Upper School Handbook

UPDATED AUGUST 2026

Upper School Campus
Junior High: Grades 7-8
High School: Grades 9-12
6255 Cahaba Valley Road
Birmingham, Alabama 35242
(205) 776-5900

Briarwood Christian School exists to provide a Christ-centered, transformational education that equips and inspires each student to glorify God by maximizing their God-given abilities. Our vision is to develop leaders who impact the world by glorifying Christ in every sphere of life.

Table of Contents

Introduction	1
School Philosophy/Governance	2
School Distinctives	2
Student Conduct	5
Student Relations	10
Attendance	11
Dress Code	14
Electronic Media Use Policy	18
Social Media Policy	21
Use of Artificial Intelligence	22
Academics	23
Office Policies & Procedures	25
Admissions & Enrollment	26
Athletics & Co-Curricular Activities	27
Parent & Community Relations	28
Student Safety & Health	35
Financial Responsibilities	39
Transportation	40
Other Policies	41
Appendix A - Pastoral Position & Guideline Paper	45
Appendix B - Academic Integrity Policy	50
Appendix C - Upperclassmen Privileges Policy	51

Introduction

This student handbook provides students, parents, and staff with a statement of the basic policies, procedures, and philosophy of Briarwood Christian School (BCS). Although the handbook is not intended as a comprehensive statement[1] on these subjects, nor is it a contract[2], it is written to answer the most frequent questions[3] asked about the policies and procedures of the school. In the handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way[4] to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to problems.[5]

Commitment to these policies and procedures by students, parents, and staff enables the school to run smoothly, effectively, and efficiently. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way to encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this handbook is to allow parents, students, and staff to be "of one mind" in the great privilege of training children to honor God with their whole lives.

The provisions of this handbook do not constitute a contract between BCS or Briarwood Presbyterian Church and any applicant, student, or student's family. BCS reserves the right to change the policies, procedures, rules, regulations, and information in the handbook at any time. The School Board approves major changes.

"Where there is no guidance, the people fall, but
in an abundance of counselors, there is victory." (Proverbs 11:14)

[1] The school reserves room for matters that fall outside what is written.

[2] Clarifying that these policies are not a contract prevents them from being interpreted as an exhaustive or legally binding list of every possible response or consequence.

[3] Less common or more complex situations may require decisions beyond what is listed.

[4] Administrators and teachers may need to act in other ways when circumstances warrant.

[5] This gives administrators and teachers a foundation for making professional judgments when facing situations that do not fit neatly into predefined categories.

Taken together, these footnotes show that the handbook grants administrators and teachers appropriate flexibility to apply professional discretion when addressing situations not explicitly covered in the written policies.

School Philosophy/Governance

General Philosophy

BCS, under the counsel and advice of the School Board as a standing committee of the Session of Briarwood Presbyterian Church, operates as a ministry of Briarwood Presbyterian Church. The school is a vital segment of the Christian Education program of the church. The opportunity for educational training, from the Cub House (formerly mother's day out) through high school, is to be provided from a distinctly Biblical foundation and perspective. The true nature of life, the study of every subject, and all co-curricular activities and events are to be viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing Christ-honoring education, which reflects a commitment to God's Word and academic excellence. The educational process will be measured by the criteria stated in Luke 2:52.

The school's educational process and commitment, both in and out of the classroom, will be directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, whether members or non-members of Briarwood Presbyterian Church, enrollment is not limited to Christian students. Evangelism, through proclamation of the gospel to students and parents, is an important part of the school's educational process. The school is also committed to advancing Christian education in our region.

School Distinctives

Mission & Values

We exist to provide a Christ-centered, transformational education that equips and inspires each student to glorify God by maximizing their God-given abilities. Our Vision is to develop leaders who impact the world by glorifying Christ in every sphere of life.

School Board

The School Board is a committee of the Session of Briarwood Presbyterian Church. The School Board is comprised of 15 individuals nominated by the School Board and approved by the Session of Briarwood Presbyterian Church. Each member of the board serves a three-year term. Please contact the Superintendent's office for more information.

Statement of Purpose

Briarwood Christian School is a college-preparatory institution that exists to partner with parents in the education of their children so that students:

- Learn to love God with all their hearts, minds, and souls and to love others as themselves
- Learn to bring "every thought captive to the obedience of Christ"
- Advance in developing Christ-like character
- Grow and mature spiritually, intellectually, socially, and physically through world-class academic and co-curricular programs in a Christ-centered environment
- Are well prepared for college and career and equipped to serve Christ and their communities through their callings

Sanctity of Human Life Statement

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

School Verse/Motto - "I can do all things through him who strengthens me." Philippians 4:13

School Colors - Blue & Gold

Team Name - Briarwood Lions

Graduate Profile

At BCS, under the authority of God's Word and for His glory, our students receive a Christ-centered, transformational education that equips and inspires all students to glorify God by maximizing their God-given abilities. They will develop into leaders who impact the world by glorifying Christ in every sphere and become:

Growing Disciples of Christ
Responsible Stewards
Compassionate Neighbors
Resilient Learners
Courageous Leaders

A **Growing** disciple of Christ (Lk. 9:23, Rom. 12:1-2, Matt. 4:19-20, Col. 1:28-29, Jn. 15:18-19, Jn. 8:12)

- Endeavors to follow Jesus Christ faithfully
- Understands that man's chief end is to glorify God and to enjoy Him forever
- Realizes that knowledge of God is the most important knowledge one can have
- Cultivates a lifestyle of Spirit-filled virtue
- Knows, obeys and genuinely loves God's standards of behavior expressed in His moral law
- Recognizes, delights in and pursues the true, the good and the beautiful
- Engages faithfully in joyful worship and authentic fellowship in a local church
- Lives a lifestyle of evangelism and discipleship

A **Responsible** steward (Gen. 2:15, Prov. 22:29, Matt. 25:21, Prov. 3:9, 1 Pet. 4:10, Ps. 24:1, Col. 3:23-24)

- Discovers and cultivates God-given abilities
- Applies Biblical principles to relationships, decision-making, finances, and daily work
- Pursues personal spiritual, emotional, mental, and physical health
- Delights in and cares for God's creation
- Creates and crafts with beauty, generosity, and excellence for God's glory and others' good
- Serves in joyful obedience in one's area of gifting and calling

A **Compassionate** neighbor (Jn. 13:34-35, Micah 6:8, 1 John 3:17, 1 Peter 3:8, Deut. 10:18, James 1:27)

- Seeks to do justice, love mercy and walk humbly with their God

- Values and delights in the inherent dignity of all persons
- Evaluates accurately perspectives that differ from their own according to Scripture
- Recognizes and embraces the true greatness of service to others
- Loves and prays for others as a response to God's love for us
- Serves selflessly as an ambassador of Christ

A **Resilient** learner (1 Peter 1:13, Prov. 1:7, Ps. 25:5, Rom. 15:4, 2 Tim. 2:15, Jer. 17:7-8)

- Understands that learning is for the purpose of growing our ability to participate in fulfilling the Great Commandment, the Great Commission and the Cultural Mandate for God's glory and others' good
- Understands that the fear of the Lord is the beginning of wisdom
- Discovers joy in learning
- Understands our cultural moment in light of the Biblical story
- Thinks critically, logically and Biblically and is furthermore able to communicate those thoughts clearly, articulately and persuasively through both the written and spoken word
- Develops resilience in the learning process, becoming a lifelong learner
- Cultivates a community of wise, resilient learners

A **Courageous** leader (Deut. 6:7-9, Ps. 78, Eph. 4:15, 1 Tim. 4:12, 1 Pt. 1:13, Mark 10:43-45, Heb. 13:7, Ps. 37:3)

- Humbly follows Christ as they seek to lead others to and for Him
- Desires to influence by glorifying and serving Christ in every sphere of life
- Leads in the sphere of influence with Christlike courage, conviction, humility and grace
- Leads by example in dealing with the challenges of the cultural moment with grace, truth and love

Philosophy of Discipline

The Bible clearly indicates that parents are responsible for the discipline, training, and instruction of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, BCS seeks not to assume a task which God gives to parents but only to serve as the parents' appointed and authorized limited representatives in training and educating children. In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training to be taught at home and training received at school.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children to develop a child who consistently becomes more self-disciplined, requiring less supervision as they mature. Then as a self-disciplined adult, the process begins again as that adult, qualified by self-discipline, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's spiritual family and to respond to Him with respect and obedience based on their former training by their parents. BCS's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers, but also for students. During school hours and at other school-related and school-supervised functions, students are to

respond to school faculty and supervisory staff members with the same obedience, same respectfulness, and in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school.

The aim of discipline is restoration and renewal. Our desire is not merely for behavior modification but heart transformation that can only come through repentance and spiritual renewal through our Lord, Jesus Christ. Only while operating within this philosophy of discipline can the educational process reach its maximum potential.

BCS is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Student Conduct

The goal of student conduct is to use instruction, encouragement, and education to adjust attitudinal and behavioral problems and prevent recurrences, resulting in a greater degree of self-discipline and the "righteousness and peace" that God promises in Hebrews 12:11 (“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”).

Briarwood Christian School reserves the right to suspend or expel a student for misconduct on or off school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.

General Guidelines and Expectations for Student Behavior

- Students should show proper respect for peers and those in authority by being considerate to all. This includes respecting school property and the property of others.
- Students should be on time and prepared for the academic day.
- Students should do all of their own academic work and refrain from inappropriate collaboration with others.
- Students should adhere to the dress code and all other policies in the Student Handbook.
- Students should value school and Christian education by abstaining from gossip or slander of students, faculty or BCS as an institution.

Student Safety Expectations and Requirements

Students at BCS are expected to be vigilant in maintaining all school safety protocols. Any reasonable suspicion of danger to any student, faculty, or staff member must be reported immediately to a faculty member or administrator.

Any violation of the safety protocols listed below (but not limited to) may be subject to disciplinary action:

- Unauthorized opening or propping of exterior doors
- Withholding information of reasonable suspicion of danger
- Interfering or tampering with school security cameras
- Lack of cooperation in school safety drills
- Hindering the investigation of safety concerns
- Operating a vehicle recklessly or at unsafe speeds on campus

Conduct Violations

Any violation of school rules will subject the student to one or more of the following disciplinary actions. Based on the nature of the infraction, disciplinary action will be placed in one of the following categories:

- Level 1 - Generally administered by the teacher or administration
- Level 2 - Administered by the teacher or administration
- Level 3 - Administered by the Principals or Assistant Principals
- Level 4 – Administered by the Principals or Assistant Principals with the advice and approval of the Superintendent

Level 1 Cases

Such cases will be handled by the individual teacher in harmony with his or her own methods and abilities consistent with school policies. Mild discipline could range from a reprimand to detention. These could include, but are not limited to, service work, writing an essay, or preparing a written apology.

Detentions, used only for grades 7-12, may be issued by the appropriate Principal or Assistant Principal upon receipt of a Disciplinary Referral from a teacher for discipline. A Principal will receive each referral and evaluate a proper course of action for correction and training. If the Principal assigns a detention, a detention notice will be sent through FACTS to document the event and inform the parent or guardian about the event.

- Typically for a first offense, detentions are served for 30 minutes immediately after school on days designated by the administration.
- For a second offense, detentions are served for a period of 75 minutes.
- School transportation will not be provided for students serving detention.
- An initial dress code violation would fall under a Level 1 violation. A description of the BCS dress code follows later in this handbook. Students may also be required to correct the dress code violation. This may include having parents bring the necessary items to correct such violations.

Level 2 Cases

Violations of this nature are often similar to those of the Level 1 category. They may fall into a Level 2 category if they are of an egregious nature or continue after attempts at correction. Further discipline is usually administered after the school has exhausted other methods.

- A first-time academic integrity violation would result in detention or Saturday School. In addition to the detention, the student would also receive a zero on the assignment.
- A Thursday morning detention, after school detention, or a Saturday School workday may be administered by the Principal or Assistant Principal for Level 2 violations. Parents will be notified through FACTS of all detentions.
- Students subject to a Saturday School detention will be required to pay a fine of $25, which will be billed through FACTS.
- Multiple detentions in a semester may also result in a Saturday School detention.
- Any missed detention from a Level 1 violation without prior communication and approval by school administration may result in an additional detention or other consequences.

Level 3 Cases

The school reserves the right to suspend any student for a serious infraction of school rules. The Principals or Assistant Principals will administer all suspensions.

Suspensions may be given for a period of up to five days.

