

Briarwood Christian School
A Ministry of Briarwood Presbyterian Church

Junior and Senior High School
Student Handbook
(Grades 7-12)

2009-2010 School Year

The fear of the LORD is the beginning of wisdom, and the knowledge of
the Holy One is insight. (Proverbs 9:10, ESV)

School Colors: Blue and Gold

Team Name: Briarwood Lions

School Motto: “I can do all things through Christ who
strengtheneth me.” Philippians 4:13

South Campus: **776-5900**
6255 Cahaba Valley Road
Birmingham, Alabama 35242
Junior High: Grades Seven through Eight
High School: Grades Nine through Twelve

776-5902 Superintendent’s Office

North Campus: **776-5800**
2204 Briarwood Way
Birmingham, Alabama 35243

Early Childhood: Four and Five-Year Olds,
Transitional, First and Second Grades
Elementary: Grades Three through Six

Briarwood Christian School does not discriminate on the basis of race,
color, gender, or national and ethnic origin.

The *Student Handbook* provides students, parents, and staff with a clear, concise statement of the basic Policies, procedures, and philosophy of Briarwood Christian School. Although the *Handbook* is not intended as a comprehensive statement on these subjects, it is written to answer the most frequent questions asked about the Policies and procedures of the School. In the *Handbook* no attempt has been made to explain the rationale for each Policy or procedure, but it is important to realize that our Policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to problems.

Commitment to these Policies and procedures by students, parents, and staff enables the School to run on a smooth, effective basis. Consistent support of them will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These Policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

The provisions of this student handbook do not constitute a contract between Briarwood Christian School or Briarwood Presbyterian Church and any applicant, student or student’s family. Briarwood Christian School reserves the right to change the policies, procedures, rules, regulations, and information in the handbook at any time. All major changes are approved by the school board.

Table of Contents

Mission Statement	5
2009-20010 School Theme	5
Living by the Spirit	5
History	6
Members of the School Board	8
Inclement Weather	9
General Philosophy	10
Administrative Policies	11
General Policy	11
Philosophy	11
Philosophy of Boy-Girl Relationships for Grades 7-8	12
Admissions and Enrollment	13
Specific Rules of Conduct	15
Violation of Rules	17
Means of Discipline	17
Re-admission or Continued Enrollment	22
Review of Student Progress	23
Attendance General	24
Policy Statement	24
Excused Absences or Checkouts	24
Unavoidable Absences or Checkouts	26
Unexcused Absences or Checkouts	26
Penalty for Unexcused Absences or Checkouts	27
Participation in Athletics/Extracurricular Activities	27
Procedure for Re-entering School after an Absence	28
Loss of Credit for the Year Due to Absences	29
Signing Students out of School	29
Tardies	30
Dress Code-General	31
Rationale for the Dress Code	31
Policy Statement	31
Dress Code for Briarwood Sponsored Events	34
Guidelines - Dress Code Outside School	36
Office Policies and Procedures	37
Student Records	37
Student Pictures	38
School Telephone	38
Lost and Found	39
Lockers	39
Textbooks and Supplies	39
Withdrawals	40

Designated Gifts Policy	40
Parent/School Relations	42
Appointments to See Teachers	42
Parent/Teacher Conferences	42
School Communications	42
Classroom Visiting	42
Complaint or Problem Procedure	43
Parents Meetings	44
Financial Responsibilities	44
Student Charging Privilege	45
Program of Instruction	45
Homework	45
Report Card and Grading Procedure	46
Athletics	49
Student Services and Extracurricular Activities	50
Library	53
Student Pranks	53
Transportation	53
Shuttle Bus Service	53
Shuttle Bus Service and Students with Medical Conditions	54
Student Automobile Policy	54
Health and Safety	56
Infectious Diseases	56
Policies for Students with Health Conditions Requiring Medications at School	56
Administration of Other Medicine	57
Disclosure of Health Information	58
First Aid	58
Emergency Phone Numbers of Parents Required	58
Medical Release Form Required	58
Student Accident Insurance Protection	59
Administration of Medicine	59
First Aid	59
Emergency Phone Numbers of Parents Required	60
Medical Release Form Required	60
Student Accident Insurance Protection	60
Doctor and Dental Appointments	61
Physical Education Excuses	61
Students on Campus after School Hours	62
Student Withdrawal Form	62
General Policies	62

Mission Statement

Briarwood Christian School provides excellence in education in a Christ-centered environment through impact-oriented leadership that will challenge and inspire the whole student, equipping each student to glorify God by responsible action in contemporary society.

