Elementary
Parent Handbook

BRIARCREST
CHRISTIAN SCHOOL

2026-2027

Mission Statement

The mission of Briarcrest Christian School is to challenge and inspire college-bound students to:

- know and honor Jesus Christ
- seek God's truth in all disciplines
- pursue excellence and integrity in their academic, creative, and athletic endeavors

so that they might "grow in wisdom and stature and in favor with God and men." Luke 2:52

2026-2027 Theme Scripture

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."
Matthew 5:16

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ATHLETICS

Briarcrest Christian School offers a wide range of athletics to our elementary students in grades JK-5. We welcome all Saints to join in and become a part of our athletic program. It is our desire and goal for our elementary school students to begin to fulfill and understand the vision and mission of the Briarcrest Christian School athletic program. In the fall, students may participate in football (grades 1-5), cross country (grades 3-5), and girls' soccer (grades 3-5). Cheerleading is available for girls in the fall for grades 1-5. In the winter, students may participate in basketball (grades 1-5), and wrestling (boys: grades 2-5). During the spring, students may participate in track (Senior Kindergarten-5), baseball (Junior Kindergarten-5), lacrosse (grades 3-5), boys' soccer (grades 3-5), softball (girls: 1-5), tennis clinics (Senior Kindergarten-5), and golf clinics (grades Senior Kindergarten-2).

ATTENDANCE

School begins at 8:10 a.m. Half day students are dismissed at 12:00 p.m. Little Saints-1st grades are dismissed at 2:45 p.m. 2nd – 5th grade students are dismissed at 3:10 p.m.

The importance of regular attendance and arriving *on time* is stressed for all students. **Tardiness** does not allow the student to have a good start for the day and is disruptive to the teacher. Tardy students *must* check in at the elementary office before going to class**. For Senior Kindergarten through 5th grade students, five tardies will count as a one day absence from school. Twenty days of absences during the school year may result in repetition of the grade**. The administration may make exceptions due to extenuating circumstances. Students must attend a minimum of 3.5 hours of a school day in order to receive credit for a full day. There will be no half-day attendance recorded.

Please avoid scheduling appointments or vacations during school hours when possible. **Trips** that are taken during regular school time pose a hardship on the students due to class time missed and assignments that must be completed. If you plan on a pre-planned absence during the school year, a letter must be submitted to your child's principal in advance to request an excused absence. *No assignments will be given prior to a trip unless the teacher desires to do so*. Any assignments or tests missed due to trips will be completed in no more than five days after returning from the trip. The individual teacher can set make-up assignments and test times before or after school.

The office must be notified via phone call or email by 8:00 a.m. if the student is absent. If a student is absent, parents are encouraged to check the teacher's website for assignments that are missed. If textbooks are needed, parents may email the teacher or contact the office and pick those up at the end of the school day in the office. Students who are absent due to illness have one day for every day missed to make up any work missed.

A parent/guardian *must* sign out any student dismissed during the day either in the appropriate division office or the nurse's office. For the protection of our students, children cannot be dismissed from classrooms at any time during the school day.

A-TEAM

This organization is for students in Grade 5. It develops leadership skills as a service group to the school. Selected teachers are A-Team Sponsors. Two students are selected from each 5th grade homeroom per quarter to be on the A-Team.

BEHAVIOR AT SPORTING EVENTS

Parents are responsible for supervising their children at all Briarcrest Christian School sporting events. There should be no elementary age children dropped off and left unsupervised at BCS sporting events. Children should behave in a manner that is appropriate to what would be acceptable during school. All rules that are in place at school are also in place at BCS sporting events.

BIRTHDAYS AND PARTIES

We do not sponsor birthday parties at school. You may send treats for your child's birthday to be distributed at lunch or snack time. Teachers should be notified in advance if you are bringing any treats to school. **Please do not send drinks, plates, favors, toys, etc. with the treats.** Please do not bring or have delivered balloons or floral arrangements to school. Due to heavy traffic at dismissal time, we do not allow limousines on the campus to pick up students. Helium balloons are not allowed due to fire code.
INVITATIONS TO BIRTHDAY PARTIES OR ANY OTHER PARTIES MAY NOT BE DISTRIBUTED AT SCHOOL EVEN THOUGH ALL STUDENTS MAY BE INVITED.