Examples (but not limited to) for which a suspension may occur:

- Fighting on school property, aboard buses or at school functions. This would include assault of one student by another student while on school property, aboard buses and at school functions.
- Using foul or inappropriate language, flagrantly abusive language, bullying, racial disrespect or disrespectful conduct. This may include belligerent or disrespectful behavior in the classroom or at school events.
- Possession of knives of any type or size, or other weapons on campus. This would include having these items in automobiles.
- A second academic integrity offense (e.g., cheating, plagiarism, etc.). In addition to a suspension, the student will also receive a zero on the test or assignment. Note: Plagiarism falls under the definition of cheating. For a further description of the BCS Academic Integrity policy, please see Appendix B.
- Skipping class or leaving school without permission.
- Repeated Level 1 or Level 2 violations after a Saturday School detention has been enforced.
- Possession, consumption, supplying or selling of alcohol (including off-campus)
- Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or climate/culture of the school.
- Pranks or behavior causing significant damage to school property or disruption to school operations
- Dangerous or negligent behavior while driving on campus

Level 4 Cases

Violations of this nature may result in expulsion, which is permanent dismissal from school. The Head of Upper School or Principal will administer expulsion with the advice and approval of the Superintendent.

Appeal of an expulsion may be made in writing to the Superintendent within three days of the expulsion. A student may not attend classes while an appeal is pending. The decision of the Superintendent is final.

Students who are expelled or withdrawn for disciplinary reasons are not permitted on either school campus for a minimum of one full academic year. Granting permission to be on either campus is at the sole discretion of school administration.

Examples (but not limited to) for which expulsion may occur:

- Possession, use, selling, or supplying of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Intoxication, possession, consumption, supplying or selling of alcohol on school property or at school-sponsored events
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents to cooperate with the school in the discipline of their children
- Habitual dishonesty (academics & behavior)
- Threats related to the school environment or to people
- Assault or battery of a teacher
- Sexual misconduct, including, but not limited to:
    - Sexual contact or activity outside the allowances of the God-ordained institution of marriage
    - Verbal abuse of a sexual nature
    - Sexual innuendo or gestures
    - Solicitation, possession, or distribution of pornographic materials
    - Sexual harassment or other sexual misconduct
    - Solicitation, possession, or distribution of inappropriate/nude images of other students
- Stealing including personal property of others and school property
- Possession or use of a weapon in a threatening or dangerous manner which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale or discharge of any gun (including a starter gun or pellet gun), firearm or any other explosive device, of any type, whether loaded or unloaded, on school property or at any school-related activity
- Bullying or harassment on school property or at school sponsored events. Please see the "Bullying/Harassment Policy" in the Student Relations section of this handbook for a further description of this policy.
- Any other moral misconduct inconsistent with Biblical teaching or the standards or policies of BCS or Briarwood Presbyterian Church. Please see Appendix A for the BPC Pastoral Position and Guideline Paper.

The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the Superintendent and the Executive Committee of the School Board.

Readmission or Continued Enrollment

Any student expelled from school or allowed to withdraw for disciplinary reasons will not be allowed to apply for readmission for at least one calendar year. Readmission would not be available until the Fall following the one calendar year out of school. Any student choosing to reapply must meet all requirements including entrance testing, interviews, and approval by the Admissions Committee. Requests for readmission should be made in writing to the Superintendent, who will make the final determination regarding readmission.

The school reserves the right to deny readmission, admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment.

Substance Abuse Policy

BCS's policy is to strive to maintain a drug-free environment for all its students and staff. The school reserves the right to test students universally or randomly for drug use at any time as a deterrent to illegal use of controlled substances. The penalty for any violation of this policy may, at the recommendation of the school administration, be a request for withdrawal or expulsion of the student. Any refusal to provide a sample for required testing will be deemed a violation of the school handbook and will result in a request for withdrawal or subsequent expulsion. BCS reserves the right to select/approve drug testing companies and technologies and may refuse a test result from an unapproved or outside agent.

Substance Abuse Self-Reporting Policy

BCS offers a probationary enrollment program for students who have a substance abuse problem that may be initiated when the parent or student informs the school of the issue (self-reporting) if the case is indeed determined to be a self-reporting incident, and the violation allows for such enrollment. If an investigation has begun and there is already prior knowledge of the incident, it will not be considered a self-report. If a probationary enrollment is granted, the school will partner with parents in forming probationary requirements. This probation may include counseling and testing at the parent's expense. Parents and students will not be allowed to self-report more than once. The Principals/Assistant Principals, in coordination with the head of the upper school, must approve all self-reporting exemptions. The administration strives to keep self-reporting confidential. In the case where a student self-reports, the student's parents/guardian will be informed.

Search & Seizure

BCS administration reserves the right to conduct searches and to invite appropriate law enforcement officers to visit at any time to search for controlled substances. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics, firearms, explosives or other technologies.

The school reserves the right to search any person or property, including automobiles, brought onto school premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The possession of prescription drugs on campus is a violation of school policy unless the possession is in compliance with the Policies for Students with Health Conditions Requiring Medications at School. The possession of controlled substances, including prescribed drugs, without a valid prescription is a felony.

If during a search of the school or school premises, any controlled substances are discovered, an arrest may be made in accordance with appropriate federal, state, or local law.

Any student arrested during the course of a school search will be transported by appropriate law enforcement officials to the appropriate facility. The school has no authority to intervene with law enforcement officials.

Self-Harm Policy

When students exhibit signs of active suicidal ideation, active self-harm and/or other self-destructive behavior, his or her parents/guardians will be contacted and asked to pick up the student from school. School counselors will provide guidance and referrals for local counselors, if needed. To return to school, a student who has exhibited these signs will be required to provide documentation by a licensed counselor/therapist that he or she has completed a suicide-risk assessment and is no longer a threat to himself/herself or to others. In these cases, the counseling staff and/or administration may ask for documentation of the counseling visits to ensure the safety of the student and others at the school.

Student Relations

During the year misunderstandings or problems can arise between students. Our staff shall seek to draw students in conflict toward a peaceful resolution using the principles of Matthew 18. Not all conflicts rise to the level of harassment or bullying but may lead to the need for resolution or discipline (or both) under the *Student Handbook* guidelines.

Bullying/Harassment Policy

Harassment or bullying is defined as:

- Any sustained gesture, written, verbal, graphic or physical act or communication including electronically transmitted acts or communications that are reasonably perceived to be directed at one or more students
- Substantially interferes with educational opportunities, benefits or programs of one or more students
- Adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities because the conduct is perceived by the student and school staff to be so severe, pervasive, and objectively offensive as to be in clear violation of the school's standards of conduct
- Physically grabbing, threatening, striking, or pushing a student in order to intimidate, harass, or belittle them

The school prohibits both active and passive roles for acts of harassment or bullying. Students are expected to support their peers and report acts of harassment and bullying to school staff. The school prohibits reprisal or

retaliation against any person who in good faith reports an act of harassment or bullying and appropriate consequences for these acts will be determined by the administration based on the facts of the case.

The school prohibits any person from falsely accusing another as a means of harassment or bullying and appropriate consequences for these actions will be determined by the administration based on the facts of the case.

Student Pranks

Student pranks that disrupt any aspect of school, cause any property damage, or have an adverse effect on students or faculty, may subject the student to serious disciplinary action. The student will also be responsible for any financial liabilities resulting from the prank.

Reporting Serious Offenses

The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation warrants it. This action would require the approval of the Superintendent and the Executive Committee of the School Board.

Attendance

Philosophy of Attendance

Briarwood Christian School believes that regular and faithful attendance is essential to the educational, spiritual, and relational development of students. Classroom instruction, discussion, collaboration, and discipleship occur most effectively when students are consistently present and actively engaged.

Because of this conviction, Briarwood Christian School is not designed to function as a hybrid or remote-learning environment. Students are expected to attend school daily except in cases of illness, emergency, or other approved circumstances.

Attendance Requirements

Students may not miss more than:

- 10 days in a semester
- 20 days in a school year

Students who exceed these limits may lose academic credit for the semester or year regardless of whether absences are excused or unexcused, unless an exception is granted by school administration due to extraordinary circumstances or participation in “Significant Activities.”

Excused and Unexcused Absences

Excused Absences

Absences may be considered excused for:

- Personal illness
- College Visits
- Medical or dental appointments (documentation may be required)
- Serious illness or death in the immediate family

- Court appearances or legal obligations
- Other circumstances approved by administration (in some instances, Mission trips may fall into this category)

Unexcused Absences

- Absences may be considered unexcused if they:
- Are taken for reasons of convenience or discretionary travel
- Are not communicated to the school
- Lack required documentation
- Do not meet the criteria for excused absences

More than 3 unexcused absences will result in the school discipline process per the handbook.

Documentation Requirements

Parent Documentation

Parents must notify the school on the day of the absence and provide a written parent note explaining the reason for the absence when the student returns.

Extended Illness

If a student is absent four (4) or more consecutive days due to illness, the absence will only be considered excused if written documentation is provided from a non-family physician or licensed medical provider.

Tiered Attendance Monitoring and Warning System

Tier 1 – Attendance Notice (5 Absences)

Parents or guardians will receive notification encouraging them to review the attendance policy and address potential concerns.

Tier 2 – Attendance Concern Conference (8 Absences)

Parents will receive written notification and may be required to meet with school administration. At this stage families are informed that the student is approaching the maximum absence limit.

Tier 3 – Attendance Review (10 Absences)

Administration will conduct a formal review of the student's attendance and inform the family that the student may lose academic credit for the semester.

Make-Up Work

Students are responsible for obtaining and completing work missed for all excused and unexcused absences. Teachers will provide reasonable opportunities for make-up work, though certain classroom activities cannot be fully replicated outside the classroom.

For absences related to illness, injury, and death in the family, all work missed must be made up within two times the number of days (not periods) the student was absent (but not to exceed five school days).
For excused absences (i.e. college visit), students receive one additional day for make-up work. Students are expected to have assignments ready and be prepared to take any missed tests one day after their return to school or by the date determined by the teacher prior to the absence. Failure to make up the assignment or test within the allotted time as referenced above results in a zero. For unexcused absences, students may receive a zero on the assignment or a grade reduction depending on the assignment and teachers' discretion (see individual teacher/class syllabus). As all academic tasks have a role in learning and are a part of the

academic program, BCS requires students to turn in ALL assigned work, even if it is late and the grade will be zero.

Participation in Athletics/Co-curricular Activities
In most cases, any student involved in athletics or co-curricular activities may not participate in that activity (practice, game, or event) if he/she is absent the day of the activity. In order to be eligible to participate, he or she must check in by 11:30 AM and complete the rest of the school day. This does not apply to off-campus school events such as field trips.

Students involved in athletics or fine arts are expected to stay current with their assignments and be prepared for tests and quizzes. However, BCS understands that late-night events or travel related to school activities may occasionally impact a student's ability to complete work on time. In such cases, students should communicate with their teachers in advance or as soon as possible. Teachers will exercise reasonable flexibility when these circumstances arise, while still helping students stay on track academically. It is not intended that co-curricular activities impede academic progress and it is understood that some balance is needed to support a well-rounded education.

College Visitation
Taking college visits and campus tours is a vital step in the journey of our students. We ask that requests be made at least two business days in advance and be mindful of the week of standardized tests or major exams. All college visits must be scheduled prior to April 15.

Participation in Significant Activities
Briarwood Christian School recognizes that a small number of students may participate in exceptional opportunities outside the classroom, such as national athletic training, artistic pursuits, or significant professional endeavors that are a natural career pathway for the student.
While the school is not a hybrid program, we will do our best to accommodate needs given our limited resources (staffing, scheduling, etc.):

- The activity represents a significant commitment toward a professional career or competition at a national or professional level.
- New families communicate with school administration prior to enrollment.
- Requests are submitted no later than March of the school year prior to enrollment for existing students.
- The accommodation is formally approved by the Upper School administration.

Tardies
At BCS, a tardy is recorded as unexcused; however, there are times when, due to unusual circumstances (i.e. severe traffic or weather or a prior class running long) a tardy may be excused. These decisions are made at the discretion of the Administration. Students that are chronically tardy are subject to the following accountability steps when the indicated number of tardies are reached in a particular class for the academic semester:

- 4th tardy: after-school detention
- 5th tardy: Thursday morning detention
- 6th tardy: Saturday School detention
- 7th tardy: in-school suspension

Tardies Following Off Campus Privileges
For seniors who choose to use an off-campus privilege, consistent punctuality is imperative for their first academic class of the day. If a student is tardy twice following an off-campus privilege, including senior lunch, they will be subject to removal of their off-campus privileges. For a further description of off-campus privileges, please see Appendix C.

Administrative Review
In rare cases involving extended illness, hospitalization, or family hardship, administration may review attendance records and determine whether exceptions are appropriate. Please contact the upper school Head to communicate these hardships or other unique circumstances. Absences exceeding the 10 and 20 total absences for the year to attend sporting and/or other school events in which the student is not a participant may disqualify their review being considered.

