the student is continuing his or her enrollment at BCS, the Administrator will also explain other requirements, including but not limited to the counseling referral, the re-testing procedure, and the consequences of a second positive test. A re-test with a negative result will be required for continued enrollment in or graduation from BCS.

BCS may conduct alcohol testing whenever there is suspicion, in the sole opinion of the School Administration, that a student has used an alcoholic beverage. If a student tests "positive," the applicable provisions of this Code will be enforced. The parent(s) will be contacted by the School Administration for a conference. During the conference, the Administrator will explain the test results and the disciplinary actions that will be taken. If the student is continuing his or her enrollment at BCS, the Administrator will also explain other requirements, including but not limited to the counseling referral and the consequences of a positive test in the future. If a student refuses to submit to testing (drug or alcohol), it will be presumed that he or she would have tested "positive" had the test been administered.

### **Disciplinary Sanctions and Consequences**

Reasonable and effective consequences are essential elements of good discipline, which supports a quality educational program; they ensure a proper atmosphere for learning and develop meaningful character traits in students. Respect for others, friendliness, and cooperation are parts of discipline that provide for a pleasant atmosphere. Students are encouraged to communicate with teachers, counselors, and administrators when they have problems. Persistent failure to adhere to the standards of the school will result in separation from the school. Each student at Briarcrest Christian School is responsible for his or her behavior.

It is necessary to set up a system of consequences to deal with those students who choose not to act responsibly. The following sanctions and consequences will be used in the administration of discipline:

- **Lecture:** Verbal reprimand or talking to students.
- **Cafeteria Duty:** Used to address first-time problems with tardiness and other minor infractions.
- **Detention** (Lunch Detention, Before School Detention): Used to address minor infractions of school and classroom rules. Students are notified in advance of their assignments to detention. Detention is held within as well as outside of school hours at dates and times that will be assigned. **If a student does not comply with assigned detention, additional disciplinary action will be taken.**
- **Parent Conference:** Used to confer with parents pertaining to continued disciplinary infractions and/or more serious infractions.
- **Saturday School:** Saturday School may be issued by the principal when mandated by policy or when other actions do not seem appropriate or rise to the level of suspension. Students will be assessed a fee if they are required to attend Saturday School.

- **Community Service:** Performed at a Briarcrest campus, either after school or on a Saturday, or at community service projects approved by the Administration.
- **Suspension:** A suspension may be issued by the principal when mandated by policy or when other actions do not seem appropriate. When suspension is a component of disciplinary action, the duration of the suspension will not be less than one (1) school day and not more than ten (10) school days. When a student is suspended, he or she will be excluded from all School sponsored extracurricular activities (practices as well as games or performances) for the term of the suspension. With parental agreement, the Suspension may be served by campus community service work. A Suspension requires that the parent return to the school with the pupil for a conference with the principal. A suspension not answered within three days will automatically terminate the student's enrollment at Briarcrest.
- **Probation:** Any disciplinary action that includes probation or exclusion, will for the term of the probation or exclusion, prohibit the student from serving in all School-related officer positions to which he or she has been elected or appointed and prohibit participation in all non-credit extracurricular activities. When probation is a component of disciplinary action, the duration of the probation will not be less than ten (10) school days and not be more than the remaining term of the student's enrollment at Briarcrest. A probation agreement will be signed by the student and the parents covering all aspects of the probation, including but not limited to the following requirements: • Maintaining a satisfactory behavior record • Maintaining satisfactory academic progress • Maintaining a satisfactory attendance record • A minimum of twenty (20) hours of work detail at School or approved community service, as determined by the Administration. Students on disciplinary probation must adhere to the following guidelines regarding extracurricular activities (band, choir, cheerleading, athletic teams, academic team, etc.): While on disciplinary probation, students are expected to attend all practices and games, but may not participate in any games or events during the probationary period. "Not participate" means that the student is not "dressed-out" for the game/performance but is in attendance at a location specified by the director, coach, or adult sponsor. Failure to successfully complete the terms of probation may result in termination, at the discretion of the Administration.
- **Exclusion:** Exclusion is the removal of a student from the student body for a specified length of time (with or without homebound services). Exclusion is invoked by recommendation of the principal with the concurrence of the President. All conditions of exclusion and reinstatement will be determined by the principal with the concurrence of the President.
- **Expulsion:** In the event of a serious offense or the repetition of suspension-producing offenses, the student may be terminated from the school. The school reserves the right to terminate a student's enrollment at any point in the school year if, in the sole discretion of the school, the student's continued enrollment would present a threat to the healthy, orderly learning environment, or safety of the student or other students.

**Restoration and Reinstatement:** Whenever a student is withdrawn, excluded, or expelled, there is the possibility of restoration and reinstatement in the future if, in the sole opinion of the Principal with the concurrence of the President, 1) the student has demonstrated sincere repentance, 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with this Code and all other BCS conduct policies, and 3) the student has been withdrawn, excluded, or expelled at least forty-five (45) school days.

## **BIBLICAL PRINCIPLES POLICY**

Briarcrest is a religious institution providing a Christian education in an environment that upholds biblical principles. We affirm in our Doctrinal Statement that we believe the Bible is the inerrant Word of God, and we strive to follow its principles as the final authority in faith and life. As a function of our Mission Statement, we believe our biblical role is to point students to a deep relationship with Christ and to a life that is Christ-like.

In the sole determination of Briarcrest, when a current or prospective student or a parent, custodian or guardian of a current or prospective student is or appears to be failing to conform their actions or statements to biblical principles in an overt, ongoing or unrepentant manner, and the actions or statements have caused or could cause controversy, conflict or disruption among Briarcrest students, parents or employees, Briarcrest may decline to tour, process an application, extend an offer to enroll or continue the enrollment of any such student of any such parent, custodian or guardian. Briarcrest reserves the right to make inquiries of a student or a parent, custodian, or guardian of a student regarding such matters.

Because Christian denominations interpret the Bible differently, Briarcrest reserves the sole right to determine what actions or statements are not in conformity with biblical principles, including, but not limited to, the following violations of biblical standards:

- Abortion (Genesis 9:6, Psalms 139:13-16)
- Abuse or unlawful use of drugs or alcohol (Romans 13:1-5, 1 Corinthians 6:19-20)



- Criminal activities (Exodus 20:15, Romans 13:1-5)
- Disrespect of faculty or staff (Hebrews 13:17)
- Heterosexual, homosexual, or alternate gender identity sin (1 Corinthians 6:18, 1 Thessalonians 4:3-5, Leviticus 20:10-14, Leviticus 18:22, Matthew 19:4-6, Romans 1:26-27, Genesis 1:27, Deuteronomy 22:5, 1 Corinthians 6:9-10, 1 Timothy 1:9-10)
- Pornography (Psalm 119:37, Matthew 5:28, 1 John 2:16)
- Threats or acts of violence (Matthew 5:38-39, Matthew 26:52, Romans 13:1-5)

## **PUBLIC COMMUNICATION POLICY**

### **Purpose**

In its history, Briarcrest has maintained a commitment to providing a quality Christian education and to providing for the safety of our students, their families, and our faculty and staff. Our school has been blessed with a solid reputation as a Christian institution that upholds biblical principles. We have a strong responsibility to preserve that reputation. This responsibility requires that our standards for appropriate public communication be high. While we respect the right to Freedom of Expression as provided by the First Amendment, this policy will set forth guidelines that must be always followed by our students (current or prospective), their families (current or prospective) as well as our Board, Administration, faculty, and staff (hereinafter "Briarcrest Community") regarding all forms of public communication.