BRIARCARE

Briarcare is an extended day service for students in Little Saints through Grade 5. It is offered from 3:10 p.m. - 6:00 p.m. each school day. Holiday care is available during fall break, some dates of Christmas break, and spring break. For registration and information please call the Briarcare Office at 765-4620. Early morning care is a free service for working parents from 7:00 a.m. to 7:50 a.m.

Briarcamp - A summer program is offered for students entering Little Saints through Grade 5. For more information, please visit the Briarcrest website.

CAFETERIA

Briarcrest Christian School has a contract with Flik to be the sole food service provider for our students. Students may purchase lunch daily or sign up for a meal plan (semester or year.) Please make sure your child has money for lunch via a Flik account. **NO STUDENT WILL BE ALLOWED TO OWE MONEY TO FLIK.** Students may bring lunch from home, and parents/guardians may bring lunch to their students. Parents may stay and have lunch with their students. Please check in the elementary office for a visitor's badge. Parents may not sit with classes. There are designated tables for parents and children to sit.
Parents/students may not receive food delivered by a delivery service. For example, deliveries from Dominoes, Uber Eats, Door Dash, etc. will not be allowed. Due to security protocols, delivery service cars and drivers will not be allowed to enter the gates of Briarcrest. Food for a whole group or homeroom such as a pizza delivery must be approved by the office prior to ordering. The group or class will not take delivery or eat in the cafeteria but in an office-designated location. If there is a question regarding bringing food to school, please call the elementary school office.

CLASSROOM PARTIES

The classroom teacher with assistance of the room mother organizes all class parties. Due to space, safety and planning purposes, siblings are not allowed at classroom parties. Room mothers should consult with the teacher to determine if there are any dietary needs or allergies that should be considered when planning parties.

COMMUNICATION

Communication between home and school is vital. The following methods are used to promote positive communication:

Website (www.briarcrest.com) Access to onCampus provides the following information:

- Grades
- Assignments
- All office communications
- School events
- Annual, daily, and weekly calendar including school menus
- Announcements
- System information

Interims A mid quarter email is sent to parents of struggling students.

Wednesday Runner A weekly packet from teachers which may include grades, papers, important notices from office, system information, etc. will be sent home each Wednesday.

Parent Conference	This day is set aside for individual teacher-parent conferences. See The school calendar for the specific date. Students will not attend school on this day.
Website	The elementary website is updated regularly.
Communication	Teacher generated notes, emails, and calls may be sent to parents when needed.

DISCIPLINE

At BCS Elementary, we address inappropriate behaviors to maintain a desired learning environment and to promote a heart change. We are intentional in pointing our students to Christ and addressing discipline from a Christian worldview. Our elementary discipline plan includes access to school counselors, a system of rules, positive reinforcement, and consequences. Each grade level has a discipline plan for classroom infractions that teachers present to parents and students at the beginning of the year. All Briarcrest overt misconduct will be handled by the administration.

Overt Misconduct: Certain major disciplinary infractions, such as those listed below, but not inclusive, will be considered overt misconduct:

- vandalism or theft
- possession of fireworks
- possession of a weapon
- possession or use of tobacco*, drugs*, or alcohol
- disrespect toward a member of the faculty or staff
- continued disruption of the learning environment
- continued use of inappropriate language
- inappropriate use of the internet, text/chat chains, and/or social media
- academic cheating of any type*
- fighting, shoving, and/or other physical harm
- bullying/harassment*

Academic Cheating
A student guilty of cheating may receive a "0" on the assignment and/or be suspended, at the discretion of the Administration. A repeat offense may result in termination, at the discretion of the Administration. Cheating may incorporate, but is not limited to: plagiarism, copying from another person's paper or work, the use of any resource using AI, such as ChatGPT, or any other form of cheating determined by the Administration.