Dress Code

Purpose and Philosophy
The purpose of the school's dress code is to promote a spirit of modesty and dignity (1 Timothy 2:9), encouraging students to reflect Christ in both their character and their appearance. In alignment with the school's mission, our goal is to foster an atmosphere that honors God and reflects the values of a Christ-centered education. Our desire is not simply to establish rules, but to cultivate hearts that seek to glorify the Lord, remembering that true beauty is found in the inner self (1 Peter 3:3-4).

The School Board and administration prayerfully encourage families to view the dress code as a tool for meaningful conversations about lifelong standards of personal dress. Ultimately, we recognize that the way we present ourselves is an expression of the heart (Proverbs 4:23), and we aim to support students in growing in wisdom and discernment as they make those choices.

We welcome respectful feedback and suggestions regarding the dress code. These may be directed to the Superintendent and will be thoughtfully reviewed as needed.

Parents are encouraged to model and support the spirit of the dress code at school functions and on campus, reinforcing unity in the school's mission and setting a godly example for students.

Foundational Guidelines
We encourage all students to dress in a way that is clean, modest, and appropriate for an intentional academic setting. The focus is not on fashion or attention but on preparation for learning and honoring the Lord through excellence in all things. It is the parents' responsibility to ensure that children arrive at school each day and are prepared for activities as per the dress code.

All clothing should be modest, neat, wrinkle-free, and suitable for the responsibilities of a school day with a business-casual standard.

If attire does not meet these standards, students may be asked to visit the front office to make necessary adjustments. In such cases, parents may be contacted to bring alternative clothing.

Our hope is that these standards will serve as a helpful guide in forming young men and women who honor the Lord through every aspect of their lives—including the way they present themselves to the world. We are grateful for our students and families and the partnership we share in raising up the next generation of Christ-followers with wisdom, excellence, and integrity.

Standards for Boys

Boys are expected to wear clothing and maintain grooming habits that are tidy, respectful, and modest. Clothing should reflect the seriousness of the academic day and the values of a Christian young man seeking to live under Christ's lordship.

Pants and Shorts

Boys may wear:

- Dress slacks, khakis, blue jeans, or solid-color shorts
- All pants and shorts should be worn at the waist with a belt
- Shorts must be Bermuda-length and of a solid color

The following do not meet our business casual standard:

- Camouflage, cargo pants, sweatpants, joggers (elastic-bottom pants), frayed or torn clothing, or items made from extreme fabrics or in extreme colors/styles that draw unnecessary attention.

Shirts

Boys may wear:

- Collared shirts that are neatly tucked in including polos or button-down shirts. Shirts should be buttoned appropriately to maintain modesty and should never reveal a bare chest.

The following do not meet our business casual standard:

- T-shirts or shirts without a folded collar are not permitted during the school day. Additionally, clothing bearing the name or logo of another high school is not allowed.

Outerwear

Boys may wear sweaters, jackets, and sweatshirts/hoodies, provided that:

- A collared shirt is worn underneath
- Outerwear is modest, neat, and in good condition
- Designs or messages on outerwear should reflect the values of the school and not contradict them (e.g., no references to alcohol/drugs, political statements, secular artists, or inappropriate images)

Shoes

To maintain a safe and appropriate learning environment, boys are expected to wear closed-toe and closed-heel shoes. Crocs, house slippers, and sandals do not meet our business casual standard.

Grooming

Personal grooming reflects discipline and respect for oneself and others. Boys should maintain a clean and well-kept appearance:

- Hair should be neatly trimmed: not in the eyes, below the collar, touching the eyebrows, or covering the ears
- Hairstyles should be a natural color and conservatively styled—avoiding extremes (e.g., mohawks, unnatural colored dye, or "man buns")
- Sideburns should not extend below the base of the earlobe
- Boys in grades 7-11 are expected to be clean-shaven and seniors well-groomed
- Body piercings and tattoos (permanent or temporary) are not permitted

Additional notes:

- Athletic wear is reserved for before and after school or as approved by administration
- Hats are not to be worn indoors
- Students are expected to present themselves in a way that reflects their God-given identity, including at special events (such as dances, picture days, etc.)
- All clothing should align with the school's vision for biblical manhood, modest representation and a business-casual standard

Standards for Girls

Girls are expected to wear clothing, accessories, and hairstyles that are modest, clean, and reflect care and thoughtfulness. Clothing should not be distracting or draw undue attention but instead should promote a Christ-honoring learning environment.

Pants

Girls may wear pants, slacks, or jeans that are neat, not form-fitting, and align with a business casual standard. The fit should promote both comfort and modesty. Fraying is only permitted in the hem.

Skirts and Dresses

- Skirts and dresses should have a hemline no shorter than three inches above the top of the knee (approximately the length of your student lunch card).
- Items that are too tight, sheer, or revealing are to be avoided. The fabric of the garment (or the neck to knee portion of the torso) must be opaque.
- Oversized shirts worn as dresses and materials or designs that compromise modesty should not be worn. We suggest students sit and test the comfort and coverage of their skirts and dresses to ensure modesty from all angles.
- Split and overlay skirts are measured at the most solid or revealing point (top of the split or solid layer).

Tights

Tights may be worn under a skirt or dress that meets the school's length guidelines. Tights are to be of a solid color. Patterned or fishnet tights are not permitted to maintain a unified and appropriate appearance.

Blouses/Tops

Girls may wear modest blouses, dress shirts (with small logos), dress t-shirts and sweaters.

Please observe the following guidelines to ensure modesty and alignment with our business casual standard:

- Tops should be long enough to reach the hip (iliac crest); skin must not be exposed at any time. A "cami" (or similar) may be worn under a blouse or top that meets the school's length guidelines to assist in maintaining modesty.
- Shirts must have a sleeve with a minimum length of 1 inch for the entire armscye and may not gape; the sleeve is not required to be opaque.
- Clothing must be opaque. Fabric that is loosely knit or has holes in the outer layer is not opaque and it should not be necessary to have a liner or cami to make a blouse or top opaque.
- Shirts should have a modest neckline; low-cut or plunging necklines are not permitted. As a guide, the neckline should be close to the manubrium.
- Dressy T-shirts may be worn
- Special spirit wear T-shirt days will be announced by the administration. Sports team T-shirts must also be approved before being worn during the school day

We suggest students test comfort and coverage of tops from all angles using a mirror.

Outerwear

Girls may wear jackets, sweaters, and sweatshirts that are neat, in good condition, and align with the school's values and the business casual standard. A dress code-approved top must be worn underneath all outerwear. Any message or prints on sweatshirts must align with school values and our mission. References to alcohol, political slogans, secular artists, etc. are examples that do not align. Designs or messages on outerwear should reflect the values of the school and not contradict them (e.g., no references to alcohol/drugs, political statements, secular artists, or inappropriate images)

Accessories and Grooming

- Makeup and jewelry should be worn in moderation and good taste.
- Hairstyles and hair colors should reflect a neat, natural, and respectful appearance.
- Hair feathers, hats, and toboggans are not permitted inside the school building.
- Visible tattoos (permanent or temporary), body piercings (other than traditional earrings), or gauges are not allowed.

Additional Notes:

- Athletic wear does not meet the business casual standard and therefore may not be worn during the academic day unless approved by the administration for a specific purpose
- Crocs and house slippers do not meet our dress standards.
- Students are expected to present themselves in a way that reflects their God-given identity, including at special events (such as dances, picture days, etc.)
- Clothing should not bear the name or logo of another high school.
- Senior girls may wear their Senior jerseys on the day of home football games.

Athletics and School Events for Boys and Girls

- While athletic attire is not permitted during school hours, students may wear such clothing during practices or games after school. Even in these settings, modesty and respect for others remain essential.
- Shirts must remain on at all times during athletic events—whether a student is participating or spectating
- Boys who wish to paint their upper bodies (shirt off) for special occasions or games must receive prior approval from school administration
- Any coordinated dress-up themes for events must also receive prior approval from the Athletic Director or administration before being communicated
- Uniforms worn during the school day must be approved and worn with shirts tucked in
- All changing of clothing should take place in locker rooms or restrooms only

Electronic Media Use Policy

An electronic device, defined as a mobile phone, iPad, laptop, desktop computer, gaming system or any other personal electronic device, may only be used in accordance with the specific guidelines outlined in this section. Violators of the school electronic media use policy will have their electronic device taken up with all information needed to properly examine the device. The device will then be given immediately to the proper administrator. Due to the complex nature of electronic media use violations, such infractions may range anywhere from Level 1 to Level 4 of the previously outlined disciplinary progression.

- BCS reserves the right to examine any and all content (including but not limited to messages, text messages, social media accounts, videos, and pictures on any electronic device), and to take disciplinary action based on the content including the right to notify civil authorities at the school's discretion.
- BCS reserves the right to use current, existing, and available technologies in examining electronic devices.
- BCS reserves the right to restrict any electronic device whether or not the specific device is mentioned in the handbook.
- BCS is not responsible for the loss, damage, or theft of personally owned electronic devices.

Please note that any electronic device taken up for violating the electronic media use policy may be kept for an undetermined amount of time. Though efforts will be made to return the electronic device in a timely manner, they do not have to be returned at the end of any school day. In most cases, the school may require a parent or guardian to pick the device up during regular business hours.

Mobile phones & Smart Watches

Upper School students must turn the power off to all mobile phones and smart watches and they must be off their person throughout the school day. No mobile phone or smart watch is to ever be powered on in school locker rooms or restrooms.

Mobile phone policy on any school-sponsored trip is up to the discretion of the trip leader.

Special Announcements Including Sudden Cancellation of School Events

If announcements are made regarding cancellations or important changes to school events, the school administration may grant permission for students to turn on phones and text parents. Teachers will be asked to provide that opportunity with minimal interruption to instructional time. Teachers are also given the ability to grant important or emergency mobile phone needs as situations warrant.

Social Media and App Recommendations

Students may not post to any social media website during the school day. Any confirmed posts to social media between the hours of 8AM and 3PM on a school day while on campus will be considered a violation of the electronics policy, and the student's phone will be taken up.

Electronic Policy on Sexting

Sexting is the act of sending or posting pictures or content of a sexual nature electronically. BCS administration, faculty, and staff are to notify proper law-enforcement authorities when evidence is discovered that could possibly be identified as sexting or contains any sexually explicit content. The current laws regarding child pornography are such that the school would benefit from those who have greater expertise in the evaluation and documentation of such evidence. Please note that the Alabama Criminal Code may require an item that contains this type of information be subject to the forfeiture of that equipment (Section 13A-12-198 of the Alabama Criminal Code). School disciplinary consequences will fall under various categories upon the evaluation of evidence by the proper authority and could range anywhere from a parent consultation to expulsion.

Mobile Devices and Use of Cameras

BCS does not grant permission for a student to capture by photo, video, or audio any school employee or student without their express approval unless it is authorized work done by school publications and media. Any transmission of photos, videos or audio of school employees or students without approval may be subject to school disciplinary action. Use of a camera in any restroom or locker room is forbidden at all times. This may constitute a level 2, 3, or 4 violation.

Electronic Malfeasance

Any student attempting to "hack" or harm school devices or networks, including (but not limited to) GPS and Wi-Fi jamming, mobile-phone malware, base-band tampering, ID spoofing, password theft, screen manipulation, keystroke logging, or unauthorized Wi-Fi networking (including running a Wi-Fi hotspot) is a very serious disciplinary matter and may subject the student to consequences up to and including expulsion. Families can anticipate being billed for the cost of recovery/repair that is the result of their student's actions.

Identity Theft

Sharing, storing, or using another student's or staff's usernames or passwords, or sending a message or setting up an account that impersonates a student or staff, is a severe violation of the school's electronic policy and may subject the student to consequences up to and including expulsion.

Moral Misconduct and the Internet

Any student engaging in activity on the internet (including but not limited to social media, blogs, email, web pages, pictures, chat services, texting, etc.) that is deemed by the school administration to be immoral, harmful, threatening, demeaning, bullying, harassing, disparaging to or defaming of the reputation and character of others, or other conduct or content that is inconsistent with school policies and biblical teaching and standards or in violation of local, state, or federal law will be subject to school discipline. Students who refuse to remove content of this nature may be subject to withdrawal or expulsion.

Anonymous Internet Posting

If the school must take legal actions to uncover anonymous internet content that is deemed by administration to be harmful to the climate of the school, the student(s) responsible for the content may be required to cover the costs involved in those actions and will be subject to school discipline.

School Mobile Phones and Parent Communication

Calls to students from parents during school hours are to be limited to emergencies. The office assistant may also forward important parent messages to students' email account which can be read by the students on their iPads. Parents must understand that non-emergency messages are not allowed due to a school commitment to limit classroom interruptions.

Students are permitted to use school mobile phones when needed and if available. These phones are in the school office. These school mobile phones may be used by students with special permission by a faculty member.