### **Policy**

Briarcrest will not tolerate disruption of the school environment caused by public statements, actions, or advocacy when the intent, in the sole discretion of Briarcrest, is to harm, embarrass or precipitate controversy. Any public communication by a member of the Briarcrest Community shall not include comments, actions or advocacy which are profane, obscene, sexually explicit, inappropriate, inflammatory, insubordinate, libelous, defamatory, slanderous, in breach of confidentiality or would adversely affect the reputation of the school and/or any other member of the Briarcrest Community. Such communications would also include public comments that incite public sentiment against Briarcrest. Forms of public communication may include, but are not limited to, any form of social media or online communications, public advertising, mass media and public speaking.

Members of the Briarcrest Community should have a clear understanding that what is intended to be private in the digital world often has the possibility of becoming public, even without one's knowledge or consent. Therefore, members of the Briarcrest Community are encouraged to exercise care and to use good judgment when communicating online or in public.

Briarcrest has designated spokespersons for the school and members of the Briarcrest Community should contact the Communications Department or President's Office if they are approached by media or asked to make a statement regarding the school. Other than the designated spokespersons, members of the Briarcrest Community should not make official or unofficial statements on behalf of the school.

### **VIOLATION OF POLICY**

Briarcrest reserves the right to make inquiries of members of the Briarcrest Community regarding potential violations of this policy. When a member of the Briarcrest Community is involved in communication activity which, in the sole discretion of Briarcrest, is deemed to be in violation of this policy, the person or persons shall be subject to disciplinary action. A current or prospective student may have their enrollment discontinued or may be refused admission. A current or prospective parent may be warned or disassociated from the school. A current faculty or staff member may be disciplined or terminated. Board members or Administrators in violation of this policy may be disciplined or dismissed.

## **STUDENT ATTENDANCE POLICY**

### **Absenteeism**

A priority at Briarcrest Christian School is to use instructional time productively. Regular and punctual attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, BCS attendance regulations have been established with the best interest of Briarcrest Christian School and the students/parents in mind.

## **Excused Absences (EA)**

There are, of course, legitimate reasons for being absent from school. The following list, although not totally inclusive, details valid reasons for student's absences:

**Personal Illness of Student**-Student absenteeism for personal illness is considered excused. The illness, of course, must be valid. The administration reserves the right to make a final determination in any questionable cases.

**Death Within Family**-A death within a student's immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case. Therefore, the administration reserves the right to make individual judgments regarding total days excused.

**Family Emergencies**-This category refers to cases of family illness, hardships, and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning the validity of the request and the actual number of days excused.

**Family Vacations**-Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation days are needed, such days (not to exceed five (5) per year) may be taken. **Such Days require prior notification. A written explanation requesting days of family vacation must be received in the middle school office 4 days prior to the requested absence. Although notifying the teacher is helpful, that is in addition to following this set policy.** Please note that family vacation days count, although excused, as part of the (12) days under the "Excessive Absences" policy.

Family Vacation Days are not to be taken during examination weeks (i.e., the five- day period prior to the end of first semester and the last five days of the school year).

**College Days**-Each high school junior and senior is allotted up to a maximum of five (5) days per year for college visitation. The request to miss school to visit any college campus must be valid. Any abuse of this privilege will result in its revocation.

College days should not be taken later than April 1, unless required for scholarship considerations (determined by principal).

Any violation of these Family Vacations and/or College Days provisions will result in the absence(s) declared as unexcused and all appropriate penalties invoked.

**Professional Appointments**-Professional appointments (i.e., appointments with doctors, dentist, etc.) provide reasons for legitimate student absenteeism. The administration reserves the right to request notes from any professional if confirmation of the absence is needed. Whenever possible, professional appointments should be made after school hours.

**In-School (or In-House) Detention/ Suspension**-Any day(s) spent in the in-school (in-house) suspension room will be considered excused. All appropriate policies relative to excused absences will be invoked.

**Approved School Activities**-Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is sanctioned by the administration as "school business." These absences will not be recorded on the student's attendance record.

**Homebound Instruction**-Certain situations may occur (e.g., surgery) that require a student to miss school for an extended length of time. The administration requires appropriate written verification of such absenteeism. Please carefully note the "Excessive Absences" section for pertinent information.

**Miscellaneous**-It is possible that occasions may arise other than those listed in this section, necessitating that a student miss school. The administration shall make the sole determination if such an absence is excused or unexcused.

### Pre-Approved Absences

When prior notice is required - Any student absent for family vacations, college days, most professional appointments, certain school activities, and some miscellaneous reasons is required to turn in all missed work **the day the student returns to school. On the day of the student's return, the student should also be prepared to take all pre-announced missed tests and quizzes as well as those scheduled for the day he/she actually returns. Also, if a student attends any part of the day after a pre-announced absence, all work due on that day must be turned in.**

### Make Up Work - Excused Absences (EA)

When prior notice is not required, or the absence is a result of a school-sponsored activity - The student will have one (1) **calendar day for every school day missed (to a maximum of ten (10) days) to complete make-up work including tests.** For example, if a student is absent Friday and Monday, all work is due Thursday (two days after returning).

### Unexcused Absences (UA)

All student absences not declared as Excused Absences (EA) will be recorded as Unexcused Absences (UA). Examples of Unexcused Absences include, but are not limited to, the following:

Missing class without proper authorization.

Leaving the BCS campus without signing out with proper school personnel.

Absenteeism (whole day or partial) not deemed acceptable by the appropriate BCS principal.

**NOTE:** Being absent for some of the reasons just listed may result in a student being declared truant. Truancy is defined as being absent from school without the parent's permission and the school's permission.

Please remember-declaring a student to be unexcused is an administrative right of appropriate school personnel, not a student/parent prerogative. **Therefore, just because a parent calls BCS to report a student's absence, that does not make the absence excused.** For example, the following reasons do not qualify as excused absences:

--"He didn't want to go to school."

--"She stayed up late last night working on her research paper."

--"I missed my ride."

--"Our family went to the ball game."

--"He was doing chores assigned by his father."

### Make-Up Work-Unexcused Absences (UA)

Class work and regular assignments due on the day or days of unexcused absences will **receive a one-letter grade reduction for each day of class missed. Each missed test, quiz, or assignment will result in an automatic "0". Special assignments (e.g., term paper) due during the unexcused absence must be turned in the day the student returns to school. There will be a one-letter grade reduction for each day of unexcused absence.**

In the case of truancy, the student will receive a zero for each missed test, quiz, or assignment. Furthermore, all assignments, regular or special, must be made up without credit.