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

***Tobacco/Nicotine/Vaping/Oral Pouches**
***On Campus*:** The possession or use of tobacco in any form (nicotine products, vaping devices, cigars, nicotine pouches, etc.) is prohibited on campus or at any School activity for reasons of health and safety. Students possessing any of these products on campus or at a School activity shall be suspended, with their reinstatement to the School to be determined by the Administration. In cases where the fire safety system has been activated by actions in violation of this policy, assumption of the cost of resetting the fire safety system shall also be

considered by the Administration in reinstating the student. Vaping violations may include a laboratory testing fee, paid by the parents, to determine the contents of the vaping device. Should testing be positive for illegal drugs or controlled substances, the student shall be terminated from the School without refund of fees and may be turned over to the appropriate law enforcement personnel.Oral pouches intended to deliver nicotine, caffeine, or other stimulants are prohibited. Possession or use of oral pouches shall be treated as a tobacco offense under this policy. These products are prohibited for reasons of health, safety, and ability to enforce school policy on use of pouches. A repeat on-campus tobacco, nicotine, vaping, or oral pouch offense is subject to progressive disciplinary action and may result in a request that the student be withdrawn or expelled from the School.

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

****Drugs***

A student's use of illegal drugs violats Biblical standards (1 Corinthinians 6:19-20 and Romans 13:1-5) as well as Tennessee law. BCS students shall not be under the influence, possess, use, sell, or supply illegal drugs or drug-related products; nor shall BCS students abuse prescription drugs or over-the-counter products. This includes the sharing of medication. (See Guidelines for the Administration of Medications in School in the Parent/Student Handbook.) Any student violating this policy on campus or at a school activity may be terminated from the school without refund of fees and may be turned over to the appropriate law enforcement personnel.

Consequences for Overt Misconduct:

Appropriate disciplinary actions including detention, silent lunch, in-school suspension (ISS), out-of-school suspension (OSS), and/or expulsion, as well as other actions deemed necessary by the administrators, will be taken at the discretion of the administration if any of these infractions occur. Administrators may also refer to the Biblical Principles Policy when considering disciplinary infractions and appropriate actions.

BIBLICAL PRINCIPLES POLICY

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

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

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

- Abortion (Genesis 9:6, Psalms 139:13-16)

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

DRESS CODE

At Briarcrest, it is our hope that our students will exemplify high standards, not only in schoolwork, but also in the areas of citizenship, leadership, and responsibility. It is the belief of the administration that the physical appearance of our students is an essential element in developing personal responsibility.

Please note the following:

- Uniforms are *required* for all students. The designated vendor for BCS is Flynn O'Hara. Uniforms are labeled with a BCS logo. (Old uniforms from Dennis Uniforms are permitted through May 2027.)
- All students are *required* to wear the green knit uniform shirt for all school field trips. Exceptions must be cleared by the principal.
- Any item of outerwear may be worn to school, but any such item entering the classroom must be from Flynn O'Hara, Dennis Uniforms, or the BCS Saint Shop. See complete outerwear policy below.
- On Fridays, it is acceptable to wear an approved Briarcrest T-Shirt with uniform bottoms.
- The dress standards apply to school events, unless otherwise indicated by the administration.
- Shoes must be closed toe, closed heel, and flat. They must be black or brown leather, suede, or athletic shoes. Boots are not permitted. Saddle Oxfords and loafers are acceptable for boys or girls. Athletic shoes are encouraged in elementary due to PE and recess daily. Tennis shoes may be any color. Students are not to wear shoes that light up or make sounds. All shoes should be properly worn, and shoes intended to have laces may not be worn without laces or untied. All shoes should be in good condition, clean, and free of writing. Appropriateness is always at the discretion of the administration.
- Tennis shoes may not promote any messaging contrary to the missions of BCS. (i.e. be free of political leanings, promotion of specific groups, etc.)
- Visible socks are required. Colors for socks must be solid white, tan, navy, black, forest green, or grey. Socks purchased from the Saint Shop are acceptable.

Specifics for Girls:

- Girls' shirts must fit in a modest manner. No oversized or tight-fitting shirts are acceptable.
- Skorts may be no higher than 3 inches above the knee.
- Skirts may be no higher than 2 inches above the knee. Shorts are required under skirts in elementary school. Shorts should not show beneath the skirt.
- Tights/leggings may be worn under skirts, <u>not as pants</u>. They must be mid-calf or longer and must be white, navy blue, hunter green, gray, or black. No patterns are allowed. Flare pants, sweatpants, and joggers are not acceptable.

- Girls' earrings and piercings are limited to the ear. Extreme jewelry and accessories not in line with the school uniform are not allowed and may be removed at the discretion of the administration.
- No extreme haircuts or color for girls are permitted. Girls may **not** have tinsel, colored braids, feathers, or other unnatural additions in their hair. Simple beads and barrettes are allowed. Headbands should lay flat or have a simple bow. Extreme headbands or ones with ears, crowns, etc. are not allowed except on dress down days and special occasions as determined by the administration.