Electronic Policy for BCS Upper School note: This policy works in conjunction with the Acceptable Use Agreement (https://drive.google.com/file/d/1bVH3XkIvDPDshsUNM1DrmTm1IGjfr1O-/view) for School iPads. Please consult the AUA for policy concerning BCS iPad use.

AI Inappropriate Image Generation, Manipulation, and Distribution

The purpose of this policy is to ensure a safe and positive educational experience for all students (Philippians 4:8) by prohibiting the creation and distribution of inappropriate content that may compromise the safety, dignity, and emotional well-being of individuals within our school community (Colossians 3:5). BCS is committed to upholding Biblical standards of conduct (Thessalonians 4:3-5) and honoring all individuals as made in the image of God (Genesis 1:27).

Prohibition of Exploitative or Sexual Images:

- Students are strictly prohibited from generating, manipulating, or distributing any content of oneself or others that is sexually explicit, nude, pornographic, or otherwise inappropriate (1 Peter 2:11).
- This includes the use of software, apps, AI programs, or any other tools to create, edit, or manipulate images with explicit, sexual, or offensive content.

Consequences for Violation:

- Violation of this policy may result in disciplinary action and be treated as a Level 3 Case or Level 4 Case discipline according to the Student Handbook.

- As per the Student Handbook, disciplinary action may include, but is not limited to, counseling, parental involvement, suspension, or expulsion, depending on the severity of the offense.
- The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the Superintendent and the Executive Committee of the School Board.

Social Media Policy

At Briarwood Christian School, we believe in promoting a safe and respectful environment that aligns with our Christian values both within and beyond the classroom.

This Social Media Policy outlines guidelines and expectations for students when using social media platforms.

Respect our Mission & Vision: Students are expected to conduct themselves online in a manner consistent with the Christ-centered mission and vision upheld by Briarwood Christian School.

Privacy: Protect your privacy and respect the privacy of others. Do not share personal information, such as home addresses, phone numbers, or sensitive family details, without permission.

Respect for Others: Treat all individuals, regardless of their beliefs, with kindness and respect. Avoid engaging in online behavior that is discriminatory, disrespectful, or harmful.

Honesty and Integrity: Be truthful and accurate in all online interactions. Do not engage in plagiarism, spreading false information, or cheating in any form.

Cyberbullying: Cyberbullying will not be tolerated. This includes any form of online harassment, intimidation, or derogatory comments. Report any instances of cyberbullying to a teacher or school authority.

Representing Briarwood Christian School: When identifying as a student of Briarwood Christian School online, students are expected to represent the school positively and responsibly. Any actions that tarnish the school's reputation or disrupt the peaceful and orderly learning environment of the school may result in disciplinary action. Students do not have permission from the school under any circumstances to create social media accounts that represent Briarwood Christian School.

Respect for Teachers & Staff: Maintain a respectful and appropriate tone when discussing teachers, staff, and school-related matters on personal social media platforms.

Consequences for Violations: Violations of this Social Media Policy may result in disciplinary action, including warnings, suspension, or expulsion, depending on the severity of the violation and the impact on the school community.

Reporting Violations: If a student encounters a violation of this policy, they are encouraged to report it to a teacher, school counselor, or administrator.

By following this Social Media Policy, students of Briarwood Christian School help create a positive online environment that reflects our mission and vision. Responsible digital citizenship is a commitment to the school community and an essential life skill for the future. It is mandated that threats that involve school safety are reported to the Head of School.

Student-Led Accounts: Briarwood Christian School does not allow or endorse student-led accounts that represent Briarwood.

This policy is subject to change, and all students are responsible for staying updated on the latest version.

Use of Artificial Intelligence

The rapid growth and accessibility of Artificial Intelligence (AI) tools require thoughtful consideration of their impact on teaching and learning. BCS seeks to steward this powerful technology in a manner that honors God and serves students according to sound educational principles. As a result, AI may be used appropriately in some areas of the academic program, while its use will be limited or prohibited in others.

A central goal of a BCS education is the development of articulate, thoughtful communicators. Mastery of written and spoken communication is both a vital 21st-century skill and a core component of our *Graduate Profile*, particularly the quality of a *Resilient Learner*. Developing this skill requires sustained practice, critical thinking, and personal effort—elements that can be undermined by reliance on AI tools.

English Department AI Policy

The student handbook states that "the use of AI could be subject to the Academic Integrity Policy." In the English Department, this expectation is clarified as follows:

In English classes, **any use of AI related to the writing process is prohibited**. This includes, but is not limited to:

- Idea or topic generation
- Drafting or rewriting text
- Editing, revising, or improving language, style, or structure

Please note that tools such as Grammarly may be flagged as AI by detection software. Students are responsible for understanding this risk.

This policy reflects the English Department's deep commitment to cultivating students who "think critically, logically, and biblically, and who are able to communicate those thoughts clearly, articulately, and persuasively through both the written and spoken word" (Col. 4:6), and who are prepared to "understand, live, and persuasively defend Biblical values in their cultural moment" (1 Pet. 3:15).

Accordingly, **any use of AI in the writing process in English courses will be treated as plagiarism and subject to the Academic Integrity Policy**.

General AI Guidelines for Students

BCS recognizes that technology is constantly evolving and that AI plays an increasing role in daily life. It is the shared responsibility of the school and families to educate students in the ethical and responsible use of these tools. While AI is not universally banned at BCS, students are expected to adhere to the following guidelines:

- BCS student email accounts and school-managed devices block access to certain AI platforms (e.g., ChatGPT) due to data privacy and security concerns.
- Any misuse of AI tools (including hacking, data manipulation, or unauthorized access) is strictly prohibited.
- Teachers may permit AI use for specific instructional purposes. Access will be granted on an as-needed basis and in accordance with age, privacy, and data guidelines.
- College Board, Dual Enrollment, and partnering colleges or universities may impose additional restrictions on AI use.
- Students who use AI tools on personal devices or with personal accounts do so at their own risk and should understand that AI platforms collect user data.
- Students must clearly acknowledge any use of AI in schoolwork, including text, images, or multimedia.
- AI-generated content may be subject to the Academic Integrity Policy.
- Students should recognize that AI is not always factually accurate, is not considered a credible source, and may reflect bias. Claims generated by AI must be supported with reliable evidence.
- Faculty and students must never upload or input Personally Identifiable Information (PII) into any AI tool. This includes, but is not limited to, personal photos, legal names, addresses, phone numbers, or social security numbers.

It is our hope to partner well with the Briarwood community, through the ever-changing landscape of technology and AI.

Academics

For information regarding GPA or grading scales, please refer to the Course Selection Guides (https://www.briarwoodchristianschool.org/academics/counseling/student-registration).

Progress reports are sent to parents every three weeks.

Report Cards

- Please see the school calendar for the end of each grading period. Reports on grades will be issued as expeditiously as possible.
- All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.
- If a student does not make up tests by the end of the grading period, the student will receive an Incomplete (INC) on the report card.

Exams

Final examinations will be given in most courses at the Upper School (7^{th}-12^{th} grades) level at the end of each semester. Semester exams will count 20% of the final semester grade for High School students and 10% for Junior High students.

Final exams will remain the property of the school and will not be returned to the student. They will be kept on file in the school for a minimum of one year. Exams are available for review by students or their parents in the school office by appointment with the classroom teacher.

Service Hours

Because the true goal of all Christian education is to help the student become like Jesus Christ, service to those who cannot repay us is an important facet of the Bible curriculum at BCS. All high school students at BCS are required to fulfill the Bible service hour requirement. Students planning on completing their service hours during the summer must have preapproval from a member of the Bible department or the Assistant Principal. It is the student's responsibility to enter all service hours in Mobile Serve to receive credit. BCS will provide technical assistance as needed. Hours run from May 1st to the following May 1st.

Service Hours Requirement per academic year by grade:

- Freshmen and Sophomores - 10 hours
- Juniors and Seniors - 20 hours

A five-point deduction in the student's Bible class is made for not completing yearly requirements.

Academic Probation

Students with less than a 2.0 GPA in core classes (Math, English, History, Science, and Bible) or more than one "F" for any semester will be placed on probation for the next semester. Students with less than a 2.0 GPA in core classes or more than one "F" for the probationary semester may not be eligible for continued enrollment. For students who are failing a class or multiple classes, they may lose off-campus privileges at the discretion of administration.

The School Counseling Department monitors student achievement as related to academic probation and communicates regularly with the BCS administration and with parents of students at risk for being placed on academic probation. When a student is placed on academic probation, the Counseling Office will facilitate communication between the BCS administration, student, and parents regarding eligibility for re-enrollment as per BCS policy.

Academic Integrity

BCS students are expected to pursue honesty and integrity in all that they do and say; therefore, creating a false impression of coursework is a form of dishonesty and will be treated as a Level 2 - 4 violation. For a further description of the BCS policy on Academic Integrity, please see Appendix B.

Office Policies & Procedures

Student Records

The school maintains a permanent cumulative file on all BCS students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

Transcripts

An unofficial transcript of a student's grades will be provided free upon request to the student's parent or guardian or to the student if he/she has attained the age of 18. The transcript will include the full High School record of grades. Briarwood does not include discipline history on student transcripts.

Release of Records

- Briarwood will release student grades, standardized test scores, and medical information upon the written request of another school system, when such requests contain both the signature of an authorized school official, and the signature of at least one legally authorized parent or legal guardian on the request form to be supplied by the receiving school.
- No school records, other than the transcript and standardized testing records defined above, will be released to a student's parents or a legal guardian, or any agency other than another school.
- The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Principal.
- Records and transcripts will not be released when a student's tuition or fees are not paid in full at the end of a school year, or if an account is delinquent during the school year.
- The School reserves the right to verify the identity and custodial privileges of a person requesting records.

Student Records Administrative Fee Policy

When a copy of student records and communications are demanded by subpoena, the school experiences a significant administrative burden. Consequently, the gathering of subpoenaed records commences only on the receipt of $500 for a current BCS student and $1,000 for a past student.

Withdrawal Policies and Procedures

To withdraw a student during the school year, a parent must complete a withdrawal form and submit it to the Admissions Director. The entire year's tuition is due and payable in full unless the student is being asked to leave due to disciplinary action or the student's family is moving out of the area. Any request for special exemption to this policy must be submitted to the Superintendent in writing. The request should detail a plan for paying the account. No records or transcripts will be forwarded until this obligation is met in full.

A student who has withdrawn during the school year may not be readmitted for a period of one year except by recommendation of the school administration and approval by the School Board Executive Committee. To be eligible for the exception the entire year's tuition for the year of withdrawal must have been paid in full. Readmission after a year should not be considered automatic. We will not make a commitment to you about the readmission of your student to BCS.

A student may not re-enroll until any outstanding balance is paid in full.

Student Pictures
Each fall the school will have individual pictures taken by an approved photographer. There will be no charge for this service.

Lost and Found
Clothing, books, and personal articles will be collected by the school custodial staff each day and placed in the lost and found. The school assumes no responsibility for articles left lying about the building. Articles that are not reclaimed will be donated to a charitable organization. Students are encouraged not to bring large amounts of cash to school as the school cannot repay money that has been lost or stolen.

Lockers
BCS has a limited number of lockers that are available for use throughout the facility. While Junior High students are assigned a locker, High School students are not. If a High School student desires to use a locker during the school year, the student may submit a request to the High School Office. Once approved, the student will be assigned a locker. The locks on each of the lockers have been deactivated but can be reactivated by request. Students are not permitted to place their own locks on school lockers. Loss of or deliberate destruction of a school lock or locker will result in a fee for the replacement value being assessed to the parents of the student. The school retains the right of access to all lockers at any time for any reason. Locker inspection may be held at any time.

Textbooks and Supplies
Textbooks and supplementary books will be provided for each student. It must be emphasized that these books are the property of BCS and must be taken care of properly, including appropriate protective covering. Deliberate defacing or loss of any of these materials will result in the full replacement cost being assessed to the parents or legal guardian. Students may retain possession of “consumable” books.

Students are required to provide their own supplies such as pencils, pens, paper, notebooks, and other materials that may be required by individual teachers.

Admissions & Enrollment

BCS does not discriminate in connection with admissions and enrollment on the basis of race, color, gender, or national and ethnic origin. Students must score at grade level on a standardized test administered by BCS and successfully complete the application process to be eligible for enrollment. The school does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school’s best interest to allow admission or continued enrollment.

Re-admission or Continued Enrollment

Any student expelled from BCS, or allowed to withdraw, will not be allowed to apply for re-admission for at least one calendar year. Re-enrollment would not be available until the fall following the one calendar year out of school. Any student allowed to reapply must meet all entrance requirements. Requests for re-admission should be made in writing to the Superintendent. Consideration for re-admission will be made by the Executive Committee of the School Board.