### Excessive Absences

**Any student missing more than twelve (12) days of school per semester for any reason will need to make-up the time they missed by attending Saturday School(s) and/or detention(s).** Students who fail to make up their required time will receive an "F" (i.e., 69%) for the semester's course work. For purposes of this provision of the attendance policy, any student placed on homebound instruction for more than five (5) consecutive days will have all remaining days of that extended absence waived. For example, if a student misses school six (6) successive weeks due to back surgery, only five (5) days will be counted as absences. Exceeding the 12-day absence limit may affect the promotional opportunities for students in middle school.

## **Tardiness**

### **Excused Tardiness (ET)**

1. **Arriving at School**-Unforeseen problems may occur prohibiting students from arriving at school on time (e.g., inclement weather or an acceptable validated medical problem). **Any student who cannot be in the teacher-designated location when the bell rings to begin school is considered tardy. Each such student should obtain a Tardy Pass from the proper office.** Those students who are tardy for such emergency-related reasons will be assigned an excused tardy if an acceptable verbal or the parent or guardian provides written explanation for such tardiness. In the case of high school students driving to school, they will need proper clearance from the high school principal.
2. **Classroom Tardiness**-A student who arrives at any class after the bell or teacher-designated time is considered tardy. If a Tardy Pass is presented from an authorized faculty or staff member, and such faculty or staff member declares that the reason for tardiness is acceptable, the tardiness will be declared as Excused Tardiness (ET). **Any tardy to class equal to or greater than ½ (one half) the class period should be recorded as an absence.**

### **Unexcused Tardiness (UT)**

1. **Arriving at School**-Sometimes students begin the day in an unacceptable fashion. They are tardy to class for reasons other than unusual weather, traffic problems, or other emergencies. When such lateness occurs, they will be given an Unexcused Tardy (UT).
2. **Classroom Tardiness**-A student who is tardy to individual classes/subjects and cannot/does not secure the proper Tardy Pass will be issued an Unexcused Tardy (UT). Please Note: Unexcused tardiness for an unusually long period of time may be considered a case of truancy. If so, all policies applicable to truancy will come into play.

### **Office Notification of Absenteeism**

It is important that the proper BCS office personnel always know the location of each student. Therefore, specific procedures have been established detailing how a student absence should be reported. Some absences require prior notification (defined as notifying the appropriate school office of the future absence four days prior to such absence). As stated in Section I B, absences requiring prior notification must result in all work for all classes due immediately upon return to school. Family trips, college days, most professional appointments, approved school activities, homebound instruction, and some miscellaneous reasons fall into the prior notice category.

Other absences are more spontaneous in nature and, therefore, do not require prior notification. Personal illness of the student, a death within the family, family emergencies, some professional appointments, and some miscellaneous reasons fall into this category.

#### **A. When Prior Notification Is Required**

Absences requiring prior notification (see definition in III) must be handled by calling the appropriate school office or submitting a letter explaining the nature of the absence.

#### **B. When Prior Notification is Not Required**

**When a student is absent, the parent must call the school office by 9:30 a.m. on the day of the absence.** This procedure must be followed each day a student is absent.

Some situations, including many emergencies, may arise that make it impractical to follow this procedure. For example, an unexpected death in the extended family may necessitate that the student immediately leaves the state of Tennessee. Complying with the telephone procedure to report the student absence may indeed be the last thing on the parent's and student's minds. Such situations will be handled fairly by the principal in charge.

**PLEASE NOTE:** Since BCS is vitally interested in all our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies.

**In all such emergency cases, a written explanation describing the nature of the absenteeism is required in the attendance office the day the student returns to school.**

Note:

1. **A student must be present for 4 periods during the school day to participate in after-school activities unless otherwise approved by BCS administration.**
2. Student absences for the purpose of doctor visits require documentation from the doctor's office verifying the visit prior to readmission to school.

### **Appeal Process**

Any exception to any provision of the Student Attendance Policy may be granted by appeal to the BCS President.

**TH/Board of Trustees 06/24/2002**

## **COMPUTER USAGE AND 1:1 TECHNOLOGY**

Briarcrest is a 1:1 school for grades 5-12. All Briarcrest students must abide by the Student Responsible Use Policy and students in grades 5-12 must sign the Technology Policy Acknowledgement Form. By signing this form, students and parents are agreeing to the conditions in the Student Responsible Use Policy, Student Laptop User Agreement, and the Student Laptop Care Guide. **All forms may be found on the Briarcrest webpage.**

Students will be held accountable for the terms and conditions of the Student Laptop Agreement. They will be subject to disciplinary action when conditions of the agreement or conditions outlined in individual classes are not met. Students should be prepared daily with a fully charged computer when they come to school and remain on task at all times. Disciplinary action may include, but is not limited to:

- Infractions
- Lunch Detention or Morning Detention
- In-School Detention, In-School Suspension, Out-of-School Suspension or Expulsion

**\*\*The use of inappropriate websites, using another student's username/password, damaging another student's computer and other offenses that may warrant a student being sent to the office, will be subject to disciplinary action determined by the administration. This disciplinary action will include, but is not limited to: Lunch Detention, Morning Detention, In-School Detention, In-School Suspension, Out of School Suspension, and expulsion.**

## **REMOTE LEARNING**

For you to be successful with your remote learning, we have established some guidelines, expectations, and procedures that must be followed.

- To join your class, use Microsoft Teams from your school issued laptop.
- Follow your daily schedule; your teacher will start each meeting in Microsoft Teams.
- You must wear your school uniform every day.
- You must be at a table or desk; you may not be in the bed or on a couch.
- You must activate your camera for your teacher to be able to see you.
- Be on time! Students attempting to join a Microsoft Teams meeting after class has begun and attendance has been taken (within 5 minutes) will not be admitted and should watch the recorded lesson/class.
- Join the class (meeting) in Microsoft Teams with your camera on and microphone muted.
- Do not unmute your microphone unless you have a question or have been asked to participate.
- Immediately type "here" in the meeting chat once you join, attendance will be taken for each class.
- If you are unable to join a class, your parent must notify Mrs. Julie Crenshaw in the middle school office. The lesson will be recorded, and it is your responsibility to go back and watch each class you miss. All assignments are still due at the designated due date unless you are sick in which case, your parent should have notified the office. The make-up work policy in the handbook for one day for each day absent will be in effect.
- From the minute you selected to be a remote learner, you agreed to our strict honor code. You must do your own work. Cheating or plagiarism will not be tolerated.
- You must be responsible by being prepared for class with all materials.

- You must be responsible for communicating with your teachers to stay on top of your work.
- Ask for help if needed. Dr. Williams, Mrs. Ingram, or your teachers must know from you what you need.
- Your success depends on you connecting and putting forth effort.
- Each teacher will expect you to give your very best!

## **PARENT-TEACHER PROTOCOL**

It is vital to have good communication between parents and teachers. Please correspond by email when necessary. If you need a conference, please schedule an appointment with your child's teacher. **No parent or guardian should try to have an impromptu meeting with the teacher at the beginning or end of the school day.** There are teachers on duty before and after school every day. The teacher's job is to ensure the safety of students. Please do not have a conference with this teacher while he/she is on duty since this would distract the teacher from attending to the students.