*Administration reserves the right to require a student to comply with the hair policy at any time. A deadline of compliance will be given. Failure to meet the deadline will result in detention.

Specifics for Boys:

- Shirts for boys must be worn tucked-in, and belts must be worn (Grades 2-5).
- Boys' uniform pants and shorts may be purchased at Flynn O'Hara, The Gap, Land's End, Target, Walmart, or previously from Dennis. However, the pants or shorts must be **medium** khaki (not too light or too dark) or navy and can be flat-fronted or pleated. They should be all-cotton classic styles consistent with style and color purchased from Flynn O'Hara. No cargo pants, corduroy, joggers, or jeans-style pants are to be worn. No holes in pants or frayed hems are allowed.
- No earrings or body piercings are allowed. Extreme jewelry and accessories are not allowed and may be removed at the discretion of the administration.
- Hair must be clean, presentable, and neatly groomed. Male students' hair must be on or above the shoulders, eyes visible, and no more than 3 inches high on top. The following hairstyles are **not** permitted for our students:
  - Mohawks
  - Unnatural colors
  - Extreme types of haircuts
  - Male students putting their hair up
  - Shaved lines, carvings, or artwork
  - Facial hair (beards, mustaches, etc.)
  - Eyebrows cut
  - Sideburns that extend below the base of the earlobe.

*Administration reserves the right to require a student to get a haircut at any time. A deadline of having a haircut will be given. Failure to meet the deadline will result in detention.

<u>Outer Wear Policy</u>

Sweatshirts/Jackets Worn Inside: *Monday – Thursday*

- Elementary students are allowed to wear Briarcrest outerwear (purchased from the Saint Shop, Flynn O'Hara, or team sports stores) in the following colors: *green, gray, navy, black, white*. Elementary students are allowed to wear BCS hoodies in the approved colors above since they still participate in recess outdoors.

Sweatshirts/Jackets Worn Inside: *Friday*

- All BCS students may wear Briarcrest outerwear or BCS hoodies of any color.

Heavy Coats and Cold Weather Gear for Outdoors

- Non-BCS heavy coats, gloves, and hats are allowed during the cold months for recess. They are not allowed in the classrooms but will be stored in lockers and cubbies.

ELECTRONIC ITEMS AT SCHOOL

Elementary students are **not** permitted to have the following items at school:
Any electronic music, gaming device, or Apple/smart watches. Any watch with internet or video/photography capability is not allowed, even if disabled. There will be no exceptions.

An electronic reader or personal iPad/tablet may be brought to school with the permission of the classroom teacher for a special occasion only. Students will not be allowed to access the web using their device while at school. These devices may be used only as a reader. The school does not accept any responsibility for these devices. If a child's device is broken, lost, or stolen, it is the sole responsibility of the student.

Cell phones may be brought to school for students in grades 2-5 for after school activities. During the school day, all phones must be turned off and kept in the student's locker. If the student is using the phone during the day, including carline, or it is visible, the phone will be taken up and a parent must visit the office to claim it. Students may not use their cell phones without permission and supervision during after-school care. Cell phones are not allowed in before-school care. The school is not responsible for any lost or stolen phones.

EMERGENCY CLOSING

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

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

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

FIELD TRIPS

Parents are needed for driving and supervision on most field trips. Parents will need to complete a volunteer driver application **prior to driving** on a field trip.This application may be found on the elementary website. **Siblings should not be brought on field trips.** All students must be in a seat belt and the driver may only go to the designated place and back to school. Teachers will assign students to cars. This information cannot be changed once it is filed in the office. Parents

are expected to supervise the children in their care and follow the plan and instructions set forth by the teachers. Students are required to wear a green uniform shirt on all field trips, unless the teacher designates otherwise. All students who are required to be in a booster seat according to Tennessee State Law must have a labeled booster seat provided by the parent on the morning of the field trip.

GRADING SYSTEM

Please note the following grading system:

A	100-93	E	Excellent/Exceptional Progress
B	92-85	S	Satisfactory/Satisfactory Progress
C	84-76	N	Needs Improvement
D	75-70	U	Unsatisfactory
F	Below 70		

Report cards are issued four times a year for Senior Kindergarten through Grade 5. Preschool and Junior Kindergarten students receive developmental checklists quarterly, and Little Saints receive developmental checklists at both semesters.