Any student, given the option to withdraw without a point deduction, may not re-enter without the inclusion of penalty points upon re-enrollment. If re-admission is granted, these points will be deducted during the first grading period of the student's return. The school reserves the right to deny re-admission, admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment.

Athletics & Co-Curricular Activities

The role of sports and activities at Briarwood is to provide physical activity for students and to offer an opportunity for discipleship, fellowship and character development in a Christian environment. Students are required to demonstrate the utmost integrity in these after school events to maintain the privilege of participation.

Student-athletes and their families should review the BCS Athletics Handbook for information about BCS athletics.

Achieving & Maintaining Eligibility

At Briarwood, students must maintain a minimum semester GPA of 2.50, current semester grade checks must show no grades of "F," no more than two grades of "D" and maintain good behavioral standing to be eligible to participate in athletics and/or activities. Students are not eligible to participate in games while on academic or behavioral probation, but they may participate in practice. Once a student has been put on academic probation during a season, their grades will be evaluated weekly for the entire season. The grades of a student on academic probation will be evaluated at 3:30pm each Friday to assess eligibility for the coming week. To begin a new sports season, the student must have satisfied the school and AHSAA guidelines for the previous semester.

Additionally, a grade check will be completed for all athletes at the beginning of each sports season and every five weeks after until the end of the season.

A student not maintaining the school and AHSAA guidelines will be put on athletic probation until eligibility requirements are met.

Middle and high school students in the ASP Program will have their eligibility assessed by the administration.

Coaches and activity directors maintain the right to recommend to the Principal or Athletic Director that a student be dismissed from the sport or activity in which they participate.

Field Trips
These will be conducted in relation to classroom learning activities. All field trips must be requested in writing with specific objectives listed and approved by the Principal.

- School time - Most field trips will occur during the school day. Off-campus trips will use school provided transportation or transportation approved by the Principal.
- After school hours - On some special occasions, a field trip will be approved for after hours or on a Saturday. Overnight trips will only rarely be approved and then only under very strict supervision and with parental consent forms signed and on file for each student.

Musical Performances & Concerts
For students in the choir and band programs, a number of after-school or weekend concerts will be required, as these performances are an integral part of the music curriculum. The times, dates and places of these special events will be announced in advance to enable parents and students to plan accordingly. Students who are unable to attend a required performance must present an excuse from a parent/guardian and furnish it to the Principal for consideration.

Special Programs and Assemblies
From time to time, special speakers, films or programs of significant spiritual, academic or cultural value will be presented. Parents are invited and encouraged to attend these programs. Student groups or organizations may request approval for programs or presentations to the student body.

Chapel
At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life and to provide opportunity to praise God for His great gift of salvation. Weekly chapel topics will be planned by teachers and Administrators with input from students. Parents and guardians are invited and encouraged to attend chapel. Upper School chapels are usually held on Fridays in the auditorium.

School-Sponsored Trips
Parents and students must recognize that any school-sponsored trip, especially those that require overnight stays, are subject to school policies and discipline. Improper behavior, including, but not limited to, curfew violations, controlled substance violations, vandalism, pranks, disobedience, and disrespect of authority may subject the student to consequences up to and including expulsion.

Parent & Community Relations

School/Family Cooperation
The school believes that a positive and constructive working relationship between the School and family is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the Parent's/Guardian's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of

confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this Agreement. If, for any reason, it is in the best interest of the school, the school also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed enrollment contract.

Parent & Community Standards

As a ministry of Briarwood Presbyterian Church, Briarwood Christian School exists to glorify God by partnering with Christian families to provide a Christ-centered, biblically based education that nurtures students in wisdom, stature, and favor with God and man. In support of this mission, the behavior of parents and guardians in our school community must align with biblical values, reflect Christ, and promote unity and grace.

1. Parent Social Media Policy – Christlike Communication (Ephesians 4:29; Philippians 2:14; Matthew 18:15-17)

Parents and guardians are expected to honor Christ in all forms of communication, including social media platforms such as Facebook, Instagram, TikTok, GroupMe, or others. Posts and comments should reflect grace, encouragement, and unity. Parents must not use social media to share negative, critical, or divisive content related to:

- The school, its leadership, operations, curriculum, events, or assignments
- Faculty, staff, or administration
- Students or other school families

Concerns should be directed privately to appropriate school personnel following the biblical model of reconciliation outlined in Matthew 18. Public or private online behavior that is defamatory, divisive, or harmful to individuals or the reputation of the school is inconsistent with Christian witness and may result in disciplinary actions, including dismissal of the family from the school community.

2. Parent Expectations (Philippians 2:14-16)

We strive to cultivate a positive, Christ-honoring school culture built on mutual trust and clear expectations. When a parent's conduct undermines this culture, it may jeopardize their child's continued enrollment. Examples of unacceptable behavior include and are not limited to:

- Hosting student gatherings where alcohol, drugs, or inappropriate behavior is present
- Possessing alcohol or drugs at school events and functions
- Speaking disrespectfully to or about school personnel
- Demanding the dismissal of employees
- Undermining disciplinary measures taken by the school
- Spreading criticism or negativity within the school community

- Becoming unduly involved in classroom operations or staff responsibilities
- Refusing to follow the Matthew 18 conflict resolution process
- Treating other parents, students, or staff members with disrespect

Concerns will be addressed individually with the Superintendent and/or Division Principal. Group meetings, protests, or town halls intended to air grievances or resolve problems are not permitted. If a parent of a current student files a lawsuit—or threatens to do so—against the school, the student will be dismissed until the matter is resolved. A critical spirit, ingratitude, and failure to pursue biblical reconciliation threaten the spiritual health of our school community.

3. Parent Communication

To support a healthy work-life balance and maintain professionalism, faculty and staff are not expected to respond to communications before 7:00 a.m., after 7:00 p.m., or on weekends. All communications with school personnel should be respectful, constructive, and timely.

Email is the primary mode of communication for school-related matters. Parents are asked not to call or text teachers or staff directly, especially during instructional hours, as teachers are focused on teaching and may not see these messages promptly.

For urgent or time-sensitive matters such as student dismissal changes, after-school plans, or transportation updates, parents should contact the school office directly. The office staff is best equipped to ensure this information reaches students and teachers quickly and efficiently.

Parents are also asked to carefully read all communications sent by the school to avoid unnecessary emails to teachers regarding information that has already been shared through official channels. This helps reduce the volume of emails teachers receive, allowing them to focus on their primary responsibility—teaching and caring for students.

We appreciate your cooperation in helping keep teacher email inboxes manageable and enabling our staff to serve your children effectively.

4. Conflict Resolution

Conflicts and concerns should be addressed according to the biblical process in Matthew 18—beginning with those directly involved. Email and text are discouraged for conflict resolution. Face-to-face conversations are the preferred and expected method.

The Superintendent, respective head of campus or divisional Principal manages conflicts involving parents.

The BCS Executive team manages conflicts among staff. Church and BCS Executive team work collaboratively with communications professionals during crises or public relations matters.

Our goal is to preserve a Gospel-centered environment marked by kindness, joy, and gratitude.

If there is a conflict between members of our family and anyone associated with Briarwood Christian School, a ministry of Briarwood Presbyterian Church, we commit to making a sincere effort to resolve it according to the peacemaking principles set forth in Scripture (see, for example, Prov. 19:11; Matt. 5:9, 5:23-24, 7:3-5, 18:15-20; 1 Cor. 6:1-8; Eph. 4:29-32; Gal. 6:1; Phil. 2:1-4; www.rw360.org/peacemaking; www.rw360.org/gptc). If we are unable to resolve a conflict through personal conversations or informal mediation, or through the established disciplinary process of the school, we agree to resolve the matter through formal Christian conciliation, which is described in the *Handbook for Christian Conciliation* (www.rw360.org/ccshandbook). If formal Christian conciliation is not successful, we agree to participate in legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Christian Conciliation Service®, a division of Relational Wisdom 360 (complete text of the Rules is available at www.rw360.org/ccshandbook). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods of dispute resolution shall be the sole remedy for any controversy or claim arising out of this agreement or the parties' disputes arising out of or related to any family member's enrollment and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

5. Church & School Communications

We are thankful for our strong relationship with Briarwood Presbyterian Church. The church empowers the Superintendent to lead Briarwood Christian School, supported by the School Board. The Board sets tuition, reviews financial reports, supports strategic planning, participates in fundraising, and approves policy but is otherwise not involved in the day-to-day operations of the school.

Parents who bring school-related concerns to the church will be redirected to the Superintendent to ensure proper and unified resolution.

6. Campus Unity & Expectations (Romans 13; Hebrews 13:7)

Adults in the school community—faculty, staff, and parents—model the values we seek to instill in our students. Unity on campus is preserved when we:

- Avoid divisive or negative conversations and social media posts
- Speak respectfully about fellow parents, staff, church leadership, and the school itself
- Support school and church leadership publicly and privately
- Follow Biblical teachings regarding lifestyle and relationships

We all answer to God-ordained authority and are called to support those He places in leadership over us.

7. Controversies & Campus Protests

We welcome civil, respectful dialogue led by Christian educators, but campus protests, political demonstrations, and divisive behavior are not permitted. Political apparel, accessories, or promotional materials are not allowed at school or school-sponsored events.

Classroom discussion of differing viewpoints is allowed at the discretion of the teacher and respective Head of Campus. However, behavior that stirs controversy or disrupts learning will not be tolerated. Our mission requires us to maintain focus on Gospel-centered teaching and student well-being.

8. Parent Conduct at School Events & Activities (Colossians 3:17; 1 Corinthians 10:31)
Parents represent Briarwood Christian School and Briarwood Presbyterian Church not only on campus, but also at school-sponsored events, athletic competitions, fine arts performances, field trips, and travel activities. Whether in the stands, on the sidelines, or at student gatherings, we expect parents to reflect Christ and model exemplary behavior at all times.

To honor Christ and support our school culture, parents are expected to:

- Demonstrate Christlike behavior in words, actions, and attitude at all events, both home and away
- Respect referees, officials, coaches, judges, and staff—never arguing, confronting, yelling at or displaying anger publicly
- Support all students and teams with encouraging words and attitudes
- Follow chaperone and supervision guidelines during school travel or trips, ensuring student safety and appropriateness
- Avoid engaging in negative conversations about coaches, staff, students, or other schools during or after events
- Set a positive example for students, opponents, and spectators by prioritizing sportsmanship, respect, and grace

Out of respect for students and the Christ-centered environment we uphold, parents are expected to refrain from smoking, vaping, consuming alcohol, or using any substances that are inappropriate in the presence of students at any school event, competition, or trip—whether on or off campus. This includes team celebrations, travel events, and informal gatherings where students are present. Such behavior compromises the safe, healthy, and morally responsible atmosphere we seek to maintain for all students.

Our behavior at events and in the community reflects directly on our school and, more importantly, on the name of Christ. Let us do all things in a manner worthy of the Gospel, seeking to glorify God and uplift one another.

9. Student Supervision and Safety at Athletic Events (Proverbs 4:6–7; 1 Corinthians 14:40)
Briarwood Christian School is committed to providing a safe and enjoyable environment for all who attend our athletic events. As our community gathers for Friday night football games and other evening competitions, we ask parents and guardians to partner with us in supervising student behavior and reinforcing expectations for safety and respect. We also ask that you review these guidelines with your child before attending an athletic event.

Student Supervision
To ensure the well-being of all children during athletic events, students in 6th grade and under must be accompanied by an adult. Lower School students should not be dropped off without appropriate supervision. Parents are responsible for knowing their child's whereabouts throughout the event.

Respect for Property and Space
Students should refrain from climbing on fences, tampering with equipment, or damaging landscaping or school buildings. The grassy hill leading to the shelf area is not a play zone and not to be accessed.

Off-Limits Areas
During evening events, all unlit areas on campus are off-limits. This includes:

- Tennis courts
- Cross-country trails
- The wooded area behind the shelf
- The grass banks beside the home stands
- School hallways and spaces not used for a specific event
- Baseball and softball dugouts or stands (unless the field is lit and students have parental permission)

Even when field lights are on, these areas are not officially supervised by school personnel. For their safety, students found in restricted or unsupervised locations will be referred to an administrator for follow-up.

Consideration for Others
We ask that students be mindful of their surroundings, especially when tossing balls, running, or playing games in crowded areas. It is essential to consider the safety of younger children, older adults, and fellow attendees.

Sportsmanship and Conduct
Students are expected to be respectful, encouraging fans who reflect Christ in both words and actions. Poor sportsmanship, disrespect toward players, coaches, officials, or spectators will not be tolerated and may result in the privilege of attending games being withdrawn.

These guidelines apply to all athletic events. Thank you for your ongoing partnership in helping us maintain a safe, respectful, and Christ-honoring atmosphere at Briarwood Christian School events.

