

Elementary  
Parent Handbook



BRIARCREST  
CHRISTIAN SCHOOL

2021-2022

## **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

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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), swimming (SK-5), and wrestling (boys: grades 2-5). During the spring, students may participate in track (SK-5), baseball (JK-5), lacrosse (grades 3-5), boys' soccer (grades 3-5), tennis clinic (SK-5), and golf clinics (SK-2).

## ATTENDANCE

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. **School begins at 8:10.** **Half day students are dismissed at 12:00 p.m. PK-1<sup>st</sup> grades are dismissed at 3:10 p.m. 2<sup>nd</sup> – 5<sup>th</sup> grade students are dismissed at 3:15 p.m.**

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.

**Twenty days of absences during the school year may result in repetition of the grade.** The principal may make exceptions due to extenuating circumstances.

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.

Students must attend a minimum of four hours of a school day in order to receive credit for a full day. There will be no half-day attendance recorded.

An adult *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 5<sup>th</sup> 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.

**INVITATIONS TO BIRTHDAY PARTIES OR ANY OTHER PARTY MAY NOT BE DISTRIBUTED AT SCHOOL EVEN THOUGH ALL STUDENTS MAY BE INVITED.**

## BRIARCARE

Briarcare is an extended day service for students in Pre-K 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

Students may purchase lunch daily, sign up for the meal plan (semester or year), or use their ID/debit card. Please make sure your child has money for lunch. **NO STUDENT WILL BE ALLOWED TO OWE MONEY TO THE CAFETERIA.**

## 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](http://www.briarcrest.com)) Access to **onCampus** provides the following information:

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

**Email** BCS system emails and elementary office emails are the primary form of communication along with the website.

**Interims** A mid-quarter email is sent to parents of struggling students in grades 1-5.

**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 in grades 1-4. (PK-SK use a daily folder.)

**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. Other parent conferences may be scheduled as needed.

**Other** 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 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. 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 and/or social media
- academic cheating of any type
- fighting, shoving, and/or other physical harm\*
- bullying

### ***\*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 expulsion, as determined by the Administration.

### ***\*Tobacco***

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

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

### ***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 Briarcrest Student Code of Conduct 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 *Dennis* of Memphis at 7846 Trinity Road, Suite 111, 522-6652. Uniforms are labeled with a BCS logo.
- All students are *required* to wear the green knit uniform shirt for all school field trips.
- Any item of outerwear may be worn to school, but any such item entering the classroom must be from Dennis Uniforms or the BCS bookstore (Saint Shop).
- Any garment worn under a shirt must be a BCS uniform item or a white undershirt.



- On Fridays, it is acceptable to wear an approved Briarcrest T-Shirt with uniform bottoms. T-shirts must be tucked in.
- 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. Athletic shoes: The majority of the upper shoe must be a solid, conservative color such as white, gray, blue, green, brown, tan, or black. The dominant color may not be bright colors such as pink, red, purple, orange, neon, etc. Boots and Toms shoes are not permitted. Oxfords or Wallabies are acceptable for boys or girls. 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.
- 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.

#### **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.
- Girls' uniform pants and shorts may be purchased at The Gap, Lands End, Target, Walmart, and 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 Dennis. No cargo pants, corduroy, or jeans-style pants are to be worn. No holes in pants or frayed hems are allowed.
- Girls' tights or leggings must be a solid white, gray, black, or navy without lace or other adornments.
- Girls' earrings and piercings are limited to the lower lobe of the ear.
- No extreme haircuts or color for girls are permitted. All decisions relative to the appropriateness of hair styles will be determined by the administration. Girls may not wear feathers in their hair or extreme headbands. Headbands should lay flat or have just a simple bow.