Parents are to check in at the office before entering any classroom during the school day. The administrative assistant will deliver any items to the students. Due to security reasons, we are unable to have any visitors to the classrooms unless cleared by the office.

**Always check with your child's teacher** first if you have questions, suggestions, concerns, etc. regarding your child, the teacher, or the classroom. The Principal, PTF Officers, other parents, or the President should not be involved with initial matters regarding you and your child. This is a courtesy to all involved.

## **MEDICINES-HEALTH**

### **General Health Policy**

At least annually, every student will have his or her parent/ guardian complete the **Student Health History Form** and **Insurance Information, Waiver of Liability**, and **Consent for Treatment Form**. It is the responsibility of the parent/ guardian to keep this information updated throughout the academic year. All health-related records are to be kept in the health office and are available to personnel having responsibility for supervising students on a 'need to know' basis, unless otherwise requested by the parent/ guardian.

Let the health office know what is wrong with the student. Also, let the nurse know when the physician diagnoses a contagious illness. When a student is ill, it is the responsibility of the parent/ guardian to decide for the student to leave school as soon as possible.

Parent/guardian will be called if the student is ill (vomiting, diarrhea, temperature over 100 degrees F), faints, has a seizure, has head lice, or a new problem not previously identified is brought to the attention of the nursing staff. A parent/ guardian will also be called for any injuries of significance (small scrapes will be treated without calling), any changes in known health conditions, and any health conditions that are not responding as expected to medications/ treatments provided in the health office. Nursing staff may also call because they are concerned about a behavior or behavior change seen in the student.

The nurse may request a physician's statement in the event the student needs to use the elevator. Medication required during extended days or field trips must be supplied by the parent/ guardian. The school is not responsible for the administration of medication taken or given during extended days or field trips.

**Written** consent from a parent/ guardian is required before a student can be administered medication in the school setting. The parent/ guardian must supply the school with the medication in compliance with this policy. The health office does not provide any medication to administer to students.

Students are not allowed to keep medications with them while in the school setting. No student may give medication to another student at any time. If personal aerosol inhalers are to be kept by the student, the parent must give written consent, and the nurse must be notified that the student is using an aerosol inhaler. The physician's order for the prescription and the location of the medication must be on file in the health office.

All prescribed medications must be in the original containers, label intact with the student's name, dosage, directions, physician's name, and prescription number. Written orders must be received if the prescribed medication dosage changes or is replaced with a new container.

If behavioral medications are needed during school hours, the prescription medication must be brought to the school health office by the parent/ guardian. The parent/ guardian delivering the medication is to count the medication with the nurse or designated personnel and both are to sign the medication count record.

The parent/ guardian will be advised to pick up the medication by the end of the last day of school. If not, medications are destroyed.

### **Guidelines For Turning in Medication to The Health Office**

Medications should be limited to those required during school hours and necessary to maintain the student in school. Daily or twice daily prescription medications will not be given at school. It is recommended that all medications be brought to the Health Office by parent/guardian. Parents understand that **they must supply the school with the original prescription container (label intact) or the non-prescription container such as Tylenol, Motrin, Benadryl, etc....** in compliance with the BCS Medication Policy.

1. All **non-prescription** medications must be in the **original container** with label intact and legible. The container shall display:
  - ☐ Student's name and grade
  - ☐ Visible Expiration date
2. All **prescription** medications must be in the **original pharmacy- labeled container**. The container shall display:
  - ☐ Student's name
  - ☐ Prescription Number
  - ☐ Date
  - ☐ Medication Name and Dosage
  - ☐ Administration Route or Other Directions
  - ☐ Licensed Prescriber's Name
  - ☐ Pharmacy Name, Address, and Phone Number

Changes in prescription medications shall have written authorization from the licensed prescriber and parent.

3. All Medications require **written authorization** before a student can be administered medication at school. The parent/guardian is required to designate that the student can self-administer the medication with assistance. Medications administered during school hours must be renewed by parent/guardian written consent annually.
4. **All medications must be kept in the Health Office, NOT with the student.**
5. With parent/guardian authorization, students with asthma requiring prescription may have a relief inhaler with them for immediate use.
6. Students with prescribed EPI-pen, glucagon, etc. will have medication administered by the school nurse as prescribed or needed.
7. **Expired medication will NOT be given** at school.

Failure to follow the above guidelines means medication cannot be given at school.

### **Illness Dismissal and Readmission Policy**

#### **Exclude if:**

Temperature of 100 degrees F or higher orally.

Excessive amounts of yellowish-green nasal discharge. Severe excessive or persistent disruptive cough. Sore throat with difficulty swallowing.

Untreated red, watery, or draining eye(s).

Lice.

#### **Re-admit:**

Free of fever for **24 hours** without medication.

Symptom free.

All discharge from the eye(s) has ceased or clinical clearance to return to school.

After treatment.

Untreated, exposed, and draining skin lesions.

Skin lesions are dry or clinical clearance to return to school.

Vomiting.

Free of upset stomach ache and vomiting for **24 hours**.

Diarrhea (two or more loose, watery stools).

Free of diarrhea for **24 hours**.

Fainting or seizures or general signs of listlessness.

Free of symptoms.

Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.

Free of fever for **24 hours** without medication and clinical medication and clinical clearance to return to school.

In compliance with our attendance policy for grades preschool-12, the student's absence for illness is considered excused if valid. The administration reserves the right to make a final determination in any questionable cases.

### **Vaccination Policy**

For enrollment contracts issued on or before February 20, 2012

Briarcrest requires students to be in compliance with state statutes and regulations.

For enrollment contracts issued after February 20, 2012

Briarcrest requires students to be vaccinated in accordance with the schedule or catch-up schedule prescribed by state statutes and regulations. Even though Tennessee law provides exemptions for religious objections, Briarcrest's policy does not. Briarcrest will determine whether to allow medical exemptions on a case-by-case basis after review by a medical professional selected by Briarcrest. If a student is not current with his or her vaccinations, Briarcrest will allow the catch-up schedule to be followed. Briarcrest will work with a family and their physician if they have scheduling issues, but they must be making a good faith effort to make progress in accordance with the catch-up schedule.

## **MIDDLE SCHOOL ACADEMICS**

### **Grading Scale**

<b>ACADEMIC</b>		<b>CONDUCT</b>	
A	93-100	S	Satisfactory
B	85-92	N	Needs Improvement
C	76-84	U	Unsatisfactory
D	70-75		
F	Failing work below 70		
I	Incomplete (Temporary grade)		

### **SCHEDULE CHANGE PROCEDURES**

**Add Policy:** With the approval of the principal, guidance counselor, and teacher(s), a student may add a new course during the first ten (10) days of the semester.

**Drop Policy:** With the approval of the principal, guidance counselor, and teacher(s), a student may drop a course before the end of the first grading period without the subject being recorded on the academic record.



