2026-2027
HIGH SCHOOL
PARENT/STUDENT HANDBOOK

A Parent/Student Practical Guide To:

- Briarcrest Christian School Mission Statement
- Attendance and Academic Policy, plus School Calendar and Class Periods
- Campus Activities, Dress Code, Student Code of Conduct and more...

BRIARCREST
CHRISTIAN SCHOOL

UPDATED 7/27/26

TABLE OF CONTENTS

Telephone Directory 3
Maps of School 4
BCS Vision/Mission Statement 5
Doctrinal Statement 5
Honor Code 6
Bell Schedule 7
Calendar 8
Academics
- Grading System 9
- Grading Periods 11
- Course Credits 11
- Schedule Change Procedures 11
- Exam Exemption Policy 11
- Graduation Requirements/Expectations 12
- ACT/SAT Test Dates 14
- Counseling/Guidance 15
- Attendance Policy 16

Dress Code 19
Consequences for Infractions 21
Student Activities
- Athletic Eligibility 23
- Student Council 23

Campus Activities & Policies
- Computer Terms and Agreement 24
- Computer Usage by Students 24
- Activity Period 25
- Food Brought In 25
- Parking Lot 25
- Cafeteria and Lunch Schedule 25
- Cell Phones/Electronic Devices 26
- Deliveries of Flowers/Gifts 26
- Visitors 26
- Social Media Policy 27
- Use of the BCS Name and Logo 28
- Senior Lunch Out & Early Dismissal 28
- Weather-Related Closings 28
- Parental Communication 28
- Medicine/Health 29

Public Communication Policy 31
Student Code of Conduct 32
Biblical Principles Policy 38
Conflict Resolution Policy 39

TELEPHONE DIRECTORY

YOU MAY DIAL DIRECTLY THE FOLLOWING NUMBERS:

TO REPORT STUDENT ABSENCES…….751-6403

Athletic Office……....751-6408

Attendance……..751-6403

Bookstore……. 751-6413

Conservatory of Fine Arts……751-6421

ESS Director…… 751-6415

9th Grade Counselor……..……765-4643

10th Grade Counselor……..…..……751-6423

11th Grade Counselor……..……...……751-6405

12th Grade Counselor…..……...……751-6424

Nurse's Office…….. .751-6407

Principal's Office.....751-6401

For all numbers not listed above:..... .751-6401

CENTRAL OFFICE PHONE NUMBERS

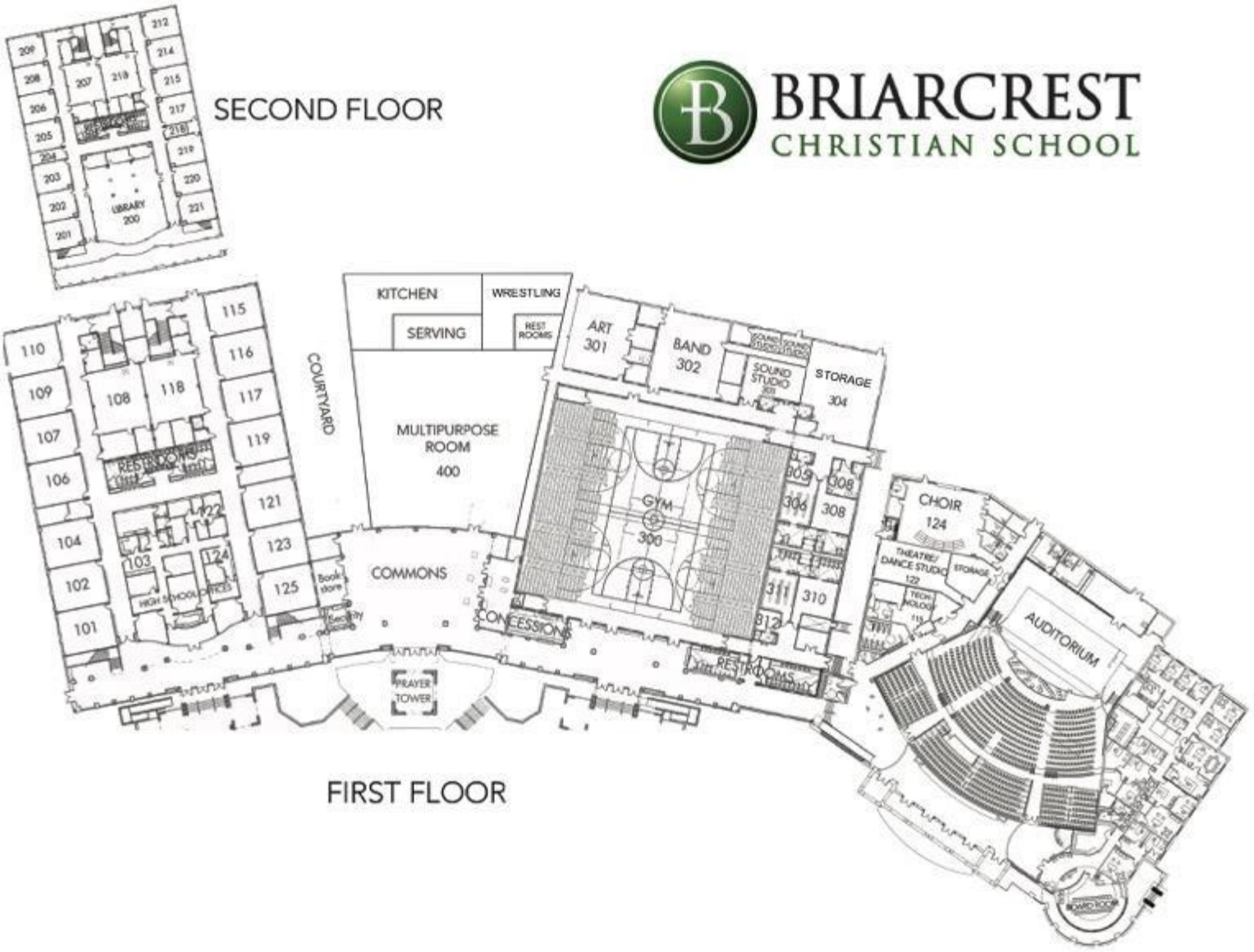
Sparks Chapel

Admissions…….. 765-4654

Business Affairs…….. 765-4648

Tuition and Financial Aid…….765-4655

President's Office…… 751-6426


SECOND FLOOR
BRIARCREST
CHRISTIAN SCHOOL
LIBRARY
200
KITCHEN
WRESTLING
SERVING
REST ROOMS
COURTYARD
MULTIPURPOSE ROOM
400
ART
301
BAND
302
SOUND STUDIO
303
STORAGE
304
GYM
300
CHOIR
124
THEATRE/ DANCE STUDIO
122
STORAGE
AUDITORIUM
COMMONS
CONCESSIONS
RESTROOMS
PRAYER TOWER
Book store
HIGH SCHOOL OFFICES
RESTROOMS
FIRST FLOOR

BCS VISION STATEMENT

Briarcrest Christian School will glorify God by inspiring young men and women to become authentic followers of Christ, while challenging them to achieve their highest academic, creative and athletic potential.

BCS MISSION STATEMENT

Educating Minds. Engaging Hearts. Equipping Disciples.

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
- 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

DOCTRINAL STATEMENT

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are of Supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed.

We believe the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as High Priest and Advocate.

We believe that our Lord and Savior Jesus Christ will personally return and set up his kingdom wherein He will rule and reign in righteousness.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost.

We therefore, believe in:

The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus,

The Personality, Deity and Work of the Holy Spirit,

The Personality of Satan, and

The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers and Retribution of Unbelievers.

THE BRIARCREST HONOR CODE

I will not lie, steal or cheat, nor 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 more 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 wrong.

PROCEDURE:

1. The Briarcrest Honor Code is upheld and enforced by the Honor Council. Students report dishonest behavior, *in confidence*, to one of the student-elected representatives for their grade. Each student is required to report himself or any student who violates the honor system to a member of the Honor Council within two days of the violation. Student representatives for the current school year will be elected and announced early in the school year.

2. The President, Vice President, and Secretary (elected by the Honor Council) shall determine if enough evidence is present for an investigation. The President, with the consent of the faculty advisor, shall call a meeting to question the accused party. Present at this meeting will be the three officers and the representative from the grade of the accused party. The offender is notified by written summons to appear before the Honor Council. Failure to respond to the written summons or appear before the Honor Council can result in disciplinary action being taken by the Administration.

3. Only after a thorough and careful investigation will the Honor Council make a recommendation to the Administration.

4. The Administration will review the recommendation made by the Honor Council and take appropriate action.

BELL SCHEDULE 2026-2027

Daily Schedule (T)

8:00 - 8:45	Period 1
8:49 - 9:34	Period 2
9:38 – 10:21	Chapel
10:25 -11:10	Period 3
11:14 -11:59	Period 4
12:03 - 1:22	Period 5/Lunch *
1:26 - 2:11	Period 6
2:15 - 3:00	Period 7

*1st Lunch: 12:03-12:33
*2nd Lunch: 12:52-1:22

Daily Schedule (M, W, Th, Fri)

8:00 - 8:49	Period 1
8:53 - 9:42	Period 2
9:45 - 10:05	Activity Period
10:10 – 10:58	Period 3
11:02 -11:50	Period 4
11:54 -1:16	Period 5/Lunch *
1:20 – 2:08	Period 6
2:12 – 3:00	Period 7

*1st Lunch: 11:54-12:24
* 2nd Lunch: 12:46-1:16

*Clubs have the opportunity to meet at 7:15 am (before school) or during activity periods monthly except December and May.

*Chapels will be held on Tuesdays and chapel attire is required.

CALENDAR 2026-2027

SPECIAL DAYS

All Students HS Orientation	Aug. 10
Classes Begin	Aug. 11
Meet the Teacher Night	Aug. 27
Freshman Seminar	Oct. 27
PSAT Testing (10th & 11th Grade)	Oct. 27
ACT Testing (12th Grade)	Oct. 27
First Semester Exams	Dec. 15-18
2 exams per day (students/partial days)	Dec. 15-17
7th period exam given (partial day)	Dec. 18
High School Registration Night	Mar. 1
Pre-ACT Testing (9th and 10th)	Mar. 23
ACT Testing (11th Grade)	Mar. 23
Christ in College (12th Grade)	Mar. 23
Career Conference (seniors & juniors)	April 23
Senior Exams (half-day schedule for seniors)	May 10-13
Graduation	May 15
Second Semester Exams	May 18-21
2 exams per day (students/partial days)	May 18-20
7th period exam given (partial day)	May 21

HIGH SCHOOL STUDENT HOLIDAYS

Labor Day	Sept. 7
Football Homecoming	Sept. 25 (Half Day)
Fall Break	Oct. 12-16
Professional Day (student holiday)	Nov. 2
Thanksgiving	Nov. 25-27
Christmas	Dec 18 - Jan. 4 (begins after 7th period exam on Dec. 18)
Classes Resume	Jan. 4
Martin Luther King, Jr. Day	Jan. 18
President's Day	Feb. 16
Teacher Inservice	Feb. 15
Spring Break	Mar. 8-12
Easter	Mar. 26-29
Prom	April 23
Summer Vacation	May 21 (begins after 7th period exam on May 21)

ACADEMICS

GRADING SYSTEMS

This following grading system is used for students in Grades 9-12:

		Quality Points			
Score	**Grade**	**Weighted**	**Unweighted**	**Honors**	**AP**
98+	A+	4.67	4.0	+1	+2
93-97	A	4.33	4.0	+1	+2
90-92	A-	4.00	4.0	+1	+2
87-89	B+	3.67	3.0	+1	+2
83-86	B	3.33	3.0	+1	+2
80-82	B-	3.00	3.0	+1	+2
77-79	C+	2.67	2.0	+1	+2
73-76	C	2.33	2.0	+1	+2
70-72	C-	2.00	2.0	+1	+2
65-69	D	1.00	1.0	+0	+0
64 and Below	F	0.00	0.0	+0	+0

BRIARCREST AP POLICY:

Students must make a final grade of 80 or above in an AP class to sit for the AP exam. Students making a 79 or below will not sit for the AP exam but will take an equivalent final exam.