10. Anonymous Complaints and Feedback
We welcome parents respectfully raising concerns and meeting to talk these over. Feedback is received without retaliation from faculty, staff and coaches. As a clear and safe pathway is available for sharing concerns, anonymous feedback is seen as divisive and cowardly and contrary to the principles outlined in Matthew 18. Accordingly, anonymous feedback is discarded without any consideration.

Parent/Teacher Conferences
Regularly scheduled conferences will be held each school year for grades K through 8. Parents will be given the opportunity to request scheduled conferences with as many teachers as they wish to see. Additional conferences may be scheduled as needed by directly contacting the teacher for an appointment.

School Communications
The school is committed to effective communication. Announcements regarding special events and activities will primarily be communicated via email or found on the school website. Content of the communication must be limited to school news of general interest and must be approved by the administration.

Classroom Visits
Parents or guardians may visit the classroom provided a request for such a visit is made at least 1 day in advance and approved by the Principal or Assistant Principal. Anyone visiting the campus must first check in at the main office and be issued a visitor's pass.

Visitors are limited to parents, prospective students, alumni and church youth leaders. Students from other schools are not permitted to visit during the school day.

Campus Visits
BCS alumni, parents, grandparents and siblings of BCS students may attend lunch at the school. Guests are welcome to attend large events during the academic day (for example, pep rallies, fine arts performances, or National Honor Society/Honors Day ceremonies).

Any other lunchroom visitors must receive prior permission from the Assistant Principal or Principal. Students from other schools are not allowed to visit BCS during lunch primarily because of logistical issues involving space and time.

All visitors to BCS during the school day must sign in with the main office and receive a visitor's pass.

Lunch Deliveries
Students are not allowed to order food delivery. Parents bringing lunch to a student are asked to leave it on the shelves by the main office for the student to pick up.

Issues Resolutions Policy
Occasionally during the course of the year misunderstandings or problems can arise among individuals within the school. Complaints or problems will be considered in no other way than prescribed below (Matthew 18:15-17), unless they involve a specific disciplinary action taken by the Board itself:

- All questions, problems or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.

- If unresolved at this point, a written request for review can be sent to the Executive Committee of the School Board.

Students and parents should know that concerns, complaints and problems will not be validated by the petition method. Any petition received by a teacher will be given to the Principal and dealt with accordingly.

Conflict & Conciliation

If there is a conflict between members of our family and anyone associated with Briarwood Christian School, a ministry of Briarwood Presbyterian Church, we commit to making a sincere effort to resolve it according to the peacemaking principles set forth in Scripture (see, for example, Prov. 19:11; Matt. 5:9, 5:23-24, 7:3-5, 18:15-20; 1 Cor. 6:1-8; Eph. 4:29-32; Gal. 6:1; Phil. 2:1-4; www.rw360.org/peacemaking; www.rw360.org/gptc). If we are unable to resolve a conflict through personal conversations or informal mediation, or through the established disciplinary process of the school, we agree to resolve the matter through formal Christian conciliation, which is described in the *Handbook for Christian Conciliation* (www.rw360.org/ccshandbook). If formal Christian conciliation is not successful, we agree to participate in legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Christian Conciliation Service®, a division of Relational Wisdom 360 (complete text of the Rules is available at www.rw360.org/ccshandbook). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods of dispute resolution shall be the sole remedy for any controversy or claim arising out of this agreement or the parties' disputes arising out of or related to any family member's enrollment and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Non-BCS Students Participating in School Dances

BCS reserves the right to restrict attendance or remove any non-BCS student from dances or other school supervised activities. BCS students who wish to bring a non-BCS student to an event must complete an official school permission form PRIOR to the event. Please note that BCS requires all guests to be at least a freshman in high school and must be enrolled and in good standing at another high school or certified home school. All non-BCS guests must present a photo ID at the entrance of the dance or event and be willing to submit to any request for searches and on-site Breathalyzer tests.

Student Safety & Health

Immunizations

In accordance with Alabama State Law, each student must have up-to-date required immunizations or an exemption on the appropriate government-issued form.

Any student seeking to enroll will be required to produce certified proof that they have been administered all requisite immunizations or produce an exemption form before admission into BCS.

To claim a Medical Exemption, a certification from a qualified medical professional must be presented on the approved Alabama Department of Public Health Medical Exemption form on application for admission to, and

approved by, the BCS administration. BCS administration has the right to obtain a verifying opinion from a qualified medical professional of its choosing as a prerequisite for the student's admission.

We accept a medical basis for non-immunization and respect the parental choice to delay or not have their children immunized for a genuine and deeply held religious basis. BCS reserves the right to limit the number of unvaccinated students in each cohort and the school.

Admission may be considered for a student where the parents are requesting a Religious Exemption for immunizations. In such cases, the Alabama Department of Public Health Religious Exemption form is to be provided upon application for admission. This form is obtained from a county health department. It is likely that the Superintendent will require a written basis for the request for admission with the Religious Exemption for immunization; requests for a religious exemption would be evaluated on a case-by-case basis by the Superintendent and/or his/her designee.

The Alabama Department of Public Health immunization schedule requires the following for those without an exemption:

- Children entering Kindergarten need boosters of DTaP (Diphtheria, Tetanus, and Pertussis), Polio, MMR (Measles, Mumps, and Rubella), and Varicella.
- Children aged 11 and entering the 6th grade need a Tdap (Tetanus, diphtheria, and Pertussis) vaccination.

Students admitted when there is an agreed and medically verified delay in immunization, are to meet the agreed-upon timelines (or seek an exemption) to continue enrollment. The school Nurse is designated with the role of oversight in situations involving "catch-up" immunizations according to published ADPH catch-up standards.

NOTICE: It is the parent/guardian's responsibility to read and to adhere to school policies and to submit to the school requested information, forms, and other documents.

A parent/guardian's failure to notify the school of a medical condition for which a student is or may be carrying medications may result in the revocation of the student's enrollment privileges at Briarwood Christian School.

Infectious Diseases

If an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier of an infectious disease, the school administration will determine whether to admit or continue to enroll the student based on the student's physical condition and the probability of contagion. This decision will be made on a case-by-case basis at the sole discretion of the school.

The parents/guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations as determined by the school administration to permit a

reliable assessment of any change in the student's condition which may affect the school's decision permitting enrollment or continued attendance.

Policies for Students with Health Conditions Requiring Medications at School

Students with conditions requiring medication at school are allowed to keep approved medications (including inhalers, epinephrine auto-injector syringes and glucose monitors) in their possession at school. This is in accordance with Section 16-1-39 of the Code of Alabama which states, "Upon obtaining permission to self-administer approved medications pursuant to this section, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event."

The requirements for your child to carry an approved medication are:

- Provide a completed School Medication Prescriber/Parent Authorization Form (BCS version) indicating that self-administration is permitted and recommended by the physician to be carried "on-person" by the student. The BCS version of this form can be obtained from the school office or the website.
- The approved medication must be kept in a closed pouch that the student carries at all times. It must be in the original container properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and drug expiration date.

If the School Medication Prescriber/Parent Authorization Form does not authorize the student to carry the medication on-person, the medication will be kept in the nurse's office. Parents may elect to keep an extra supply of medication that is needed for emergencies in the nurse's office in case a student loses or forgets it. Medication kept in the nurse's office must be in the original container properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and drug expiration date.

The school will inform faculty and staff of students with health conditions requiring medications at school and whether the student has the medication on-person or in the school office.

Administration of Other Medications

All prescribed medications, other than those approved medications discussed above, should be kept in the nurse's office. It is the student's responsibility to deliver the medicine labeled with name and dosage instructions to the nurse, and then to report at the appropriate time to receive the medication which must be taken in the presence of the nurse. For any OTC medications not listed in FACTS, parents will be called by the school nurse and written permission must be obtained from the parent before medication can be administered to the student.

Disclosure of Health Information

Parents provide medical information to the school on the Student Information Form completed annually and on the School Medication Prescriber/Parent Authorization Form if one is required. BCS will disclose this information to all parties who need it to provide medical care to the student.

First Aid
Designated faculty with proper training shall render first aid treatment as necessary. Students who become ill at school will be temporarily housed in a safe area until transportation home can be arranged. Under no condition will a student be released without the specific authorization of a parent or legal guardian.

Emergency Phone Numbers of Parents Required
BCS requires that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number, mobile phone number or the number of a contact who could be called in the event of a serious problem.

Medical Release Form Required
The school must have a signed Consent for Participation and Medical Treatment and a Release of Liability (on the Student Information Form) for each student. This form allows physicians to perform emergency treatment in the event we are unable to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of 18 without parental consent, and in a serious emergency it could save a life.

Student Accident Insurance Protection
School-time student accident insurance coverage is provided for all students for loss resulting from bodily injury caused directly by a covered accident, independent of all other causes, with payments as provided and in accordance with the terms, provisions, and conditions of the master policy issued to the school by the carrier. Generally, a bodily injury included under the term “covered accident” would be an accidental bodily injury occurring at a school-sponsored, scheduled, and supervised activity, (except varsity football) or occurring while being transported to or from such activity by school sponsored transportation.

This insurance is designed to supplement the family’s individual or group insurance coverage and does not eliminate the need for such coverage. The student accident insurance is limited in the benefits provided and, in most cases, will not cover all of the loss or expense related to a covered accidental bodily injury.

A copy of a brochure is available in the School Business Office. The master policy is available for inspection during business hours.

Medical and Dental Appointments
Whenever possible, all medical and dental appointments should be made outside of regular school hours. If this is not possible, parents/guardians should notify teachers to be affected by the student’s absence in advance, and proper check-out procedures must be followed before the student may leave school.

Physical Education Excuses
Every student enrolled in Physical Education is expected to participate. Excused absences may include but are not limited to:

- Sickness which prevents attendance in any other class.

- Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
- Parents' written excuse. These notes should ask the instructor to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
- Instructor's prerogative. The instructor may excuse any student whom he or she considers unable to participate.

With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently unable to participate may be offered.

Financial Responsibilities

Payment of fees, tuition and other charges as set out in the Enrollment Application, Re-enrollment Form, Schedule of Charges, Student Handbook, and other communications must be made in accordance with the terms specified:

- A 2% discount is allowed on the advance payment of the annual tuition if received by the school on or before May 31. No discount is allowed on fees or any other charges.
- It is the parent/legal guardian's obligation to pay the annual tuition when a student is enrolled regardless of whether the student actually attends school. Withdrawal of a student during the school year does not void the financial obligation to the school with the exception of families who move from the school area (50-mile radius of the school).
- Application fees are non-refundable. The initial registration fee, student commitment fee and advance tuition payments are refundable if (a) the family moves out of the area (50-mile radius of the school) before the opening of school, or (b) the school fails to provide enrollment to the student.
- A fee will be charged for each returned check.

Past Due

Current month's tuition and fee charges are past due if not received by the last day of the month. A finance charge of 1.5% (annual rate 18%) is assessed on a balance due from the previous billing period. Any past due account is subject to the following provisions:

- A student whose account is more than 60 days past due is ineligible to enroll or to return for the second semester until satisfactory payment arrangements have been made.
- If a student account becomes 60 days past due during the school term, the student may be asked not to return to class until satisfactory payment arrangements have been made.
- Report cards, transcripts or other records will not be released for any student whose account is more than 60 days past due until satisfactory payment arrangements have been made.
- A student whose account is more than 60 days past due may not charge physical education uniforms, yearbooks, after school care, or any other item to the account.
- Access to the FACTS system may be blocked for any student whose account is more than 60 days past due.

- When an account becomes delinquent and has two returned checks applied, no further payment by check will be accepted. The account will be placed on a cash-only basis. Only cash or certified funds will be accepted.

Tuition is billed over a ten-month period from June to the following March as a service to families. However, the school reserves the right to revoke this privilege at any time for accounts which are habitually delinquent or for other situations as deemed necessary. When this happens, the school will provide written notice that all remaining tuition for the year must be paid in full within the time frame specified by the school if the student is to remain in school. Note, however, this requirement may be changed by the Executive Committee of the School Board at its discretion.

Parents/legal guardians are responsible for honoring their financial commitments to the school. It is their responsibility to contact the school if they are unable to make payments by the scheduled due date in accordance with specified terms.

Transportation

Shuttle Bus Service

As a service to students and parents, BCS operates a shuttle bus program between the Upper School and Lower School campuses. Although there is a monthly charge for this service, the school offers the program at the lowest possible charge. The bus schedules and the service fees are included on the Shuttle Bus Schedule and Request Form, which is available in the school office.

The monthly charge cannot be adjusted because a student fails to ride the bus on any occasion. Charges for the bus service are added to the monthly statement. It is the student's or parent's responsibility to notify the school's Business office in advance of the service being canceled. Failure to report your cancellation will result in your continuing payment for the service.