## **HONOR ROLLS**

There are two honor rolls at Briarcrest Christian Middle School. Students making all **A's** in academics and all **S's** in conduct are named to the **GOLDEN CREST HONOR ROLL**.

The **ACADEMIC HONOR ROLL** contains the names of all students whose academic grades are **"B"** or better and all **S's** in conduct at the end of each grading period.

## **GENERAL CONDUCT**

In order to communicate student conduct fully and accurately, a "General Conduct" grade is added to the report card. Much of what is deemed "unacceptable behavior" occurs outside the traditional classroom. It occurs in the halls, before school or after school, between classes, during activity period, in the cafeteria, or at lunch. "General Conduct" grades of "N" or "U" disqualify students from honor roll eligibility and are reviewed prior to consideration for National Junior Honor Society and other character-based memberships or activities.

## **NATIONAL JUNIOR HONOR SOCIETY**

To be eligible for membership in the National Junior Honor Society, a candidate must be a student in grade eight. Candidates must have a minimum cumulative scholastic average of 3.7 (on a 4.0 scale) in yearlong core courses of grades six through eight. An additional quality point per course in 8<sup>th</sup> grade is awarded to grades received in Honors Latin I, Honors French I, Honor Spanish I, and Honors Math.

Candidates are also evaluated on the basis of service, leadership, character, and citizenship. Students who have received a suspension or disciplinary community service as well as students who have received a grade of "needs improvement" or "unsatisfactory" in conduct on their report card or a detention will be reviewed and voted on by the faculty council.

## **JOSEPH A. CLAYTON AWARD FOR ACADEMIC EXCELLENCE AND INTEGRITY**

Students enrolled in grades 6-12 who achieve:

- All A's OR top 20% G.P.A. in grade level class with NO C's
- No U's in conduct (Current Year)
- No In-School Suspension or Out-of-School Suspension (Current Year)

For the purpose of this award, G.P.A and conduct are calculated using the individual quarterly grades (current year quarters 1,2,3), NOT year to date averages.

## **REPORT CARD HOLDS / EXAM RESTRICTIONS**

Student grades will be held, and internet accounts blocked when there are outstanding debts such as overdue library fines, unreturned athletic equipment, delinquent health records or school fees.

Students with outstanding debts are ineligible to complete semester exams until such debts are cleared.

## **PROMOTION**

Promotion is determined by a yearly average of 70 or above in the core courses of English, Math, Bible, French, Latin, Spanish, Essentials of Writing, Social Studies, and Science. Failure in any of the above courses must be remediated before promotion status may be achieved.

## **COUNSELING SERVICES**

The counselors who serve the parents and students at the school system are trained professionals who can provide advice and counseling for both students and parents.

## **PARENTAL COMMUNICATIONS / CONFERENCES**

Briarcrest Christian Middle School strives to inform parents regularly, utilizing a variety of methods including teacher web sites, Net Classroom, e-mail, and parent conferences. All parent conferences are by appointment only. Parents wishing to confer with teachers should schedule appointments through e-mail or the office of the Director of Academic and Student Services (765-4626). Parents should not attempt to meet with teachers through unscheduled meetings.

## **BRIARCREST CHRISTIAN MIDDLE SCHOOL HONOR CODE**

***"I will not lie, steal, cheat, or tolerate a classmate who does. I resolve to do my best to live honorably, so help me God."***

Briarcrest Christian School Honor Code reinforces the basic ideals of honesty and integrity. The Honor Code is an integral part of Briarcrest policy and, as a result, every student who attends Briarcrest automatically accepts the responsibility of upholding it. The honor system cannot and will not force any student to become honorable. It does, however, have as its objectives:

- To establish a school environment characterized by truthfulness, honesty, and respect for property.
- To develop a student's world- and life-view so that he may clearly identify lying, stealing, and cheating in his own life and take the necessary steps for Biblical repentance.
- To motivate students to hold one another accountable by taking a clear stand for right and against.

## **DISCIPLINARY PROCEDURES**

In addition to the Student Code of Conduct printed above, each principal / campus may institute disciplinary and operational procedures designed to address daily issues of student behaviors. BCMS addresses discipline with a progressive system that begins with the student being given the opportunity to modify the behavior, parental notification, detention halls and other actions that may include Saturday School, ISD, ISS, OSS, and expulsion. Through the progression of discipline procedures general conduct may be lowered. In an effort to correct poor conduct choices, teachers will communicate and work with parents and students to resolve any issues.

Infractions may include, but are not limited to tardiness to class, unprepared, procedural violations, chewing gum, talking, disruptive/rude/disrespectful behavior, dishonesty, dress code violations, computer violations (including off task, no computer, computer not charged, unauthorized website, games, etc.), chapel/hallway/lunchroom/morning care and Briarcrest misbehavior.

Infractions will be accumulated on a semester basis.

Progression of Discipline:

- First – Fifth Infraction - Conduct infraction entered in onCampus and an email is sent to inform the parent.
- Sixth Infraction – Lunch Detention and an email is sent to inform the parent.
- Seventh - Ninth Infraction – Morning Detention and a discussion with the parent
- Tenth Infraction – Saturday School
- Eleventh Infraction – In School Detention and general conduct grade is lowered.
- After eleven infractions, Administration reserves the right to establish further consequences on a case-by-case basis.

\*Saturday School will be scheduled with the student and parent. Students will be assessed a fee if they are required to attend Saturday School.

Repeated conduct issues in any one class outside the progression of discipline could result in disciplinary action determined by administration.

Disrespect/defiance and other offenses that warrant being sent to the office will result in disciplinary action determined by administration.

The use of inappropriate websites, using another student's username/password, damaging another student's computer and other offenses that warrant being sent to the office, will be subject to disciplinary action determined by administration. This disciplinary action will include, but is not limited to: ISD, ISS, OSS, and expulsion.

### **TARDIES TO SCHOOL**

Each BCMS student is allowed 5 tardies to school per semester. Each additional tardy thereafter will result in the following disciplinary progression:

- Sixth-Ninth Tardy - Lunch Detention and an email is sent to inform the parent.
- Tenth – Twelfth Tardy – Saturday School
- After twelve tardies, Administration reserves the right to establish further consequences on a case-by-case basis.

\*Saturday School will be scheduled with the student and parent. Students will be assessed a fee if they are required to attend Saturday School.

### **STUDENT INTERNET POSTINGS**

The content of internet postings, messages via social media or images may be disruptive to the educational process at BCS, and students responsible for such posting may be subject to school discipline. Use good judgment.

### **SOCIAL MEDIA POLICY**

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all students, faculty and staff and parents of Briarcrest Christian School. We ask that good judgment be used when posting. The students, faculty/staff and parents will be held responsible for what they post to a BCS sponsored site and proper disciplinary actions may result.

#### **Definitions**

The term "social media" applies to any web-based and/or mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, Twitter, Instagram, YouTube and/or others. The term "users" refers to all students, faculty and staff, athletes, volunteers, parents, cast, crew, etc. who are associated with BCS.