CUMULATIVE GRADE-POINT AVERAGE

The cumulative grade point average is determined by dividing the total number of quality points by the total number of courses.

POLICY ON TRANSFER STUDENT TRANSCRIPTS

Students who have transferred or will transfer to Briarcrest Christian High School with previously earned credit/grades will be subject to the following guidelines:

- Separate transcripts for students who transferred to BCHS will be maintained for their high school record purposes.
- All transcripts from previous school(s) and from BCHS will be forwarded as the student's official transcript. BCHS reserves the right to deny credit for coursework earned at schools without regional/national accreditation. This policy is effective for all students currently enrolled at BCHS.

CLASS RANK

As a result of the competitive nature of the BCHS College-Preparatory program, our school does not publish class rank except for designating the Valedictorian, Salutatorian and Top Twenty Scholars.

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.

NATIONAL HONOR SOCIETY

A student must meet the following criteria to be considered for induction into the National Honor Society (NHS):

- Be enrolled in the 11th or 12th grade
- Have completed at least one full semester at Briarcrest Christian School*
- Have a weighted cumulative grade point average of 4.20 or higher

A student meeting the above criteria will be considered for membership based on the tenants of the NHS. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. The Faculty Council will review conduct grades, disciplinary records, and attendance records. A student with one major conduct violation (including but not limited to ISS/OSS) in the 12 months preceding induction will not be eligible for induction that academic year. A student with more than one major conduct violation since the start of high school will not be eligible for induction until his or her senior year. A student considered for induction will be asked to list evidence of service activities in which he or she has engaged in during high school to complete the review process.

An NHS member who commits a conduct violation will be placed on probationary status until the Faculty Council meets to review the violation. A decision to change membership to probationary until graduation or dismissal from the NHS will be made at that time. If the offense is serious enough to warrant dismissal, the student has the right to appeal to the council. After hearing the appeal from the student, a final decision will be made. A student whose membership is probationary will be dismissed upon a second violation. Members who resign or are dismissed are never again eligible for membership or its benefits. **

The Faculty Advisor will check the weighted GPA of each member at the end of every semester. A member who falls below the 4.20 weighted GPA requirement will be placed on probation and given one academic semester to raise his or her GPA to 4.20 or higher. Failure to do so will result in a second violation and dismissal from the NHS.

An NHS member who transfers from another school and brings a letter from the principal or chapter adviser stating active membership shall be accepted automatically as a member in Briarcrest's NHS chapter. Transfer members must meet Briarcrest's Chapter standards within one semester to retain membership.

The principal reserves the right to override any decisions for induction made by the council.

* The NHS Handbook requires students to complete one full semester of courses with assigned grades to be eligible for membership. (4.1.2)

** The NHS Handbook states that no student action can result in immediate dismissal without review. All situations will be reviewed by the Faculty Council and a recommendation will be made. (7.2)

HONOR ROLLS

Golden Crest Honor Roll: Students who make all A's in academics and all S's in conduct at the end of each grading period are named to the *Golden Crest Honor Roll*.

Academic Honor Roll: Students whose academic grades are all A's and B's and all S's in conduct at the end of each grading period are named to the *Academic Honor Roll.*

TOP TWENTY SCHOLARS

The criteria for Top Twenty Scholars will be:
Each spring after the seventh semester grade-point averages have been finalized, twenty seniors who have attained the highest cumulative grade point averages will be honored by Briarcrest Christian High School at a banquet:

Summa Cum Laude: Rank of 1-10
Magna Cum Laude: Rank of 11-20

Top Twenty scholars must have attended a minimum of 4 semesters at BCHS.

The **Valedictorian** and **Salutatorian** are selected from four-year students only.

*Beginning with the class of 2029, only the four core subject areas (Math, English, Science, and History) and DE and AP classes will be used to calculate Top 20 and Valedictorian and Salutatorian. This new calculation will not impact GPAs sent to colleges, it will only be used for the BCS Top 20 and Valedictorian and Salutatorian calculations.

END OF GRADING PERIOD

Oct. 9	Dec. 18	Mar. 5	May 21

INTERIM REPORTS ISSUED

Sept. 9	Nov. 13	Feb. 3	Apr. 14

COURSE CREDITS

Students earn one-half credit for each semester course passed with a grade of 65 or above. Students earn one credit for each year course passed with a grade of 65 or above. Students who do not receive credit in a course must take the course in summer school or repeat the course the following year. Credit will not be accepted for any course taken in a summer school program other than repeating a course in which a student was unsuccessful during the regular school year.

SCHEDULE CHANGE PROCEDURES

Drop/Add Policy: After the first ten days of the grading period, a student must have approval of the principal, department chair, grade level counselor and current teacher to drop a class or make any other schedule changes. If given permission to drop the course before the end of the first grading period, the course will not be recorded on the academic record. However, if the student drops the course after the first grading period, a failing grade will be recorded on the student's academic record. Any courses that are required for graduation may not be dropped. Students may not add a new course after the first 10 days of the course. If a student wishes to move from a placement-based course (e.g. Honors) to a lower-level course within the same department, the change may only be considered after the first test has been graded. Any change must also receive approval from both the parent and department chair, principal and grade level counselor.

Reminder: Students in grades 9-11 must be enrolled in six (6) credit bearing courses both semesters, and seniors must be enrolled in five (5) credit bearing courses both semesters during the regular school day ("0" period is not included during the regular school day). Students may not have more than one study hall each semester.

Depending on scheduling issues and on the number of requests for certain courses, honors level and/or AP level courses may not be offered.

**Students must have an 80+ average in the enrolled AP Course in order to sit for the AP exam.*

EXAM EXEMPTION POLICY

Only seniors may be exempt from exams in the final semester of a course. Half-credit courses are included. A student must maintain a "90" average in the final semester of a course and have no more than five absences in a semester course or eight for a full-year course. Three tardies in a class will count toward 1 absence for that given class.