2009-2010 School Theme

Living by the Spirit

This year's theme verses are Galatians 5:22-25:

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also walk by the Spirit.

“Unless the Lord builds the house, its builders labor in vain. Unless the Lord watches over the city, the watchmen stand guard in vain.” Psalm 127:1

History

In 1964 Briarwood Christian School was founded by the Session of Briarwood Presbyterian Church as a ministry of Briarwood Church. A School Board was appointed, and an administrator and one teacher were employed. Together they organized and implemented a program for twenty-two five-year-old and ten four-year-old Kindergarten children. The following year an additional teacher was hired and the initial first grade class was added. In 1967 the Kindergarten expanded again, and in 1968 the School expanded when grades two through six were added.

The growth of the School since that time has been very rapid. Junior and Senior High grades were added, and in 1973 Briarwood Christian School had its first graduating class. During this period of growth, the Lord enabled the School and the Church to build an Elementary classroom building, a gymnasium, and a High School complex. In August of 1977, a beautiful new facility for the High School was opened on Cahaba Valley Road in Shelby County. In January 1988, grades K-8 moved to the new Briarwood Church complex off Highway I-459 at the Acton Road exit. It was an impressive addition to the educational facilities of Briarwood Church. In 1993, the Lord blessed the School with the expansion of the Junior High Classroom Building and the Fine Arts Building on Cahaba Valley Road. A wonderful Multi-Purpose building, equipped with excellent kitchen facilities, was completed in the summer of 1995, and another classroom building was completed at the Church in 1998.

The Lord has provided outstanding academic and spiritual leadership for the School in administrative, faculty, staff, and School Board membership. Because of the vision of John Glasser, the late Amzi Barber, Dr. Frank Barker, and the wise leadership of our School Board, Session, and Dr. Harry Reeder, a School of high academic quality and strong Christian commitment will begin its 2009-2010 term with 1,939 students. Through God's grace their vision has become a reality, and this year marks the 44th anniversary of BCS!

Letter from the Superintendent

August, 2009

Dear Students:

Briarwood Christian School has a great history and legacy. I encourage you to value God's blessings and the opportunities you have at BCS. God's blessings include dedicated teachers and staff, wonderful students, excellent facilities, and numerous special opportunities ranging from community service and missions outreach to athletics and fine arts. We are grateful for the support of our parents and of Briarwood Presbyterian Church.

BCS is widely viewed as one of the finest Christian schools in America. Recognizing your blessings, the BCS legacy, and the wonderful reputation of our school encourages thanksgiving to God and challenges each of us to do our part to promote the positive school culture and the Christian witness of our school.

This year's theme verses are Galatians 5:22-25:

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also walk by the Spirit.

May the Lord richly bless you and your family as you prepare for another great school year. As always, if you have any questions do not hesitate to give us a call.

Cordially,



Barrett L. Mosbacher

Members of the School Board

A Committee of the Session of Briarwood Presbyterian Church:

Dr. Jon Adcock
Mr. Billy Ball
Mr. Jim Carlson
Mr. Wes Cline
Mr. Forrest Collier
Mr. Phil Collins
Mr. David Cooper
Dr. Ken Friday
Mr. David Harris
Mr. Don Hendry
Mr. Loring Muir
Mr. David Proctor
Dr. Tom Smitherman
Dr. Tim Townes

Ex-officio Members:

Dr. Harry L. Reeder III
Dr. Barrett Mosbacker
Mrs. Carolyn Mason

Comments from parents on any segment of the *Handbook* are welcomed and should be submitted in writing to the Superintendent by January 31.