Students in Grades 3 - 5 may receive the following Honor Rolls:

Gold Ribbon	Straight **A** yearly average in all academic subjects
Green Ribbon	**A** and **B** yearly averages in all academic subjects
Citizenship	**E** or **S** yearly average in conduct and effort for the year (No **N** or **U** in any quarter)

Principal's Award for outstanding achievement will be given at the conclusion of the school year for students who have received **A** in every academic subject for each nine weeks, **E** or **S** in specialty subjects, and **E or S** in conduct and effort each nine weeks.

Promotion is determined by a final grade of 70 or above in the major subject areas and/or teacher recommendation. Students failing a core course must have 30 hours of approved tutoring or successfully complete summer school in the failed subject area prior to the start of school in order to be promoted to the next grade.

GUIDANCE

A guidance counselor is available to provide individual counseling, group counseling, and academic screening. Parent, teacher, and student conferences may be conducted when needed. The guidance office number is 765-4621.

HOMEWORK

Homework is given regularly to reinforce the curricula. Time spent on homework will be determined by the grade of the student. Teacher guidelines are no more than 10 minutes of homework per grade level. E.g.—10 minutes for 1st grade, 20 minutes for 2nd grade, etc. All homework assignments are expected to be turned in on time. Failure to do so may result in either a zero for the assignment, deduction in grade, or deduction in effort grade. Wednesday night homework will be lighter to allow families to attend church activities.

LIBRARY

Books are checked out to Pre-Kindergarten through Grade 5 students weekly. If books are are lost, appropriate fines will be charged. The library sponsors a **Birthday Book Club**. Books are purchased from library donations to honor student birthdays. Information will be distributed from the librarian regarding this program at the beginning of the school year.

LOST AND FOUND

All student items MUST be labeled, including clothing. Lost and Found boxes and/or table will be located near the school office. If items are not claimed, they are periodically donated to a worthy cause.

GENERAL HEALTH/MEDICATION POLICIES

The guidelines used by Briarcrest Christian School System Health Office are consistent with established standards of care published by the Tennessee State Board of Education for the use of healthcare professionals and health procedures in a school setting. Briarcrest Christian School makes every attempt to have a Registered Nurse available during school hours. Non-nursing personnel are taught annually in the procedure and administration of medications and act under the direction of the Registered Nurse. Trained non-nursing personnel may monitor and record health status procedures such as blood glucose testing performed by a student.

At least annually, parents/guardians will complete the **Student Health History Form, Insurance Information, Waiver of Liability, and Consent for Treatment.** All health-related records are to be kept in the health office and are available to personnel having responsibility for supervising students on a "need to know" basis, unless otherwise requested by the parent/guardian.

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

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

The health office does not stock glucagon, epinephrine, and emergency relief inhalers. These medications need physician orders, and it is the responsibility of the parent or guardian to provide the medication as prescribed. In the event a glucagon injection is needed in a diabetic emergency, only a registered nurse is licensed to administer the injection to the student. Any medication given at school must be FDA approved and listed in a drug resource book (PDR, etc.). Expired medication will not be given at school.

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

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

All non-prescription medications must be received in the original container with label intact and legible with the student's name and grade displayed. It is recommended that all medications (prescription and non-prescription) be brought to the health office by the parent/guardian.

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

Medication required during extended day or field trips, must be supplied by the parent/ guardian. The school is not responsible for the administration of medications taken or given during extended day or field trips.

The parent/guardian shall be responsible at the end of the treatment regimen for removing any unused medication from the school. When the duration of a medication is complete or out of date, the parent/guardian will be advised to pick up the medication.

The parent/guardian will be advised to pick up the medication by the end of the last day of school. If not, medications are destroyed. All medication authorization forms must be updated annually, and it is the parent/guardian's responsibility to notify the health office of changes that are needed during the academic year.