#### **For Boys:**

- Shirts for boys must be worn tucked-in, and belts must be worn (Grades 2-5).
- Boys are not allowed to wear jewelry of any type, including necklaces and bracelets.
- Boys' uniform pants and shorts may be purchased at The Gap, Lands End, Target, Walmart, and 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 Dennis. No cargo pants, corduroy, or jeans-style pants are to be worn. No holes in pants or frayed hems are allowed.
- Boys' haircuts must be above the eyebrow, off the middle of ears, off the shirt collar and must not be excessively high on top. No Mohawks or other extreme haircuts or hair colors are permitted. Shaved lines, carvings or artwork cut into hair or eyebrows are not allowed. All decisions relative to the appropriateness of hair styles will be determined by the administration.

### **ELECTRONIC ITEMS AT SCHOOL**

Elementary students are not permitted to have the following items at school:

Any electronic music or gaming device, and/or Apple/smart watches. There will be no exceptions.

IPADs, Kindles, and Nooks may be brought to school as long as they are not 3G enabled.

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. 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 will

have to come to 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.

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. **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 at both semesters.

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

<b>Gold Ribbon</b>	Straight <b>A</b> yearly average in academic subjects
<b>Green Ribbon</b>	<b>A</b> and <b>B</b> yearly averages in all academic subjects
<b>Citizenship</b>	<b>E</b> yearly average in conduct and effort for the year (No N or U)

**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 and 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 curriculum. Time spent on homework will be determined by the grade of the student. 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 other consequences. Wednesday night homework will be lighter to allow our families to attend church activities.

## LIBRARY

Books are checked out to Pre-Kindergarten through Grade 5 students weekly. If books are not returned on time or 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.

## LOST AND FOUND

All student items **MUST** be labeled, including clothing. Check regularly in the school office for lost items. Lost and Found boxes 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 turning in medication to the Health Office**

Medications should be limited to those required during school hours and necessary to maintain the student in school. Daily or twice daily prescription medications will not be given at school. It is recommended that all medications be brought to 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**

***\*If illness is the result of COVID-19, please see the COVID Handbook.***

#### **Dismissed if:**

#### **Re- Admitted:**

1	Temperature of 100 degrees or higher orally.	1	Free of fever for <b><u>24 hours</u></b> without medication.
2	Excessive amounts of yellowish-green nasal discharge. Severe, excessive, or persistent disruptive cough. Sore throat with difficulty swallowing.	2	Symptom free.
3	Untreated red, watery, or draining eye(s).	3	All discharge from the eye(s) has ceased or clinical clearance to return to school.
4	Lice 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 <b><u>24 hours</u></b> .
7	Diarrhea (two or more loose, watery stools).	7	Free of diarrhea for <b><u>24 hours</u></b> .
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 <b><u>24 hours</u></b> without medication and clinical clearance to return to school.

***In compliance with our attendance policy for grades preschool-12<sup>th</sup>, 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 contact the school office 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 47-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 disabilities. 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 drama lessons. These lessons are held before, during, and after school. Registration forms will be distributed at the beginning of school and throughout the school year. Through the conservatory, students may participate in Saintly Singers (offered in certain grades).

## **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.

## **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, Art, and Technology. Students in grades 2-5 participate in a writing lab and students in grades 1-5 participate monthly in A.C.T. (Adventures in Critical Thinking) classes.

## **STEM CLASSES**

STEM (Science, Technology, Engineering & Math) will be a weekly class for students in SK-5<sup>th</sup> grade. We use Project Lead the Way curriculum in this interactive approach to learning.

## **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.

## **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 have been very successful. 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 on registration day. Students will be picked up in carline at their designated areas. We ask all parents to refrain from entering the building to pick up your children to help with the ease of dismissal. We also ask that parents refrain from using cell phones while in carline per TN state law.

## **TERMS AND CONDITIONS OF COMPUTER USE**

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## **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.

## 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.

## 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.

## COMPUTER USAGE AND 1:1 TECHNOLOGY

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

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

- Detention hall
- In-School Detention, In-School Suspension, Out-of-School Suspension or Expulsion

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