“Where there is no guidance, the people fall, but in abundance of counselors there is victory.” Proverbs 11:14

Inclement Weather

The closing of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. The School Administration will endeavor to make a decision as early as possible. We want the announcement to be made by 6:30 AM or earlier when possible. When school is closed for inclement weather, all events for that day, including practices or evening activities, will be canceled. The following stations will officially report the closing of Briarwood Christian School:

WLJR - FM 88.5

WDJC – FM 93.7

WERC – AM 960

ABC 33/40 TV

WBRC – FOX 6 TV

WVTM – NBC 13 TV

In addition to the stations listed above, parents will be notified through the Rapid Notification System. **PLEASE NOTE: To receive Rapid Notifications by phone you must have valid home, work, and cell phone numbers registered with the school. To receive emails you must have a valid email address registered with the school.** Parents are responsible to notify the school of phone number or email changes. Please contact your child's Principal and/or Dean if you have any questions about the Rapid Notification System.

Changes in this policy may only be made in writing. The School Board suggests you verify announcements by receiving the information from several stations. "Trust in the Lord and do good; dwell in the land and enjoy safe pasture. Delight yourself in the Lord and He will give you the desires of your heart. Commit your way to the Lord; trust in Him and He will do this:

He will make your righteousness shine like the dawn, the justice of your cause like the noonday sun. Be still before the Lord and wait patiently for Him; do not fret when men succeed in their ways, when they carry out their wicked schemes." Psalm 37:3-7

General Philosophy

Briarwood Christian School, under the counsel and advice of the School Board as a standing committee of the Session of Briarwood Presbyterian Church, operates as an extension of the ministry of Briarwood Presbyterian Church. The School is a vital segment of the Christian Education program of the Church. The opportunity for educational training, from four-year old Kindergarten through High School, is to be provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are to be viewed in relation to God and his inerrant Word. The School adheres to a standard of excellence in providing Christ-honoring education which reflects a commitment to God's Word and academic excellence. The educational process will be measured by the criteria stated in Luke 2:52.

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

Faculty and staff selection is based upon criteria consistent with promoting the purpose and goals of the School. The School is a ministry of Briarwood Presbyterian Church.

Administrative Policies

General Policy

Philosophy

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, Briarwood Christian School seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, the School has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at School. In that same spirit, the School likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that Briarwood Christian School may not be the choice in education that suits their needs.

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

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions,

students are to respond to School faculty and supervisory staff members with the same obedience in action and respectfulness, in the same spirit that should be present under Biblical standards when they respond to their parents or guardian. Any failure to maintain a Biblical attitude of respect and obedience toward School authority which manifests itself in improper behavior or violated standards will result in disciplinary action which is appropriate for the violation. The School expects that parents will support the administration of such disciplinary action by at least encouraging obedience and respectfulness to the action of the School.

Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.

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

Philosophy of Boy-Girl Relationships for Grades 7-8

The following guidelines are a reflection of our philosophy concerning boy-girl relationships.

1. We encourage girls to wear clothes appropriate to their age, hair styles that are not elaborate or “adult-looking,” no make-up, and jewelry that is simple and not “high fashion.”
2. Girls and boys are encouraged to avoid calling each other on the telephone for the purpose of furthering a boy-girl dating relationship. We solicit the help of our parents in enforcing telephone boundaries.
3. Because our Junior High students are not allowed to date at any School functions, and the boy-girl relationships in Junior High are to be kept at a friendship level.

It is our desire that our children develop and maintain wholesome, Biblical attitudes toward the opposite sex. Starting boy-girl relationships on the Junior High level is a hindrance to this goal, and we do not want children to face the stress and pressures that accompany premature boy-girl relationships.

Admissions and Enrollment

General

Briarwood Christian School does not discriminate on the basis of race, color, gender, or national and ethnic origin. Students must score on grade level and complete the application process to be eligible for enrollment. The School does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff.

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

Kindergarten-Sixth Grade Enrollment

Briarwood offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period (by January 31).