#### **Scope**

This policy applies to any academic, athletic, fine arts or school-related event at Briarcrest. (Please refer to our 24-7 policy listed in the student contract, parent/student handbook or in faculty and staff employment contract).

#### **Community Guidelines**

We want to foster community interactions online that are safe and respectful to everyone at Briarcrest. In order to ensure this is the case, we have set the following community guidelines for our social media platforms and accounts. If you have any questions about the guidelines, contact Chad Gilbert, Director of Marketing and Communications at [cbgilbert@briarcrest.com](mailto:cbgilbert@briarcrest.com).

#### **Allowed/Encouraged:**

We highly encourage you to support the BCS community by posting positive, supportive posts related to your students or school-sponsored events. Try to add value – provide information and perspective. BCS is best represented by its people and what you publish does reflect on Briarcrest.

**Prohibited/Discouraged:**

Social media use should NOT be used to demean Briarcrest students, parents, faculty and BCS staff. Social media is NOT a medium to express negative opinions or publicize disagreements with anyone.

Faculty/staff, students and parents are not allowed to speak on behalf of Briarcrest or reference. BCS faculty/staff, students and parents will be held personally responsible for the content they post/publish.

Do not cite or reference parents, students, or vendors without their approval.

Respect your audience. Do not use any form of ethnic slurs, personal insult, obscenity, or engage in any conduct that would not be acceptable in the BCS workplace. You should show proper consideration for others' privacy and for topics that may be considered controversial or inflammatory, such as politics.

On online social media, no employee should "friend" BCS students other than through school-approved fan or group pages. Group pages are to be used when related to classroom studies. Fan or group pages can be used for extracurricular activities. Abstain from privately chatting online with any BCS student.

**Corrective Action:**

Violations of the BCS social media policy may result in coaching, reprimand, suspension or termination of the student or teacher/staff contract with the school. In addition, Briarcrest reserves the right to ask that any social media posts that violate this policy be removed.

### **ZERO - TOLERANCE POLICY**

Briarcrest Christian School enforces a zero-tolerance policy for harassment in any form.

### **CELL PHONES / ELECTRONIC DEVICES**

It is understandable that many students have cellular phones. Each season brings new advancements in technology, such as camera phones and text messaging, which offer additional distractions to the educational environment. To maintain an atmosphere conducive to learning, these items cannot be allowed to interfere with the educational process. **Therefore, cell phones/electronic devices will be locked in school lockers. A student will not be allowed to carry a cell phone on his/her person, in book bags, or purses. Students will not be allowed to use cell phones during the school day, including activity period, lunch, between classes, or during morning and afternoon care.**

**Students are not allowed to use any cellular enabled device (3G, 4G, or LTE) in class or during the school day. This includes devices with "air cards", iPads, *personal laptops*/tablets, readers, smart watches, or any other similar devices. Mechanical devices/electronic devices (i.e., MP3 players, iPods, PSPs, laser pointers, gaming systems, etc.) are always prohibited on campus.**

**Failure to abide by this policy will necessitate disciplinary action.**

- **1st infraction** – Student's cell phone will be confiscated\* by a BCS employee and the phone can be picked up **by the student in the middle school office (between the hours of 7:30 and 3:30 p.m. only) and the student will serve one (1) Morning Detention.**
- **2nd infraction** - Student's cell phone will be confiscated\* by a BCS employee and the phone can be picked up **by the parent in the middle school office (between the hours of 7:30 and 3:30 p.m. only) and the student will serve one (1) Morning Detention.**
- **3rd infraction** - Student's cell phone will be confiscated\* by a BCS employee and the phone can be picked up **by the parent in the middle school office (between the hours of 7:30 and 3:30 p.m. only) and the student will serve one (1) Saturday School.**

**Additional infractions or failure to comply with previously stated penalties will result in administrative penalties including, but not limited to, community service and suspension.**

**Any violation of this policy during a testing/assessment session will be considered a component of academic dishonesty and will be treated accordingly.**

**\*Confiscated cell phones are subject to review of data, images, and any other material.**

**\*Cell phone policies for school trips are at the discretion of Administration.**

## **STUDENT ACTIVITIES**

The student activities program exists as a meaningful adjunct to the academic program. Student leadership opportunities, service activities, sports programs, and the other elements of the school system program are opportunities for concepts and attitudes learned in the classroom to be put into practice in the caring, Christian environment of the school. Students are encouraged to find activities of their liking in which they may actively participate.

However, Board policy states: "any student who has past due tuition delinquent 60 days or more shall not be eligible to participate in non-credit, co-curricular activities sponsored by the school."

As a result of this ruling, it is imperative that accounts remain reasonably current with the payment plan selected for student(s) to continue to participate in co-curricular activities. Contact Jenny Robichaux (765-4655) [jrobichaux@briarcrest.com](mailto:jrobichaux@briarcrest.com) to discuss payment plans/arrangements.

*For students to participate in any school activity, students must meet the following criteria:*

*Summer Activities – Students must be enrolled for the upcoming school year. The tuition balance for the prior school year must be paid in full and not be over 60 days late under their payment plan for the upcoming school year.*

*Fall, Winter and Spring Activities – Students must be enrolled. Students must be enrolled for the upcoming school year. The tuition balance for the prior school year must be paid in full and not be over 60 days late under their payment plan for the upcoming school year.*

*Tryouts and Spring Practices for Upcoming School Year – Students must be enrolled for the upcoming school year.*

*This policy includes all sports, cheerleading, camps, and fine arts. It does not include Briarcamp or Xtracamps.*

## **SOCIAL ORGANIZATIONS**

The Board of Trustees has implemented a policy stating: there shall be no indication given at school, on the campus, on school transportation, at school activities, or while waiting for school transportation of a student's membership in any non-school sponsored activity (example: sororities and fraternities).

While the below policy applies most directly to High School Students, it is applicable to Middle School Students as well:

### **Policy on SKS (Sorority/Fraternity) Membership:**

Membership in the SKS sorority (or similar organization as determined by the administration) is not permitted. Participation in the Winter Formal or similar events hosted by SKS is also not permitted by the BCS administration and the Board of Trustees. Any person choosing to join SKS is in violation of this code of conduct and will be subject to disciplinary action up to and including suspension and/or expulsion as determined by

the administration. Students choosing to participate in events hosted by SKS and participating in behaviors which violate the code of conduct are also subject to this same disciplinary action.

Briarcrest does not sponsor school prom-type activities. While parents do sponsor prom-type activities as individuals, these events have no official connection with the school and are not supervised in any way by the school; *the school does not encourage or support privately held social activities for portions of the student body and assumes no liability for such events.*

## **STUDENT GOVERNMENT**

The Briarcrest Christian Middle School Student Government, the governing board of the student body, is chosen in a free election by their peers. The Student Government officers meet as needed to plan and discuss student activities during activity period. They often help entertain guests, host school-sponsored events, and facilitate the faculty and administration in planning events.

The offices of the Student Government include President, Vice-President, Commissioner of Community Relations, Secretary, Chaplain, and Commissioner of Student Activities.