Guidelines for Administration of Medication at School

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

1. All **non-prescription** medications must be in the **original container** with label intact and legible. The container shall display:
    - Student's name and grade
    - Visible Expiration date

2. All **prescription** medications must be in the **original pharmacy- labeled container**. The container shall display:

- Student's name
- Prescription Number
- Date
- Medication Name and Dosage
- Administration Route or Other Directions
- Licensed Prescriber's Name
- Pharmacy Name, Address, and Phone Number

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

3. All Medications require **written authorization before a student can be administered medication at school.** The parent/guardian is required to designate that the student is able to self-administer the medication with assistance.
Medications administered during school hours must be renewed by parent/guardian written consent annually.

4. **All medications must be kept in the Health Office, NOT with the student.**

5. With parent/guardian authorization and physician prescription, students with asthma may have relief inhaler with them for immediate use.

6. Students with prescribed EPI-pen, glucagon, etc… will have medication administered by the school nurse as prescribed or needed in accordance with the BCS Medication Policy

7. Expired medication will NOT be given at school.

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

P.E. Participation Following Injury

The following policy has been established for students with casts, braces, boots, or any other durable medical equipment.

- A physician's note must be presented when the student comes to P.E. detailing any and all restrictions related to the class.
- A physician's note must also be presented when the student has been released by the doctor and is allowed to return to normal or restricted physical activity.
- The student will not be allowed to participate in P.E. on any level until a physician's note detailing participation has been presented. This is for the safety of the student, as we are not qualified to determine the necessary restrictions related to any injury.

Illness Dismissal and Re-admission Policy

Dismissed if:		**Re-admitted:**	
1	Temperature of 100 degrees or higher orally.	1	Free of fever for ***24 hours*** without medication.
2	Excessive amounts of yellowish-green nasal discharge. Severe, excessive, or persistent disruptive cough.	2	Symptom free.

	Sore throat with difficulty swallowing.		
3	Untreated red, watery, or draining eye(s).	3	All discharge from the eye(s) has ceased or clinical clearance to return to school.
4	Lice are present	4	After treatment.
5	Untreated, exposed, and draining skin lesions.	5	Skin lesions are dry or clinical clearance to return to school.
6	Vomiting.	6	Free of upset stomachache and vomiting for ***24 hours***.
7	Diarrhea (two or more loose, watery stools).	7	Free of diarrhea for ***24 hours***.
8	Fainting or seizures or general signs of listlessness.	8	Free of symptoms.
9	Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	9	Free of fever for ***24 hours*** without medication and clinical clearance to return to school.

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

Vaccination Policy

For enrollment contracts issued on or before February 20, 2012:
Briarcrest requires students to be in compliance with state statutes and regulations.

For enrollment contracts issued after February 20, 2012:
Briarcrest requires students to be vaccinated in accordance with the schedule or catch-up schedule prescribed by state statutes and regulations. Even though Tennessee law provides exemptions for religious objections, Briarcrest's policy does not. Briarcrest will determine whether to allow medical exemptions on a case-by-case basis after review by a medical professional selected by Briarcrest. If a student is not current with his or her vaccinations, Briarcrest will allow the catch-up schedule to be followed. Briarcrest will work with a family and their physician if they have scheduling issues, but they must be making a good faith effort to make progress in accordance with the catch-up schedule.

OFFICE TELEPHONE

The office telephone may only be used if permission is given by a teacher. Students may not use the phone to plan social events, make arrangements for after school events, or *request forgotten* items. All illnesses are handled in the Nurses' office.

PARENT-TEACHER FELLOWSHIP

The PTF is a service group under the direction of the school and the principal. All parents are encouraged to be actively involved in the PTF and their child's classroom. The PTF Board meets once a month. Any parent is welcome to attend these meetings. Please see the elementary website for any information concerning the PTF. There are many opportunities to serve in the PTF whether you are a working parent or a stay-at-home parent. The PTF is also responsible for working with the principal to organize various service opportunities throughout the year that actively engage the students.

PARENT -TEACHER PROTOCOL

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

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

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

CONFLICT RESOLUTION POLICY

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

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

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

1. Collect facts and outline the issue/conflict.

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

PUBLIC COMMUNICATION POLICY

In its 50+year history, Briarcrest has maintained a commitment to providing a quality Christian education and to providing for the safety of our students, their families, and our faculty and staff. Our school has been blessed with a solid reputation as a Christian institution that upholds biblical principles. We have a strong responsibility to preserve that reputation. This responsibility requires that our standards for appropriate public communication be high. While we respect the right to Freedom of Expression as provided by the First Amendment, this policy will set forth guidelines that must be followed at all times by our students (current or prospective), their families (current or prospective) as well as our Board, Administration, faculty and staff (hereinafter "Briarcrest Community") regarding all forms of public communication.