This counting of absences does not include absences for school-sponsored events, academic or athletic competitions, band or choir trips, or approved college visits. Exam exemption is a privilege. Absences for any reason other than those listed as school sponsored will count toward the total absences.

***Seniors who have received a suspension will forfeit the right to exam exemption.

GRADUATION REQUIREMENTS

Academic Diploma Requirements: *24 credits of required courses.

Academic Diploma with Honors Endorsement Requirements: *24 credits, plus a seven-semester weighted GPA of 3.8 in grades 9-12, that include six credits in Honors and/or Advanced Placement courses from the BCS core classes of English, Science, Math, Social Studies, or World Languages.

Academic Diploma with Fine Arts Endorsement: *24 credits in grades 9-12 that include 5 credits in fine/performing arts and a seven- semester weighted GPA of 3.0 or higher.

Academic Diploma with Fine Arts and Honors Endorsement Requirements: *24 credits in grades 9-12 that include six credits in Honors and/or Advanced Placement courses, five credits in fine/performing arts and a seven-semester weighted GPA of 3.8 or higher. It is recommended that students declare intent to pursue this option when entering the 9th grade.

Department	Credits Required
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
World Language	2 credits
Bible	2 credits** *(2.5 credits beginning with Class of 2029)*
Fine and Performing Arts	1 credit
Physical Education/Wellness	1 credit
Electives	4 credits
Total Credits	24 credits *(24.5 credits beginning with class of 2029)*

*High school courses completed in the 8th grade (Algebra I, French 1, Latin I, and/or Spanish 1) will be listed on the Briarcrest Christian High School transcript. However, those courses will not be included in the credits required for graduation and will not be included in the student's grade point average.

*Students who took Latin I, French I, or Spanish I in 8th grade will have to take levels II and III in high school, if they continue with the same language.

**24.5 credits will be required to graduate for the Class of 2029 and beyond. Includes 2.5 credits of Bible for Class of 2029 and beyond.

GRADUATION EXPECTATIONS

Our high school graduation ceremony is a time of worship and celebration. It is also a baccalaureate ceremony and held at Bellevue Baptist Church. We honor God first with our actions, then celebrate our students in an appropriate manner.

Students-Students are expected to conduct themselves in a manner like a chapel setting. When students' names are called, they are to walk normally across the stage without any antics drawing attention in a negative light. Our students know what is acceptable to the administration and will be held to a standard that is appropriate and acceptable in church.

- Any student not following the expectations, determined solely by the administration and approval of the President, will not be allowed to attend Project Graduation with his/her class. The responsible party for the student's contract will be assessed a $1,000 fine and no records will be released to the student's college until the fine is paid.

Families-Families are expected to conduct themselves in a manner reflecting a chapel setting. No balloons, fatheads, noisemakers or other distracting items, determined solely by the administration, will be allowed in the graduation ceremony. While families may clap and cheer for their graduate, no prolonged yelling or celebration that interrupts the cadence of the names being called is allowed. In addition, please refrain from yelling phrases, such as "that's my baby, that's my sister," or other distracting words. Again, this is a graduation and baccalaureate ceremony.

- At the sole discretion of the administration and approval of the President, any family's actions deemed inappropriate may be subject to a $1,000 fine with the same conditions described above.

Students and families are guests of Bellevue Baptist Church, and we want to be good stewards of the campus they are allowing us to use. Therefore, students may not possess or use cigars, tobacco products, or similar items on Bellevue Baptist Church or Briarcrest Christian School property before, during, or after graduation activities. In addition, Tennessee law prohibits the possession of tobacco products by individuals under the age of 21.

Students may not take photographs or participate in celebratory activities involving cigars or tobacco products on Briarcrest or Bellevue property. Such behavior does not reflect the image and standards we desire our students and school to portray.

- Any student found possessing or using cigars, tobacco products, or similar items on Briarcrest or Bellevue property, determined solely by the administration and approval of the President, will not be allowed to attend Project Graduation with his/her class. In addition, any student registered for the Ecuador mission trip will not be permitted to participate in the trip.

ACT TEST DATES

(AMERICAN COLLEGE TESTING)

Test Date	Registration Deadline	*(Late Registration Deadline)*
September 19, 2026	August 14, 2026	September 2, 2026
October 17, 2026	September 11, 2026	September 29, 2026
December 12, 2026	November 6, 2026	November 29, 2026
February 27, 2027	January 22, 2027	February 9, 2027
April 10, 2027	March 5, 2027	March 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027
July 10, 2027	June 4, 2027	June 22, 2027

SAT TEST DATES

Test Date	Registration Deadline	*(Late Registration Deadline)*
August 22, 2026	August 7, 2026	August 11, 2026
September 12, 2026	August 28, 2026	September 1, 2026
October 3, 2026	September 18, 2026	September 22, 2026
November 7, 2026	October 23, 2026	October 27, 2026
December 5, 2026	November 20, 2026	November 24, 2026
March 6, 2027	February 19, 2027	February 23, 2027
June 5, 2027	May 21, 2027	May 25, 2027

Additional information on-line at www.act.org and www.collegeboard.org

COUNSELING

Our counselors play a vital role in advancing the mission of educating minds, engaging hearts, and equipping disciples by guiding students academically, nurturing their emotional and spiritual growth, and helping them discern purposeful, Christ-centered paths for their future.

College Counseling: The college counselors provide information to parents and students about national-level testing programs for college admissions, administer the Advanced Placement testing program, and provide wisdom and direction to students and parents through the college selection process. Students are encouraged to utilize the provided online college assistance programs, meet with the college counselors, and visit with college/university representatives who visit our campus throughout the school year.

Academic Records: Educational records of students are released with a signed request by parent or student authorizing such release. It should be noted that most educational institutions, as a means of protecting privacy, will not accept a transcript presented directly by a parent or student.

Parent Conferences: Counselors are available to meet with parents and families. To request a conference, please contact your grade level counselor.