## **ACTIVITY PERIOD**

On Monday, Tuesday, Thursday, and Friday mornings, students are provided approximately thirty minutes (30) for use in a variety of activities. During this time, students may visit areas such as teachers' rooms, attend meetings, make up tests/quizzes, or visit the guidance office, athletic office, or other appropriate locations as directed. The privilege of activity period may be revoked for disciplinary purposes or academic intervention.

## **ATHLETICS**

Briarcrest Middle School athletics offer a variety of sports to its students during the Fall, Winter and Spring Seasons.

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Wrestling	Track & Field
Volleyball	Swimming	Softball
Girls' Soccer	Basketball	Baseball
Golf	Cheerleading	Lacrosse
Cross Country		Trap – 8 <sup>th</sup> Grade Only
Cheerleading		
Tennis		
Water Polo		
Mountain Biking		

Eight grade students may not participate on High School teams without administrative approval.

**TSSAA Participation Policy:** Per the TSSAA, Schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue.

## **PHYSICALS/REQUIRED FORMS**

All student athletes must pass a physical dated **after April 15** to participate in a school-sponsored sport. These physicals must be on file in the Middle School Office or updated on the PRIVIT Athletic website prior to participation. Physicals may be obtained through private physicians or through the Briarcrest Sports Physical Program.

Additionally, each student athlete and parent must have: (1) Current signatures on file indicating that they have read and understand the data included in the Concussion Information Sheet and Sudden Cardiac Arrest Information Sheet as mandated by the State of Tennessee, (2) Current Athletic Participation Form. Forms are current for one (1) calendar year.

### **SCHOOL NAME / LOGO POLICY**

The Briarcrest Christian School Name or Logo may not be used for private purposes without the expressed permission of the Administration of Briarcrest Christian School.

Items incorporating the school's name and/or school logo must be designed and approved by the Communications department before production. This includes letters, flyers, notices, publications, T-shirts/sweatshirts, all spirit items, Saint Shop merchandise, uniforms and anything created by coaches, faculty, students with the Briarcrest name, likeness, or academic or athletic logo.

BCS parents or parent groups wanting to create apparel for distribution/fundraising purposes will need the apparel with the Briarcrest name or logo to be designed/ or created by the Briarcrest Communications department.

All outside vendors (including parents) will no longer be able to produce BCS logoed items to sell. All approved items will be sold in approved venues only. For approval, please contact the Communications department at 765-4657.

### **FACILITY USE POLICY – WEDNESDAY NIGHTS & SUNDAY**

Traditionally, churches conduct worship services on Wednesday nights and Sundays. As a Christian school, Briarcrest wants to set aside those times to minimize conflicts with school activities. We want to avoid forcing Briarcrest families to make the choice between a school activity and a Wednesday night or Sunday church activity. Therefore, the following policy is intended to minimize such conflicts.

Briarcrest and non-Briarcrest groups may be granted permission by the administration to use the facilities when there are no scheduling conflicts. For non-Briarcrest groups, there may be certain charges for the use of the facilities, depending on the specifics of the situation. Sunday facility usage is prohibited except for the use / rental of facilities by a Christian organization for purposes of worship. Wednesday night facility usage is prohibited for Briarcrest student groups. Groups that are not Briarcrest student groups may use the facilities on Wednesday night, at the discretion of the President. The President of the school is authorized to make exceptions to this policy in unusual circumstances.

It is our intent that Briarcrest student groups do not participate in school events on Wednesday night or Sunday unless they are part of a larger event over which we have no control. In such cases, the sponsor or coach should request that Briarcrest's participation not be scheduled on Wednesday night or Sunday. If an event is scheduled for Wednesday night or Sunday over the sponsor or coach's objection, students must be allowed to miss the event if they have family commitments and /or Church activities. The school level Principal must approve the scheduling of such Wednesday night or Sunday events.

Practices should not be scheduled or held on Wednesday nights or Sunday unless they are necessary to prepare for an "imminent big event" (I.e., tournament game, very important non-tournament game, major performances, etc.). If a practice is scheduled for Wednesday night or Sunday, students must be allowed to miss the practice if they have family commitments and/or Church activities. When a special Sunday practice is scheduled, it must be held between the hours of 2:00 p.m. and 5:00 p.m. Regular Wednesday practices should always be over by 5:30 p.m. The school level Principal must approve the scheduling of such Wednesday night or Sunday practices.

The policy is not intended to prohibit Briarcrest employees from accessing and using the facilities on Wednesday night or Sunday.

### **FIELD TRIPS**

Class trips / field trips are privileges, not rights. The administration reserves the right to deny the privilege of participation to any student whose behavior threatens to jeopardize the integrity of the group.

## **DELIVERIES OF FLOWERS / GIFTS / PERSONAL ITEMS**

Flowers, gifts, and other personal items are often sent to the school for the purpose of delivery to students. While we do not refuse to accept these items, students and parents are urged to realize the time, effort, and interruption to routine that this service can cause to the administrative office and the educational process.

Please keep in mind that we strive to protect instructional time in classes from interruptions. Reasonable effort is made to notify students of these items, but a guarantee of notification or delivery cannot be made. Often, even after notification, these items are not claimed.

Flowers and gifts must remain in the middle school office to be picked up at the end of the school day.

## **STUDENT USE OF TELEPHONES**

Office telephones in the middle school area are business telephones and intended only for such. Use of school office telephones by students is allowed with administrative approval only.

## **VISITORS**

As a rule, we do not allow visitors to campus. This is to maximize safety and minimize disruptions. All visitors must report to the middle school office to check in and receive a pass before any visitation. This should be arranged at least 24 hours prior to the visitation. Any student wishing to attend Briarcrest in the future and wishing to visit classes must begin this procedure in the Admissions Office (765-4654). We always welcome church pastors as well as para-church organizations (Young Life, F.C.A., etc.).

## **WEATHER – RELATED CLOSINGS**

BCMS will make and announce its decision on weather-related matters separately from Shelby County schools. Therefore, check with major TV stations, major radio stations, and the school's website for a specific, Briarcrest-only inclement weather advisory.

In deciding to close school, BCMS will act as it always has, giving priority to considerations of safety for our students and employees.

## **EMERGENCY CLOSINGS**

If school must close during the school day due to circumstances beyond our control, notice of the school closing *WILL BE* posted on the BCS website and/or sent out as a mass email and/or text message. Radio and television may broadcast these closings.

If other emergencies occur on the school premises, **please do not call the school office**, or come to the campus. You will be properly notified if a dismissal is necessary.

## **CAFETERIA**

Students may either participate in the Flick meal plans offered, make daily purchases, or bring their lunch from home. Unless permission is otherwise granted, students are expected to eat in the cafeteria.

Lunchtime is provided for eating and fellowshiping with classmates. Appropriate lunchroom behavior is expected. Food is to be eaten and discarded properly, not thrown or used in play. Students are expected to clean up their area at dismissal from lunch.

Food/drinks are not to be taken from the cafeteria after activity period or lunch. Students are not allowed to eat or drink in hallways or classes.