The school cannot provide transportation other than that stated in the established bus schedule.

Improper behavior on school buses is not permitted. Bus drivers need to concentrate on driving and should not be distracted by the misbehavior of students on the bus. Those students who, in the opinion of the bus driver, misbehave will be referred to their respective Principal or Assistant Principal for appropriate action. Should misbehavior continue, the student will not be permitted to ride the shuttle bus.

Shuttle Bus Service and Students with Medical Conditions

Students with life-threatening allergies are not permitted to ride the shuttle bus between the two campuses.

Students on Campus after School Hours

Junior High students waiting for rides at the Upper School campus must go to the supervised after-school study hall if they are not picked up by 3:25 pm.

High School and Junior High students waiting for rides at the Lower School campus must stay in the Lion lobby.

Students Who Drive to School
All students providing their own transportation must park in the designated parking area. Sign-up for designated parking spaces will take place within the last few weeks of the previous year. If a student obtains his/her driver's license during the school year and begins parking on campus, he/she must come to the office to be assigned a designated space.

Loss of Driving Privileges
BCS reserves the right to suspend or revoke student driving privileges on campus for any length of time. Reasons for the loss of driving privileges can vary from traffic violations to safety concerns.

Students Leaving Campus
Any student leaving campus during school hours must have permission from a parent or legal guardian and the Principal or Assistant Principal. Any student who leaves campus without permission is subject to suspension.

No students are permitted in cars or parking areas during the school day without administrative approval.

Vehicle Liability
The school assumes no liability for damage to or losses from any vehicle parked on campus at any time.

Traffic flow and parking restrictions will be explained and enforced from the first day of school. Any careless driving, speeding or loitering in the parking lot is forbidden. Students who violate these rules may have their driving privileges revoked. Cars may not be parked overnight without the permission of the Principal.

Other Policies

Biblical Morality Statement
The school reserves the right to make decisions regarding any issue of morality in accordance with the standards and practices of church leadership. Those standards and practices begin with the Scriptures of the Old and New Testaments (the inerrant Word of God), and include the following, which are subject to and subordinate to the Scriptures: The Constitution of the Presbyterian Church in America, consisting of its doctrinal statements set forth in the Westminster Confession of Faith, together with the Larger and Shorter Catechisms, and the Book of Church Order, comprising the form of government, the Rules of Discipline, and the Directory for Worship, all adopted by Briarwood Presbyterian Church (BCO preface 89, 95, 97).

Weather or Emergency School Closure
In the event of emergency school closures, Briarwood Christian School will announce specific information on the following radio and television stations: TV (Fox 6, NBC 13, ABC 33/40, CBS 42) and Radio (WLJR and WDJC). Information will also be distributed via our school website, social media, email, text message, and the school voice messaging system.

School Closed

- All areas of Briarwood Christian School are closed.
- All activities are canceled.
- Staff are not required to report to work.

Delayed Start

- Before school activities are canceled.
- Before School Care is canceled.
- K-12, AM and full-day Early Childhood classes begin at 10:00 a.m.; Cub House starts at 10:15 a.m.
- After School Care and PM Early Childhood will operate on their regular schedules.
- The bus between campuses will be delayed: LS to US at 9:00 a.m., US to LS at 9:10 a.m.
- On-site after-school activities will continue unless otherwise noted.
- AHSAA activities may be postponed or canceled.

Early Dismissal

- Before school activities and Before School Care will operate on their regular schedule.
- AM and full-day Early Childhood classes will end at 11:30 a.m. or as communicated.
- All K-12 classes will end at 11:30 a.m. JK - 6 classes end at 11:30 a.m.; Cub House at 11:15 a.m.; JH at 11:45 a.m.; and HS at 12 noon.
- All after school activities and After School Care are canceled.
- AHSAA activities may be postponed or canceled.
- School lunch will not be served.
- Buses between campuses will run ONLY for faculty and staff (11:30 a.m. and 11:50 a.m.)

We request that parents use their discretion in determining the safety of the route that must be traveled to and from school on inclement weather days regarding student attendance. If a parent determines that safety conditions warrant their student staying home, the parent must contact the school via email or phone to let the school know their child will be absent. Once a student is at BCS, he or she must remain on campus until regular dismissal time or parent pick-up. Upper School students unable to attend school on campus are expected to participate in their learning via the recorded lessons in Google Classroom.

To receive Parent Alerts you must have current contact information (valid home, work, and mobile phone numbers and email addresses entered into FACTS). Failure to maintain accurate and current information on FACTS will prevent you from receiving notifications. Parents are responsible for keeping this information accurate and current.

Legal Action Against BCS

A student's enrollment will be terminated on initiation of legal action against the school.

National Honor Society
10th-12th grade students are eligible for the fall tapping into the National Honor Society. These students must fill out a National Honor Society Application which lists scholarship and social achievement, service to church and the community, and leadership positions held in school, church, or community.

Pregnancy Policy
In the instance of pregnancy, it is the policy of BCS to work with students, their families, and their church to bring about repentance, growth and life for all involved. It is of primary concern that our students understand that abortion not only puts to death the life of an unborn child but in most cases, is also a painful regret and shame that both the mother and father of the child carry with them for the rest of their lives.

It is this school's desire to work with students to encourage the continuation of the pregnancy to full term and to help find counseling, adoption or other services required while continuing to minister to and educate the students involved. This could include options for continued education as deemed appropriate by the administration on a case-by-case basis. Continued enrollment at BCS is at the sole discretion of the administration. Key faculty and staff will work with students to provide the necessary next steps to promote the integrity of life for all concerned.

Receiving/Reporting Information - Confidentiality
School administration investigates information received as appropriate based on the credibility of the source. When parents are willing, they are encouraged to communicate the information at hand to the parent(s) of the student(s) involved. When the parents are unwilling to do this, the administration may investigate the information and take appropriate action.

- No information is acted upon without an investigation including date, place, time, action, witness and affected parties.
- It is not necessary for the person who has given the information to be present or identified during the investigation or meetings.

Student Clubs & Service Organizations
Many special interest clubs and organizations are formed or operate each school year. Clubs originate from and are led by students under the direction and guidance of the faculty and staff of BCS who may serve as club sponsors. Students are encouraged to develop ideas that are in accordance with the mission and vision of the school, aimed toward helping students become growing disciples, compassionate neighbors, responsible stewards, and courageous learners. For an idea to become an official club of BCS, students must complete an application that demonstrates that the club is in line with the mission and vision of the school and be approved by the Director of Student Life and Principals. For more information or to receive a club application, please contact the Director of Student Life.

Surveillance
Security cameras do not record sound and are unmonitored. Digital recordings are for internal use only. Students and others on campus are automatically recorded in various locations.

Designated Gifts Policy

BCS will accept tax-deductible, designated gifts for the following purposes:

- Gifts solicited by the school for specific purposes.
- Gifts received for one or more of the funds established by the school such as its General Scholarship Fund, Academic Enrichment Fund, etc.
- Gifts received for a separate scholarship fund to be named in memory or in honor of a person. In such a case, the donor must not have any control over the award of scholarships from the fund.
- Gifts for the general fund. All gifts not otherwise designated will be placed in the general fund unless otherwise allocated by the School Board or its Finance and Legal Committee.
- Gifts for any regular program or established activity such as band, choral, academic, athletic, etc.

Tax deductible gifts will not be received, designated for, or for the benefit of "individuals." The term "individual," in addition to a faculty or staff member, includes a student or student parent or guardian.

Non-deductible gifts designated for individual faculty or staff members, students, or student families will be received by Briarwood Christian School and the funds disbursed in the manner requested by the donor or donors. Any such gift will be acknowledged with an appropriate letter that clearly states that it is received as a non-deductible gift and a copy of the letter must be filed with the deposit document that includes the gift.

When a group of supporters within a booster group organizes an approved solicitation of gifts for a coach, group of coaches, other faculty, or staff members, the Superintendent will work with the leaders of said group to give guidance and counsel for the solicitation. The gifts will be accumulated in a designated fund and disbursed in a manner agreeable to the supporters and the Superintendent.

If a benefactor requests the privilege of paying the tuition or other student charges for a particular student or family, then such gifts will be received and applied directly to the account of the student or family. The donor will be informed in writing of this method of handling the gift. This communication will clearly state that such payments will not be recorded as gifts on the records of the school.

The Student Handbook is revised by the Superintendent as needed. Comments from parents on any segment of the Handbook are welcomed and should be submitted to the Superintendent.

Appendix A - Pastoral Position & Guideline Paper

THE PROLOGUE

While it is incumbent upon Briarwood Presbyterian Church to develop and approve a Pastoral Position & Guideline Paper for the purpose of responding to the inevitable issues resulting from the Obergefell v. Hodges opinion from the Supreme Court of the United States, the reality is that the paper simply affirms, clarifies and amplifies the historical, Biblical, Constitutional, and Confessional position of the church on marriage, sexuality, and gender.

Briarwood Presbyterian Church, as a congregation of the Presbyterian Church in America, is firmly rooted in the inerrant and infallible Word of God as expressed in the Scriptures of the Old and New Testament, "All of which are given by inspiration of God to be the rule of faith and life." WCF I-2. The Scriptures clearly teach that sexual distinction and union are not human constructs but are created by God and are to be expressed in the covenant of marriage between one man and one woman, all according to His purpose and ordinance:

"And God created man in His own image, in the image of God He created him; male and female He created them. And God blessed them; and God said to them, 'Be fruitful and multiply, and fill the earth. . . .' For this cause a man shall leave his father and mother, and shall cleave to his wife; and they shall become one flesh" (Genesis 1:27-28; 2:24).

God's Word speaks unequivocally in declaring homosexuality and other sexual sins to be a perversion of His created order, His moral law, and the foundations of society (Leviticus 18:22, 24, 28, 30; 1 Corinthians 6:9-10), and warns that the prevalence and approval of sexual perversion in a culture is a sign of the judgment of God upon those who reject His standard for sexual purity within the confines of monogamous heterosexual marriage (Romans 1:26-27). Moreover, the Scriptures plainly teach that moral darkness has descended over a people who, though perhaps not given to sexual perversions themselves, nevertheless "give approval to those who practice them" (Romans 1:32). Consequently, the doctrinal standards set forth almost 500 years ago in the Westminster Confession of Faith, the Westminster Larger and Shorter Catechisms, and the Book of Church Order, which were adopted by the Presbyterian Church in the United States of America upon its founding in 1789, and which have comprised the Constitution of the Presbyterian Church in America since its founding in 1973, explicitly teach that "marriage is to be between one man and one woman" (WCF XXIV-1) and that the sins forbidden by the Seventh Commandment's prohibition of adultery include "all unnatural lusts; . . . prohibiting of lawful, and dispensing with unlawful marriages; . . . having more wives or husbands than one at the same time; . . . and all other provocations to, or acts of uncleanness, either in ourselves or others" (Larger Catechism No. 139).1 ...as also affirmed by the exposition and application of the Seventh Commandment found in Leviticus 18, Romans 1, 1 Corinthians 6, etc.

Because the Church of the Lord Jesus Christ ministers in a fallen and sin-corrupted world, she has a primary concern for the spiritual well-being of men and women created in the image of God. Responsibility to such a calling must occasionally but inevitably place the Church into irreconcilable conflict with any government policy or ruling ostensibly approving a way of life which is contrary to the eternal good of its citizens.2 Even so, for much of her history in the United States, the Church could reasonably expect the protections of the civil

government and it had no reason to fear interference by the government in the due exercise of God-ordained government and discipline "among the voluntary members of any denomination of Christians, according to their own profession and belief" (WCF XXIII-3). Moreover, through the blessings of God's benevolent providence and common grace, there was a general societal consensus that questions of morality and ethics were rightly informed by Biblical principles about which the Church spoke clearly and with force. The Supreme Court of the United States could once thus state with absolute confidence that in view of "American life, as expressed by its laws, its business, its customs, and its society, we find everywhere a clear recognition of the same truth . . . . that this is a Christian nation" (Church of the Holy Trinity v. United States, 143 U.S. 457, 471 - 1892).

That same Supreme Court now tells us that the Constitution of the United States protects sexual preferences and guarantees the right of homosexual couples to marry, and therefore of necessity redefining marriage and furthermore requires that every state recognize the validity of "same-sex marriages." In the words of one of the dissenting Justices, the ruling is powerless to change marriage as a "religious institution" and will therefore inevitably lead to "conflict, particularly as individuals and churches are confronted with demands to participate in and endorse civil marriages between same-sex couples." Anticipating that coming conflict, we now reiterate and declare that we firmly remain where we have always been, rooted and grounded in the Word of God, and so do publish this . . .

1 The Presbyterian Church in America was founded in response to "numerous non-Biblical positions" including "an unbiblical view of marriage and divorce." A Message to All Churches of Jesus Christ, etc. First General Assembly, December 1973.