Student/Counselor Conferences: Students may request a conference with a counselor by making an appointment in the Guidance Office.

Course Selection: The counseling staff works with students in the spring to help ensure proper course selections are made to meet Briarcrest graduation requirements and college admission requirements.

Important Dates to Remember – 1st Semester
Freshman Seminar - 9th Grade
PSAT Testing - 10th & 11th Grade
ACT Testing - 12th Grade
Tuesday, October 27, 2026

Important Dates to Remember – 2nd Semester
Christ in College Conference at Harvest Church – 12th Grade
ACT Testing – 11th Grade
Pre-ACT Testing – 9th and 10th Grade
Tuesday, March 23, 2027

Lauren Cocke – 9th Grade Counselor – 765-4643 lmcocke@briarcrest.com
Ashley Sudheimer – 10th Grade Counselor – 751-6423 avsudheimer@briarcrest.com
Lisa Godwin – 11th Grade College Counselor – 751-6405 ldgodwin@briarcrest.com
Laurie Gray – 12th Grade College Counselor– 751-6424 llgray@briarcrest.com

STUDENT ATTENDANCE POLICY

I. 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.

When a student is absent, the parent must call or email Mrs. Cannon in the attendance office by 9:30 a.m. on the day of the absence. This procedure must be followed each and every day a student is absent. **phone: 751-6403 email: lwcannon@briarcrest.com**

A student must be present for 4 periods during the school day to participate in after-school activities unless otherwise approved by BCS administration.

Students MUST check in through the Attendance Office if arriving at school late. If leaving school early, students MUST check out through the Attendance Office or the Nurse's Office. Failure to do so will result in disciplinary action.

PLEASE NOTE: Since BCS is vitally interested in all of 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.

A. 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 absences.

1. **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.
2. **Professional Appointments** — Professional appointments (i.e., appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Whenever possible, professional appointments should be made after school hours.
3. **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.
4. **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 requests and the actual number of days excused.
5. **Family Vacations - Requires prior approval, with 2 school day written advance notice** (If your 2-school day deadline falls on a school holiday, an administrative decision will be made.)

   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 high school attendance office 2 (two) school days prior to the requested absence. Please note that family vacation days count, although excused, as part of the 12 (twelve) days under the "Excessive Absences: policy. See page 18.
   Family Vacations 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).

6. **College Days – Requires prior approval, with 2 school day written advance notice** (If your 2-school day deadline falls on a school holiday, an administrative decision will be made.)

   Each high school junior is allotted up to a maximum of (3) three days per year and each 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 15, unless required for scholarship considerations or orientations (determined by Administration). Prior documentation of college visit will be provided by the institution.

   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.

7. **Suspension** – Any day(s) spent suspended will be considered excused. All appropriate policies relative to excused absences will be invoked. All assignments and tests will be due on the due date.
8. **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.
9. **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.
10. **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.

B. Make-Up Work – Excused Absences (EA)

1. When prior notice is required (See Section III) – 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.
2. When prior notice is not required or the absence is a result of a school sponsored activity (See Section III) – 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, provided the student has turned in a parental note. For example, if a student is absent Friday and Monday, all work is due Thursday (two days after returning).

C. 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:

1. Missing class without proper authorization. (a "skip" day)
2. Leaving the BCS campus without signing out with proper school personnel.
3. 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 absent or truant is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, just because a parent calls BCS or sends a note 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 wasn't ready for a test."

—"I missed my ride."

—"Our family went to the ball game."

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

D. 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 for special assignments due during the unexcused absence. Furthermore, if the special assignment is not turned-in on the day the student returns, there will be an additional one-letter grade reduction for each additional day the assignment is late.

In the case of truancy, the student will receive a zero (0) for each missed test, quiz, or assignment.

E. Excessive Absences

Any student missing more than twelve (12) days of a class 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., 60%) for the semester's course work**.** Exceeding the 12-day absence limit may affect the accumulation of credits in high school.

Once a student has accumulated ten (10) absences in a semester, documentation from a licensed healthcare provider will be required for each additional absence in order for that absence to be coded as excused. This requirement applies to absences for any reason. Exceptions may be approved by the school administration for funerals, approved school absences, or other extraordinary circumstances.

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.

II. Tardiness

A. 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 Attendance Office.

   Those students who are tardy for such emergency-related reasons will be assigned an excused tardy if an acceptable verbal or email explanation for such tardiness is provided by the parent or guardian. 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).

B. Unexcused Tardiness (UT)

1. Excessive Tardiness - 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). Each student is allowed 3 (three) unexcused tardies per semester. With the fourth tardy, disciplinary action will begin.

2. Excessive Tardiness - 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. Any tardies to class will result in a disciplinary action.

III. 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 in writing of the future absence **TWO** (2) school 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, some 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.

IV. Appeal Process

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

DRESS CODE

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 BCHS 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 Dennis Uniform or FlynnO'Hara Uniform, 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.
- Girls' skirts must be plaid.
- 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. 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 high school students: tennis shoes, saddle oxfords, and boots worn only with pants. No Ugg 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 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: Students will be allowed to wear Briarcrest outerwear (purchased from the Saint Shop, Flynn O'Hara, or team sports store) in the following colors: Green, Gray, Navy, Black, or White. Hoodies may not be worn on these days.
  - Friday: 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.
- 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).

Haircut Policy

Hair must be clean, presentable, and neatly groomed. Male students' hair must be on or above the shoulders, eyes visible, and no more than 3 inches high on top.

The following hairstyles are not permitted for our students:

- Mohawks
- Unnatural colors
- Extreme types of haircuts
- Male students putting their hair up
- Shaved lines, carvings, or artwork
- Facial hair (beards, mustaches, etc.)
- Eyebrows cut
- Sideburns that extend below the base of the earlobe.

Administration reserves the right to require a student to get a haircut at any time. 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.

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 Flynn O'Hara Uniform. 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 Flynn O'Hara Uniform.