### **FOOD BROUGHT IN**

Briarcrest Christian School has a contract with Flik to be the sole food service provider for our students. With this thought in mind, **students may not order or receive group food items to be brought into the cafeteria. For example, deliveries of pizza for groups of students, as well as deliveries from Uber Eats, etc. will not be allowed. Parents are asked not to bring group food items for students at lunch. Certainly, a parent may bring his/her child's lunch to school. Additionally, dessert items for special occasions, such as birthdays are an exception, but careful thought should be given to ensure that the inclusion of some students is not at the exclusion of others.** If there is a question regarding bringing food into the cafeteria, please call the middle school office.

Students are not allowed to have non-BCMS guests (other than parents or siblings) at lunch without administrative approval. Non-BCMS students or guests (other than parents or siblings) are not allowed to bring lunch in for BCMS students without administrative approval.

### **POLICY FOR FOOD CHARGES WITH THE CAFETERIA**

It is our desire that no student go without food. If a student does not have cash or money on his debit card, the student will be allowed to charge food. Flik, our food service vendor, will send an email informing the parent of the outstanding balance due Flik. The outstanding balance should be paid within 3 days. Any outstanding balances for the food service at the end of each report card period may result in OnCampus being turned off for that student.

In an effort to prevent any student not having funds on their debit card, the food service manager will send out an email to the parent of a student when the balance on the student's card reaches twenty (\$20) dollars.

## **DRESS CODE 2025-2026**

At Briarcrest Christian School, it is our belief that the physical appearance of our students is an essential element in developing personal responsibility. All students at BCMS will be required to wear school uniforms each day unless a special dress day has been designated. ***Dress code applies to all school events unless indicated otherwise by the administration. No dress code is all-inclusive; therefore, clothing may be deemed inappropriate at the discretion of faculty and administration. The school reserves the right to identify styles or colors of clothing as disruptive to the educational setting.***

**General Guidelines:** *Students should ENTER AND EXIT the building each day in dress code compliance.*

- All uniforms must be purchased from FlynnO'Hara Uniforms, and each will be marked with the BCS school logo.
- If any student is not in uniform, he/she will be asked to correct the offense or receive disciplinary action.
- Clothing must be neat, clean, modest, hemmed, free from excessive wear, and size/length appropriate.
- Any item of outerwear may be worn to school, but any outerwear worn during the school day must be from FlynnO'Hara Uniforms, the Saint Shop, or an approved Briarcrest team store. No hoodies are allowed to be worn during school hours, except on Fridays.
- The length of girls' skirts and boys' shorts is their longest fingertips at their sides when shoulders are resting.
  - Skirts and shorts may not be rolled.
  - The length of skirts and shorts will be strictly enforced.
  - The first consequence will be a morning detention hall and then Saturday school. Additional consequences will be at the discretion of administration.
- Shirts for boys must be tucked in; shirts must be long enough to be tucked in. Boys: belts must be worn and should be brown or black only and completely visible (no large buckles).
- A uniform collared shirt (polos and oxfords) must be worn Monday – Thursday and visible under jackets and sweatshirts.
- Undershirts must be short sleeved, solid (no writing), and white only. No other color undershirts may be worn. No long-sleeved shirts/undershirts may be worn except BCS uniform shirts, blouses or polos.
- Tights/leggings worn under skirts must be mid-calf or longer and must be navy blue, forest green, gray or black. Flare pants, sweatpants and/or joggers are not acceptable. Girl's socks must be solid white, navy, forest green, gray or black. Tights/leggings are not appropriate attire for Spirit Days.
- Visible solid socks are required for boys. Crew length socks must be worn on chapel days. Acceptable colors for socks: navy blue, black, white, forest green, gray or khaki.
- The following shoes are acceptable for middle school students: tennis shoes, saddle oxfords, and boots worn only with pants. No Uggs boots. No boots may be worn with skirts.
- Athletic shoes: The tennis shoe may not promote any messaging contrary to the mission of BCS (i.e. be free of political leanings, promotion of specific groups, etc.). Tennis shoes may not be high heeled. No light up tennis shoes will be permitted. Appropriateness is always at the discretion of the administration.
- All shoes must be properly worn and shoes intended to have laces may not be worn without laces or untied. All shoes should be in good condition, clean, and free of writing.
- Shorts for boys and girls may be worn year - round.
- On chapel days, females will wear a plaid skirt with fitted blouse or Oxford button down blouse. Boys will wear khaki pants (no shorts) and oxford button down shirts with the school uniform tie. Tennis shoes are acceptable on chapel days.
- Approved outerwear will follow this schedule:
  - Monday-Thursday: MS students will be allowed to wear Briarcrest outerwear (purchased from the Saint Shop, Flynn O'Hara, or team sports stores) in the following colors: Green, Gray, Navy, Black, White. We will continue the no hoodie policy on these days.
  - Friday – All BCS students may wear Briarcrest outerwear or BCS hoodies of any color.

### **The following are not acceptable:**

- Writing on clothing, shoes, or body.
- Jewelry: No earrings or body piercings on males. Females: no body piercing other than the ear.
- Hats/caps/scarves/bandanas or other headgear/ sunglasses inside the building.
- Extreme types of haircuts and / or color are not permitted. Students' hair must be a natural hair color. Male students' hair must not be below the collar, touch the eyebrows, extend below the middle of the ear or be excessively high on top. Hair must be clean and neatly groomed. Mohawks are not permitted. Male students are not permitted to have ponytails, man buns, or beads in their hair. Shaved lines, carvings or artwork cut into hair or eyebrows are not allowed. Male students' hair cannot be tucked behind the ears or held in place by pins, hairbands or other devices. Facial hair (beards, mustaches, long sideburns) are not permitted. Male students must be clean shaven each day. Sideburns should not extend below the base of the earlobe. The administration may require a

student to get a haircut at any time, even if the hair meets all listed parameters, if they consider the hair to be unruly or lacking a presentable appearance. A deadline of having a haircut will be given. Failure to meet the deadline will result in a detention. After the third detention, a Saturday school will be served.

- Clothing that is not properly sized. Form-fitting tops that reflect the imprint of undergarments are unacceptable. Pants/slacks and tops must overlap enough to avoid exposing the midriff when normal movement such as stooping, stretching, etc. occur.
- Stained, dirty and/or frayed clothing with holes or patches, regardless of design.
- Visible undergarments.
- Visible tattoos (temporary or permanent).

### **Boys Pants and Shorts Policy**

The pants or shorts must be medium khaki (not too light or too dark) or navy and be flat-front or pleated. They must be all-cotton classic styles **consistent with style and color purchased from FlynnO'Hara Uniforms**. NO cargo pants, corduroy, or jeans-style pants are to be worn. NO "skinny-style" pants are to be worn. No holes in pants or frayed hems are allowed.

BCS reserves the right to determine the degree of consistency of the style and color of boys' pants in relation to the pants purchased from FlynnO'Hara Uniforms.

Note: All Saint Shop apparel is NOT necessarily approved for daily wear at BCS. Be certain to check regulations when making purchases.