2 On many prior occasions of such conflict concerning marriage and sexual sin, the Presbyterian Church in America has not hesitated to publicly reaffirm its commitment to Biblical standards. See, e.g., Fifth General Assembly (1977)(affirming that both the homosexual act and desire is a sin); Seventh General Assembly (1979)(affirming that the integrity of marriage is founded on God's Word, which declares that marriage is God's institution, and reaffirming its commitment to WCF XXIV); Twentieth General Assembly (1992)(reaffirming the PCA's commitment to the Bible's teaching on sex and marriage, that "sex is a gift from God which should be expressed only in marriage between a man and a woman" and that "all sexual intercourse outside marriage, including homosexuality and lesbianism, is contrary to God's Word (the Bible), and is sin"); Twenty-Fourth General Assembly (1996)(reaffirming the Bible's teaching that any action by the government "to sanction and legitimize homosexual relationships by the legalization of homosexual marriages, is an abominable sin calling for God's Judgment upon any such society").

BPC PASTORAL PAPER Obergefell v. Hodges

On June 26, 2015, the U.S. Supreme Court issued an opinion that same sex marriage is a protected right under the U.S. Constitution applicable to all states. The case of Obergefell v. Hodges held same sex persons have due process and equal protection constitutional rights to be married. The court also ruled every state must give full faith and credit to the same sex marriages of other states.

The majority five-four opinion was written by Justice Anthony Kennedy who was joined by Justices Ginsbirg, Breyer, Sotomayor and Kagan. The court's opinion relied on Griswold v. Connecticut and its progeny, which bases the so-called liberty/privacy rights on sexual preference.

Dissenting were Chief Justice Roberts, along with Justices Scalia, Thomas and Alito. The dissenters each filed separate opinions. The Chief Justice observed that "For all those millennia, across all those civilizations, 'marriage' referred to only one relationship: the union of a man and a woman . . . . The universal definition of marriage as the union of a man and a woman is no historical coincidence."

Roberts said the majority committed its greatest error by implementing the dangerous judicial doctrine of "substantive due process." Due process of law normally applies to the "procedures" taken to be sure a citizen is not deprived of life, liberty or property without proper legal processes. It does not create substantive rights, as done by the Obergefell opinion. Roberts noted the court made a similar mistake in Dred Scott v. Sandford (1857), holding a black person was not a person within the meaning of the Constitution which holding "was overruled on the battlefields of the Civil War and by constitutional amendment after Appomattox . . . ."

Justice Scalia dissented that, "When the Fourteenth Amendment was ratified in 1868, every State limited marriage to one man and one woman, and no one doubted the constitutionality of doing so . . . ."

Since Obergefell is based on sexual preference, the opinion opens the door for other forms of marriage, viz., polygamy, polyamory, and other more exotic relationships. It will also have an effect on what Justice Kennedy called the state's "constellation of benefits," meaning changes to inheritance, divorce, child support and custody, adoption, spousal rights and other laws.

The most significant impact of Obergefell will be the adverse effects on religious freedom. Justice Thomas observed in his dissent, "The majority's decision threatens the religious liberty our nation has long sought to protect . . . ." The power of the federal government, with the urging of the gay lobby, will seek to establish same-sex rights as civil rights. State and local governments will establish and enforce gay rights. These will ultimately affect the free-speech rights of pastors in the pulpit, tax exemption of churches and ministries, and the rights of individuals not to participate in same-sex marriage activities, such as wedding planners, bakers, and florists.

The "supremacy clause" (Article VI, ¶2) of the U.S. Constitution provides, "The Constitution and Laws of the United States . . . .shall be the supreme Law of the Land." The U.S. Supreme Court has usurped that clause to say the supreme law of the land is what the court says it is. That usurpation has become an accepted legal process. The breathtaking impropriety of Obergefell has challenged the thinking of legal scholars. While Obergefell may be accepted by many as "The Law of the Land," its effects must not go unchallenged.

The constitutionality and consequences of Obergefell will not be fully appreciated or known until a passage of time allows us to feel the seismic impact on our culture and its laws and conventions. There will be more court cases and legislative enactments as a result of this landmark, but aberrant, case. The final effects are not foreseeable.

STATEMENT OF FAITH AND MARRIAGE

It is against this backdrop that Briarwood Presbyterian Church reaffirms its long-standing and unwavering belief that the Holy Bible is the inerrant and infallible Word of God and is the final authority for all matters of faith and practice. The policies of this church have been and continue to be in submission to this stated Word of God. It is upon this foundation, and only this foundation, that Briarwood Presbyterian Church expresses and reaffirms its position on the God-ordained institution of marriage. This commitment is both affirmed and expounded by the Presbyterian Church in America Constitution, which consists of the Westminster Standards and the Book of Church Order, to which the Briarwood Presbyterian Church and all of its ministers have committed themselves to uphold with sacred vows.

"So God created man in his own image, in the image of God he created him; male and female he created them." (Genesis 1:27, ESV). These scriptures teach the origin of man and his relationship to creation through the sacred union of a man and a woman. "And God blessed them. And God said to them, 'Be fruitful and multiply and fill the earth and subdue and have dominion over the fish of the sea and over the birds of the heavens and over every living thing that moves on the earth'". (Genesis 1:28 ESV). Scripture further states that it is "For this cause a man shall leave his father and mother, and shall cleave to his wife, and they shall become one flesh". (Genesis 2:24 ESV) Therefore, God has ordained marriage as a union of one man and one woman. God, in his divine wisdom, created marriage as the covenanted, conjugal union of one man and one woman. (Genesis 2:18-24; Matthew 19:4-6; Hebrews 13:4 ESV) Briarwood recognizes the biblical definition of marriage as the unity of one man and one woman in covenant commitment for a lifetime, and that it is God's unique gift to reveal the union between Christ and his church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards and the means of procreation of the human race. "The purpose of marriage is the enrichment of the lives of those who enter into this estate, the propagation of the race and the extension of Christ's church to the glory of the covenant God." (Appendix B, Book of Church Order). The Presbyterian Church in America is committed to the sanctity of human sexual relationships. We believe God's intent in creation was that male and female would be complementary, that the privilege of sexual expression would be between male and female only, and this expression would be only in the context of marriage (Summary of PCA Statements of Homosexuality).

Scripture condemns unnatural relationships between man and man and between woman and woman. (Romans 1:24-27; Leviticus 18:22; 20:13 ESV) Therefore, no ministry of this church shall recognize the validity of any position that condones any same-sex sexual relationship, whether marriage or a union replicating marriage or advocates the legalization or legitimization of any homosexual act or transgender activity. Finally, Briarwood Presbyterian Church reaffirms its longstanding and unwavering commitment through all of its ministries to love our neighbors and extend respect in Christ's name to all people, including those who may disagree with us about the definition of marriage and the public good. All ministries of Briarwood Presbyterian Church are designed in their entirety to reach Birmingham and to reach the world for Christ. The purpose of this policy is to clearly state this church's position pertaining to all of its ministries, whether through speech or conduct emanating from this church body, which is designed and carried out in subjection to and integration with biblical truth. The teachings and ministries of this church recognize only the sanctity of marriage between a man and a woman.

All ministers, officers, and ministries of Briarwood Presbyterian Church must remain faithful to our Covenantal Vows and Oaths to the supremacy and sufficiency of God's Word and the Constitution of the Presbyterian Church in America as protected by the 1st Amendment of the Constitution of the United States. The members of Briarwood according to their membership vows, will attempt to frame their lives, families, and vocations with a world and life view that also affirms the supremacy and sufficiency of God's Word as expounded by the Constitution of the Presbyterian Church in America.

Briarwood's Pastoral Position and Guideline Paper reaffirming the church's historical definition of "the parties to a marriage" together with its "Statement of Faith and Marriage" and other related positional documents will be communicated to all ministers, staff, and employees of the church; Board Directed Ministries (including Briarwood Christian School, Birmingham Theological Seminary, and Mission Boards); and individuals in ministry who receive support from Briarwood.

Each Executive Director, President or Chairman of the respective groups will be requested by the Session to submit operational policies and procedures that conform to the above referenced Pastoral Position and Guideline Paper to a committee or commission of the Session for approval. Corollary issues raised by the Obergefell decision should be considered in the development and implementation of these ministry-specific policies.

Appendix B - Academic Integrity Policy

BCS students are expected to pursue honesty and integrity in all that they do and say. Creating a false impression of coursework is a form of dishonesty and will be treated as a **serious disciplinary case** as outlined in the Student Handbook. Forms of violating the academic integrity policy are as follows:

Cheating

This encompasses giving or receiving unauthorized assistance that could result in an unfair advantage in completing academic work. Forms of cheating include but are not limited to:

- Sharing academic coursework electronically or via hard copy. This includes checking answers with one another.
- Using any external assistance (books, notes, calculator, conversations with others, websites) on a quiz, test or examination unless authorized by a teacher.
- Using unauthorized materials, information, study aids, or computer-related information on academic assignments.

Plagiarism

A writer's facts, ideas and phraseology should be regarded as their property. Any person who uses a writer's ideas or phraseology without giving due credit is guilty of plagiarism. Information may be put into a written paper without documentation only if it meets all the following criteria:

- May be found in several books on the subject
- Written entirely by the student
- Not paraphrased from any particular source
- Common knowledge

BCS students should use the documentation conventions of the Modern Language Association (MLA) which states that all sources used when writing must be documented.

Consequences of Violating the Academic Integrity Policy

All incidents involving violations of the Academic Integrity Policy will first be referred to the Assistant Principal or the Principal. He or she will work with a committee that includes the classroom teacher, the department chair, and the Director of Curriculum and Instruction. This committee will judge the severity of the infraction and if a student is deemed responsible for intentional plagiarism or cheating, BCS may enforce the following consequences:

- The student will receive a zero on the assignment or examination in question
- The student may be subject to suspension and academic probation
- The student may be subject to removal from student groups such as National Honor Society, Mu Alpha Theta, Student Government Association, etc.
- If a student commits an additional violation while on academic probation, the student may be subject to expulsion

Students should refer to the Briarwood Christian School MLA Guide for information on appropriately writing a research paper.

Appendix C - Upperclassmen Privileges Policy

Upperclassmen privileges come with an expectation of responsibility and an understanding that such privileges may be revoked at any time and for any duration. A BCS upperclassman may enjoy the following allowances:

- Off-campus privileges if scheduling allows
- Access to designated campus areas for upperclassman study hall periods
- Outdoor lunch privileges for seniors only
- Off-campus lunch privileges on Wednesdays, as schedule allows (for seniors only)

Losing Privileges

A student may lose his or her privileges for any of the following reasons:

- Discipline Issues - The Assistant Principal may revoke a student's privileges for consequences of handbook violations. The Assistant Principal will determine the length of that penalty on an individual basis.
- Teacher Progress Reports - Teachers are asked to report on student progress every 3 weeks. Students with areas of concern may have their privileges revoked for poor effort in class.
- Grades - Upon review of students' grades each Monday morning, any student with a grade lower than a "70" will have privileges revoked until the next review indicating the grades have improved.
- Incompletes - Any student who has an incomplete for a semester grade will lose privileges until the incomplete is made up.
- Tardies - If a student is late two or more times to their first class after their off-campus period or the period following Senior Lunch, they may be subject to a removal of off campus privileges for a time to be determined by the Assistant Principal.

Seniors may USE NO MORE than 2 Off Campus Privileges per day. This is the maximum amount of off campus periods a senior may be assigned. Students must be specifically assigned an off-campus period on their schedule to exercise this privilege.

Juniors may USE NO MORE than 1 Off Campus Privilege per day. This is the maximum amount of off campus periods a junior may be assigned. Students must be specifically assigned an off-campus period on their schedule to exercise this privilege.

Off Campus Procedure

Students are expected to abide by the following rules:

- If the student has an off-campus period during 1st period, the student should arrive on time to start the following period.
- Students with an off-campus period during 8th period do not have to sign out but are expected to leave campus immediately following their final period of the day. They are not allowed to loiter on campus, work out in the weight room, etc.
- Seniors may utilize an open-campus policy during lunch on Wednesday if they are in good standing regarding grades and behavior. Seniors do not have to sign out but are expected to return to campus

prior to their next academic period. Off-campus lunch will span from the beginning of the Focus period to the end of High School lunch.

Senior Lunch

Seniors may eat in the following locations:

- Lunchroom
- Outdoor tables by Lake Lion
- Commons Area

Senior Reminders:

- Seniors cannot go into the parking lots without permission.
- Seniors are not to leave campus without permission.
- No lunchroom trays are to be left anywhere outside the lunchroom.
- Seniors may not be in the auditorium, locker rooms, tennis courts, track, XC trail, or in the junior high without permission from the Assistant Principal.