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

Signing Days

On designated Signing Days approved by the Administration, students participating in a signing ceremony are permitted to wear apparel representing their future college or university. This may include a college shirt or sweatshirt with modest and appropriately fitting pants or jeans (no holes, fraying, or excessive wear). All attire must reflect the standards of modesty and cleanliness expected in the BCS dress code. All other students that attend the ceremony must remain in full uniform.

Consequences for Infractions:

- Attendance
  AM Tardy
  - #1-3 = FREE
  - #4 = Activity DHall
  - #5 = Activity DHall
  - #6 = DHall
  - #7+ = DHall / parent contact
  - #10 = Saturday school

- Classroom Tardy
  - #1-3 = FREE
  - #4 = DHall
  - (DHall will be issued by teacher for every tardy after #4)

- Cell Phones
  - #1 = The device will be confiscated and sent to the office. The device will be returned to the student at the end of the school day. The student will serve Saturday School.
  - #2 = The device will be confiscated and sent to the office. The device will be returned to the student at the end of the school day. The student will serve Saturday School.
  - #3 = The device will be confiscated and sent to the office. For the remainder of the semester, the student must bring their device to school and turn it into the front office at the start of each day. The student will also serve Saturday School.

  Note: Any videoing or taking pictures without administrative consent will result in Saturday school and phone probation. If a cell phone is taken up in Chapel, the phone will be confiscated and the student will serve Saturday school.

- Classroom Discipline
  - 1st Offense = 1 DHall
  - 2nd Offense = 1 DHall
  - 3rd Offense = Saturday school
  - 4th Offense = Saturday school and parent contact
  - 5th Offense = Suspension

- Dress Code Violations (per semester)

  - 1st Offense = DHall
  - 2nd Offense = Saturday school
  - 3rd Offense = Saturday school and parent contact
  - 4th Offense = Suspension

* Saturday School is held from 6pm-9pm with a $20 charge per student.

** Additional fees may be assessed to students who have infractions/consequences including but not limited to Saturday school, shaving violations, cell phone violations, parking violations and dress code violations.

STUDENT ACTIVITIES

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 may 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 the Business Office 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.

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)*.

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 BCS 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.

In lieu of the SKS Formal, Briarcrest parents sponsor a Christmas/Winter Formal and/or a Fall Homecoming Formal in which all Briarcrest Christian High School students may participate.

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.*

CO-CURRICULAR ACTIVITIES

BCS is pleased to offer a wide variety of co-curricular activities such as band, choir, drama, cheerleading, and athletics. It is the policy of the Briarcrest Board of Trustees that 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.

Please note that there is a TSSAA rule regarding significantly past due accounts. The rule states: "Schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue."

As a result of this rule, it is imperative that you stay reasonably current with the payment plan you selected in order for your student(s) to continue to participate in practices and games. If you are already behind or anticipate that you will be, please contact Patricia Whitley, Director of Accounting & Finance, at (901-765-4642) to discuss alternatives that may exist, such as changing payment plans.

*In order 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 later 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 later 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.

ATHLETIC ELIGIBILITY

BCS is a member of the Tennessee Secondary School Athletic Association (TSSAA). There are several guidelines that impact athletic eligibility. These include academic standards, transfer rules, attendance, etc. Information governing athletic eligibility is available from the Athletic Office (901-751-6408).

STUDENT COUNCIL

The Briarcrest Student Council, the governing board of the student body, is chosen in a free election by their peers. The Student Council officers meet each day to plan and discuss student activities. They often help entertain guests, host school-sponsored events, and facilitate the faculty and administration in planning events.

CAMPUS ACTIVITIES AND POLICIES
COMPUTER USE TERMS AND CONDITIONS

This Agreement sets forth the principles that govern appropriate use of computing resources at Briarcrest Christian Schools (BCS). Access to computing resources at Briarcrest is a privilege available to all current students, faculty, and staff who have been authorized for use in a responsible, ethical, and equitable manner. Computer users shall:

- act responsibly so as to ensure the integrity and ethical use of computing and information resources.
- respect the rights of others, and not threaten, harass, discriminate, intimate, or commit theft or fraud.
- respect all pertinent licenses, copyrights, contracts, and other restricted or proprietary information.
- use BCS computing resources and user accounts only for appropriate school activities.
- acknowledge that system administrators may examine files, mail, and printer listings for the purpose of diagnosing and correcting problems with the system.
- acknowledge the right of BCS to restrict or rescind computing privileges for cause.
- follow regulations and guidelines distributed by individual teachers at the beginning of each class which are considered as part of the conditions of this signed agreement.

Examples of Activities Specifically Prohibited

The following are some of the things that are prohibited activities; however, this list is not inclusive. No student may:

- intentionally corrupt, misuse, or steal software or any other computing resource.
- access information resources, data, equipment, or facilities in violation of any restriction on use.
- use BCS computing resources for personal or private gain.
- use another person's computer account.
- knowingly execute a program which may hamper normal computing activities at BCS or elsewhere.
- intentionally plagiarize information obtained from electronic resources.
- use a Teacher/Administrator's computer

Suspension of Privileges and other Disciplinary Actions

If BCS Administration reasonably believes that a user is engaged in activities which may pose an imminent threat to:

- the health or safety of others,
- the integrity of data,
- computing resources which may adversely affect system operations, or
- copyrights, the BCS Administration may confiscate the user's personal disk, suspend user privileges, possibly deny future access, take school disciplinary action, and/or institute appropriate legal action.

COMPUTER USAGE BY STUDENTS

Each student is required to have a signed acceptable use policy on file. All terms and conditions of computer usage at school are specified in this agreement.

COMPUTER USAGE AND 1:1 TECHNOLOGY

Briarcrest is a 1:1 school for grades SK–12. All Briarcrest students must abide by the Technology Responsible Use Policy. As part of the enrollment contract, parents acknowledge they have reviewed the Technology Responsible Use Policy and, together with their student, agree to adhere to its conditions. Parents are also required to complete the appropriate Student Laptop Acknowledgement Form or Student iPad Acknowledgement Form. By signing the applicable form, parents confirm they have read and reviewed with their student and obligate their student to the conditions of the Laptop (or iPad) User Agreement and the Laptop (or iPad) Care Guide, in addition to the Technology Responsible Use Policy. These documents are available in OnCampus > Resources > IT Support & 1:1 Information.