Limited Priority Enrollment for qualified, new students in Kindergarten through sixth grade is offered, as space is available, to students who are brothers and sisters of currently enrolled students, children of Briarwood graduates, and students of Briarwood Church members. The enrollment privilege must be exercised within the Priority Enrollment period (by January 31). Qualified students are those who have passed the admissions test and met all of the requirements for enrollment.

Enrollment priorities can be honored for qualified students only as space is available.

Junior High and High School Enrollment

Enrollment of all new students for grades seven through twelve, including the priority groups listed above is determined by a different procedure and requirements. The procedure and requirements are available through the School Registrar.

Procedure

1. Complete Application.
 - a. Students must be enrolled by a parent/s or legal guardian.
 - b. Students must be living with at least one parent or legal guardian with the exception of approved temporary arrangements such as Exchange students.
 - c. Students may not be married.
2. Schedule Entrance Testing. Prospective students must pass the admission test by obtaining a grade level score.
3. Attend Parent Orientation.
4. Schedule a parent/student interview with the appropriate Principal and/or Dean upon receiving test results.
5. Students entering grades 7-12 will be invited to appear before the appropriate Admissions Committee for final evaluation and selection. This will not take place until all records and forms are complete.

Acceptance

Parents will be notified concerning the outcome of the enrollment process when the above procedure has been completed. Students may be placed on a waiting list, depending on space availability. For grades K4 through grade 6 acceptance of students on the waiting list is based on date of application and priority status. For grades 7-12 acceptance of students is based on a thorough evaluation of the student's qualifications; enrollment will not be determined on the date of application.

Note: The Blue Immunization form must be received before a student may enroll in school.

Philosophy of Re-enrollment

All decisions about re-enrollment are to be made with a commitment to fairness. The special provisions are enumerated in this Statement.

The School may provide re-enrollment availability for certain students under these special provisions:

1. Parents

- a. A family who serves a one year mission experience under a recognized, approved Missions Agency or Board.
- b. A family who receives a one year sabbatical or a temporary employment assignment in a different location in relation to employment.

2. Students

- a. The student must be eligible for re-enrollment when he or she leaves Briarwood.
- b. The student must meet all enrollment requirements at the time of re-enrollment.

3. Financial

Payment of appropriate fees and full payment of the account is required.

Specific Rules of Conduct

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

While the School has no control over student activity by students off campus which is not School sponsored, and does not supervise student conduct off campus which occurs during activity which is not School sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

2. *School property, and the property of others, shall be protected.* Defacing or damaging School property, or the property of others, which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian.

3. *Conduct and attitude shall be respectful.* Disruptions in class, unruly behavior, or repeated violations of prescribed School policy will not be allowed.

4. *Respect for authority* is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

5. Briarwood Christian School reserves the right to conduct searches by the Staff and Administration of Briarwood, and to invite the Shelby County Counter Narcotics Team, or an appropriate narcotics search group, to visit at any time to search for drugs. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics and/or firearms and explosives.

The School reserves the right to search any property, including automobiles, brought onto School premises. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The possession of prescription drugs on campus is a violation of School policy. The possession of controlled drugs, including prescribed drugs, without a valid prescription is a felony.

If, during a search of the School and/or School premises, any controlled drugs are discovered, an arrest may be made pursuant to the laws of the State.

Any adult student arrested during the course of a school search, will be transported to the Shelby County Sheriff's Office by an appropriate law enforcement official. Any juvenile student arrested will be transported to the Shelby County Juvenile Detention Facility by an appropriate law enforcement official. The School has no authority to act to intervene with law enforcement officials.

Violation of Rules

Any violation of School rules shall subject the student to one or more of the following disciplinary actions.

Means of Discipline

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

Mild - Generally administered by the teacher.

Moderate - Administered by the teacher and/or Principal and/or Dean and/or Dean of Students.

Serious - Administered by the Principal and/or Dean or Dean of Students.

Very Serious - Administered by the Principal and/or Dean or Dean of Students with the advice and approval of the Superintendent and the Executive Committee of the School Board.