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

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

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

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

SPECIAL AREAS

EDUCATIONAL SUPPORT SERVICES (ESS)

This program is designed for students in Grades 2-5 with diagnosed learning differences. These students are assigned to a regular classroom but receive academic support from a designated teacher throughout the regular day. There is an additional fee for the ESS program.

FINE ARTS CONSERVATORY

The Fine Arts Conservatory offers music, art, and ballet lessons. These lessons are held before, during, and after school. Registration emails are sent to all parents at the beginning of school.

GIFTED EDUCATION

The Plus Program is offered to qualified students in Grades 3 through 5. It is held bi-weekly. There is an additional fee for the Plus Program. Please consult the guidance counselor regarding eligibility.

SPECIALTY CLASSES

Elementary students participate in a variety of specialty area classes during the school day to help create a well-rounded and balanced student. All students participate in Physical Education, Music, Spanish, Library, and Art. Students in grades 1-5 participate monthly in A.C.T. (Adventures in Critical Thinking) classes. Other opportunities related to specialty classes are offered throughout the year such as Saintly Singers choirs, art club, Spanish club, robotics club, and participation in the elementary musical.

STEM CLASSES

STEM (Science, Technology, Engineering, & Math) is a weekly class for students in SK-5th grade which takes place in our state-of-the-art elementary STEM lab.

TUTORING

The BCS Tutorial Program (SK- Gr.5) will be offered on-campus for students in various subjects before school, during school, or after school. Group and individual sessions are available. Assistance times range from 30 minutes to 45 minutes. Recommendation to enter the program must be made by the teacher and approved by an administrator. Information may be obtained from the school guidance counselor.

STUDENT ACTIVITIES

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

However, Board policy states: "any student who has past due tuition delinquent 60 days or more ~~shall~~ may not be eligible to participate in non-credit, co-curricular activities sponsored by the school." As a result of this ruling, it is imperative that accounts remain reasonably current with the payment plan selected for student(s) to continue to participate in co-curricular activities. Contact the Business Office to discuss payment plans/arrangements.

For students to participate in any school activity, students must meet the following criteria:
Summer Activities – Students must be enrolled for the upcoming school year. The tuition balance for the prior school year must be paid in full and not be over 60 days late under their payment plan for the upcoming school year.

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

TEXTBOOKS

Textbooks issued to students may be covered with book socks or other means as recommended by the teacher. Parents are financially responsible for damage or loss of textbooks. If a textbook is damaged, a $25 fee will be applied at the end of the year per damaged textbook.

TRAFFIC PATTERNS

The traffic patterns were established for the safety of students and convenience of parents. They are well organized and supervised. **Please use this system for arriving and departing. Your cooperation is greatly appreciated.** Traffic pattern diagrams will be given to you at orientation. Students will be picked up in carline at their designated areas. All siblings will go to the carline designation of the youngest child. We ask all parents to refrain from entering the building to pick up your children to help with the ease of dismissal. **When in carline, please do not exit your vehicle. Staff members will assist your child into the vehicle.** If your child cannot buckle himself, you may pull up to a designated spot past the carline and safely buckle**. We also ask that parents refrain from using cell phones while in carline per TN state law.**

TERMS AND CONDITIONS OF COMPUTER USE

ACCOUNT INFORMATION

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

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

COMPUTER USAGE AND 1:1 TECHNOLOGY

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

ACKNOWLEDGMENT OF THIS AGREEMENT

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. ***Briarcrest Christian School has taken precautions to restrict access to controversial materials.*** However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. BCS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

EXAMPLES OF ACTIVITIES SPECIFICALLY PROHIBITED

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

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

SUSPENSION OF PRIVILEGES AND OTHER DISCIPLINARY ACTIONS

Privileges will be suspended, and further disciplinary action may be taken if BCS Administration reasonably believes that a user is engaged in activities, which may pose an imminent threat to:

- the health or safety of others,
- the integrity of data,
- computing resources which may adversely affect system operations, or
- copyrights.

BCS Administration may confiscate the user's personal disk, suspend user privileges, future access could possibly be denied, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

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