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:

- Detention hall
- 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 not limited to: In-School Detention, In-School Suspension, Out of School Suspension and expulsion.

ACTIVITY PERIOD

Each day except Monday, students are provided (20) twenty minutes after second period for use in a variety of activities. During this time, students may visit areas such as teachers' rooms, attend meetings, make up tests/quizzes, visit the guidance office, athletic office, or other appropriate locations.

In addition, students may go to the Multi-purpose Room/Commons/Library where, on most days, food items may be purchased.

Students should clean up after themselves at the conclusion of activity period.

During activity period, students must choose a location that provides adult supervision. At no time should a student be in an unsupervised location.

FOOD BROUGHT IN

Briarcrest Christian School has a contract with FLIK, Inc., to be the sole food service provider for students. With this thought in mind, students may not order/receive group food items to be brought into the cafeteria**.** For example, deliveries of pizza for groups of students will not be allowed. Parents are asked not to bring group food items for students at lunch.

No food delivery such as Uber Eats, Door Dash, etc,.is allowed. If there is a question regarding bringing food into the cafeteria, please call the main office. (751-6401)

PARKING LOT

Students are not allowed to sit in cars or loiter in the parking lot at any time. Students should make their way into the school building immediately after arriving on the Briarcrest campus. Students are not allowed in the parking lot during the school day without a pass. After school is dismissed at 3:00 p.m., students must leave the parking lot as soon as possible. Loitering will not be permitted.

All student vehicles must be registered and in compliance with the parking regulations. If a student does not have a visible student parking decal, there is a $25.00 fine.

CAFETERIA AND LUNCH SCHEDULE

Students are assigned lunch times based on the location of their 5th period class:

Specialty Classes (i.e., PE, Study Hall, Choir, Music, Drama) will be assigned to specific lunch periods.

During lunch, students may not enter academic hallways where classes are in session. Lunchtime is provided for eating and fellowship with classmates. Appropriate dining hall behavior is expected. Food is to be eaten and discarded properly, not thrown or used in play**.** Students are expected to clean up their eating area at dismissal from lunch.

	Tuesday	M,W,Th, Fr
*1st Floor Academic Building		
Lunch	12:03 - 12:33	11:54 - 12:24
5th period class	12:37 - 1:22	12:28 - 1:16
*2nd Floor Academic Building		
5th period class	12:03 - 12:48	11:54 - 12:42
Lunch	12:52 - 1:22	12:46 - 1:16

Food/drinks are not to be taken from the Commons/Multi-purpose room during and after activity period or lunch**.** In the event there is a special/medical need to carry excess food or drink from the cafeteria, these items must be carried out of sight, for consumption after school. Students are not allowed to eat or drink in hallways or classrooms.

The academic building is off-limits for students during lunch.
Seniors have permission to eat lunch outside in a designated "Senior" area or in the Commons.
Students should remain in the cafeteria during lunch. All other locations are off-limits during lunch unless specific permission has been granted by an appropriate staff member.

*If a high school student has a negative balance at the end of a grading period, net classroom will be turned off. When balance is cleared, service will be turned back on.

RESTROOM USE AND BEHAVIOR

Students may only enter the restroom of their biological sex. Two students may not go into the same stall together at any time.

CELL PHONES / ELECTRONIC DEVICES

It is understandable that many students have cellular phones. Each season brings new advancements in technology, such as camera phones, social media, 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 and electronic devices such as smartwatches may not be visible from the first bell (7:52) until the final bell (3:00). If a student has a zero-period class, their cell phone and electronic device may not be visible when they enter the building to attend the class. Students will not be allowed to use cell phones or any cellular devices such as smartwatches or similar devices during the school day, including activity period, lunch, or between classes.

Mechanical devices/electronic devices (i.e., MP3 players, iPads, laser pointers, gaming systems, etc.) are always prohibited on campus.

Failure to abide by this policy will necessitate disciplinary action.

- **1st infraction** – The device will be confiscated and sent to the office. The device will be returned to the student at the end of the school day. The student will serve Saturday School.
- **2nd infraction** - The device will be confiscated and sent to the office. The device will be returned to the student at the end of the school day. The student will serve Saturday School.
- **3rd infraction** - The device will be confiscated and sent to the office. For the remainder of the semester, the student must bring their device to school and turn it into the front office at the start of each day. The student will also serve Saturday School.

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

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

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

Smart glasses or similar wearable technology, including but not limited to Meta/Ray-Ban Meta glasses, that can take photographs, record audio or video, transmit data, access the internet, display information, or otherwise provide access to outside material are not permitted to be worn or used during the school day unless specifically approved by the administration.

DELIVERIES OF FLOWERS/GIFTS

Flowers and gifts, particularly on student birthdays, 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.

Please keep in mind that we strive to protect instructional time in classes from interruptions such as notification that flowers/gifts are in the office. Reasonable effort is made to notify students of these items, but a guarantee cannot be made. Even after notification, often these items are not claimed.

Flowers and gifts must remain in the Attendance Office to be picked up at the end of the school day. Thank you for your consideration.

VISITORS

As a rule, we do not allow student visitors on campus. This is to maximize safety and minimize disruptions. All visitors must report to the main office to check-in and receive a green sticker pass before any visitation. Any student wishing to attend Briarcrest in the future and wishing to visit classes must begin this procedure in the Admissions Office (901-765-4654). We always welcome alumni, church pastors, as well as para-church organizations (Young Life, F.C.A., etc.). Also, our students should not visit another school without receiving authorization from that school.

Briarcrest 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 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@brircrest.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.

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 postings may be subject to school discipline. Posting inappropriate images will result in serious disciplinary consequences including expulsion. USE GOOD JUDGEMENT!

USE OF THE BCS NAME AND LOGO

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.

SENIOR EARLY DISMISSAL

Senior students who qualify for this "Privilege" must complete the procedure outlined below:

1. Complete the online form and submit. (please note required parent and student signatures)

Each privilege will be reviewed each quarter. Refer to the individual form for requirements pertaining to these individual privileges.

When a student has been absent, he/she may be required to report for make-up work. This would take priority over "early dismissal."

The school's class schedule, whether standard or altered for a special occasion, has priority over early dismissal or work permit. Students should pre-arrange work schedules in accordance with these special dates.

Students who fail to maintain required standards pertaining to grades, conduct, and attendance will lose this privilege. A student who fails a class will forfeit this privilege for the next quarter.

SENIOR LUNCH OUT

A permission for Senior Lunch Off-Campus form must be completed online and submitted. (please note required parent and student signatures) This is an earned senior privilege and can be revoked if the Administration deems necessary. Students who fail to maintain required standards pertaining to grades, conduct, and attendance will lose this privilege.

Students will be dismissed at 11:45 am and must be back in their next class at 1:15 when the bell rings. "Senior Lunch Out" days are set by the Administration and published. These days are subject to change during the year. Dates for 2026-2027 are:

September 11
November 20
January 8
April 9

WEATHER – RELATED CLOSINGS

Briarcrest Christian School will make and announce its decision on weather-related matters separately from Memphis-Shelby County schools. Therefore, check our website, social media, emails, major TV stations and other forms of communication for a Briarcrest Christian School inclement weather announcement. In deciding to close school, Briarcrest Christian School will act as it always has, giving priority to considerations of safety for our students and employees. Regardless of the announcement, individuals should use their own judgement in making the decision to attend school.

PARENTAL COMMUNICATION

Briarcrest Christian High School strives to inform parents regularly, utilizing Remind text, emails, and an internet program—on Campus.

OnCampus is a safe and easy way for educators, parents and students to share information. The internet site is a secure, protected, and private environment that authenticates every user and securely displays content, such as a student's current grades. There will be an internet link at www.Briarcrest.com/"student link.

Teachers have the capability to post current grades, homework assignments, class notes, and attendance.

All that is required to access this information is a connection to the internet. Individuals who do not have an available connection at home or work will be able to connect to the online program from the internet computers now available at the public libraries. Instructions and Parent access codes will be mailed home, and student access codes will be distributed at school.

E-Mail addresses for Teachers can be obtained on the school's website. The most direct way to contact teachers is through email.

SCHOOL HEALTH AND MEDICATION

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. I understand that ***I 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:

    2. Student's name and grade
    3. 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 is able to 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 and physician prescription, students with asthma may have 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 in accordance with the BCS Medication Policy

7. **Expired medication will NOT be given at school.**

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

Extended Time in the Nurse's Office

The Nurse's Office is not an alternative location for students who are unable to participate in class. If a student's medical condition requires the student to remain in the Nurse's Office for the majority of a class period and the student is not able to return to class, the parent or guardian will be contacted, and the student will ordinarily be required to leave campus. Exceptions may be made by the school nurse or administration based on the student's condition or an approved individual medical plan.

ILLNESS DISMISSAL AND READMISSION POLICY

Exclude if:	**Readmit:**
1. Temperature of 100 degrees or higher orally.	1. Free of fever for ***24 hours*** *without medication.*
2. Excessive amounts of yellowish-green nasal discharge. Severe, excessive, or persistent disruptive cough. Sore throat with difficulty swallowing.	2. Symptom free.
3. Untreated red, watery or draining eye(s).	3. All discharge from the eye(s) has ceased or clinical clearance to return to school.
4. Lice	4. After treatment.
5. Untreated, exposed, and draining skin lesions.	5. Skin lesions are dry or clinical clearance to return to school.
6. Vomiting.	6. Free of upset stomach ache and vomiting for ***24 hours.***
7. Diarrhea (two or more loose, watery stools).	7. Free of diarrhea for ***24 hours.***
8. Fainting or seizures or general signs of listlessness.	8. Free of symptoms.
9. Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	9. Free of fever for 24 hours without 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.

BRIARCREST CHRISTIAN SCHOOL
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 followed at all times 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 in regard to 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.

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 Principal's the responsibility to administer discipline on a daily basis. 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 Principal, with the consent of the President, is authorized to impose disciplinary sanctions. The President holds the final decision with appeals being heard by the expulsion committee by 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 (see Guidelines for the Administration of Medications in School).

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 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 also be required to 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 formal parental notification and 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, use, sale or supply 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/Nicotine/Vaping/Oral Pouches

On Campus: The possession or use of tobacco in any form (nicotine products, vaping devices, cigars, nicotine pouches, etc.) is prohibited on campus or at any School activity for reasons of health and safety. Students possessing any of these products on 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 violations may include a laboratory testing fee, paid by the parents, to determine the contents of the vaping device. Should testing be positive for illegal drugs or controlled substances, the student shall be terminated from the School without refund of fees and may be turned over to the appropriate law enforcement personnel.

Oral pouches intended to deliver nicotine, caffeine, or other stimulants are prohibited. Possession or use of oral pouches shall be treated as a tobacco offense under this policy. These products are prohibited for reasons of health, safety, and ability to enforce school policy on use of pouches.

A repeat on-campus tobacco, nicotine, vaping, or oral pouch offense is subject to progressive disciplinary action and may result in a request that the student be withdrawn or expelled from the School.

Off Campus: The possession or use of tobacco, nicotine products, cigars, nicotine pouches, vaping materials, or similar nicotine-delivery products off campus is subject to progressive disciplinary action, as determined by the Administration.

Parental Supply or Facilitation of Access to Alcoholic Beverages or Drugs

It is a violation of Tennessee law; and therefore, a violation of Biblical standards (Romans 13:1-5) 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 or adequately supervise gatherings where alcohol may be knowingly or unknowingly present. 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.

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 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 and 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. 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 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 from school or expulsion.

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 student.
- **Cafeteria Duty:** Used to address first-time problems with tardiness and other minor infractions.
- **Detention** (Activity Detention, Lunch Detention, Before & After 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.

BRIARCREST CHRISTIAN SCHOOL
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)

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 a personal issue or a school issue that is 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 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