1. Mild disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with School policies. Mild discipline could range from reprimands to detention. These could include, but are not limited to: cleaning a room, or writing an essay.

Detentions, used only for grades 7-12, may be issued by the Dean of Students or Principal and/or Dean upon receipt of a Disciplinary Referral from a teacher for discipline related to being late to class, , failure to return signed test papers, and as deemed necessary by the School administration.

- a. A detention notice will be sent home for signature of a parent or legal guardian prior to the student's serving the detention.
- b. Failure to return a signed detention may result in more serious discipline.
- c. Parents or guardians who feel that a student should be allowed to postpone a detention due to a prior commitment must notify the School by noon on the day the detention is to be served.
- d. Detentions will be served on designated days for a period of 45 minutes. Detentions may be served after school or before school begins.
- e. School transportation will not be provided for students serving detention.
- f. The fourth detention in a nine week grading period may result in a one-day suspension. Continued detention may result in expulsion.

2. Moderate discipline is usually administered after the School has exhausted other methods or if the matter warrants an immediate "spanking." Corporal punishment can and will be administered by classroom teachers, but only in the presence of the Principal and/or Dean, Dean of Students, or another teacher. Spanking may not be given in the presence of other students. "Saturday School" may be administered by the Principal and/or Dean, Dean of Students for High School students, or appointed representative. "Saturday School" will be administered at the discretion of a School Administrator, generally for students with repeated violations or when that discipline seems the most appropriate. Parents will be notified in writing of "Saturday School."

3. Serious discipline. The School reserves the right to suspend any student for a serious infraction of School rules. All suspensions will be administered by the Principal and/or Dean or Dean of Students.

Suspensions will generally take place the day following written notification to the student and parents.

Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from School. For every day of suspension, a two (2)-point deduction per course for the current grading period will be assessed.

Examples for which suspensions may be given are:

- a. Fighting - on School property, aboard buses, or at School functions. This would include assault of one student by another student while on School property, aboard buses and at School functions.
- b. Flagrantly abusive language, bullying, racial disrespect and/or disrespectful conduct.
- c. Students are prohibited from having any guns, firearms, knives of any type or size, or weapons on campus. This would include having these items in automobiles.
- d. Cheating on any test or assignment. In addition to suspension, the student will receive a zero on the test or assignment. Unauthorized use and/or entry of computer files is strictly prohibited. By-passing any security measure installed on computers without faculty permission constitutes cheating. In addition to suspension, the student will receive a zero on the test or assignment. Note: Plagiarism falls under the definition of cheating.
- e. Skipping class or leaving School without permission.
- f. Repeated detentions.
- g. Possession, use, supplying or selling of tobacco or tobacco products.
- h. Possession, consumption, supplying or selling of alcohol.

- i. Possession of pornography and computer/inter-net use for pornographic, defiant or vicious purposes.

4. Very serious discipline is expulsion, which is permanent dismissal from School. Expulsion will be administered by the Principal and/or Dean or Dean of Students, with the advice and approval of the Superintendent.

Appeal of an expulsion may be made in writing to the Superintendent within three days of the expulsion. Such appeals will be considered by the Executive Committee of the School Board. A student may not attend classes during request for an appeal. The decision of the Executive Committee of the School Board is final.

A student who has lost the privilege to attend Briarwood may not be permitted to attend School related events. These events would include, but not be limited to, Homecoming Dance, Junior/Senior Social, etc.

Expulsion may occur when any one of the following takes place:

- a. Possession or use of unprescribed drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off School property. Any student suspended for drugs rather than expelled and who returns to School, will be required to enroll in a Drug Counseling and/or Drug Rehabilitation program. Periodic, regular reports will be made from the program counselor or director to the Principal and/or Dean.
- b. Selling or supplying prescribed or illegal drugs.
- c. Possession, consumption, supplying or selling of alcohol on School property or at School-sponsored events.
- d. Repeated violations of discipline that have resulted in suspensions.
- e. Failure of parents to cooperate with the School in discipline of their children.
- f. Harassment, threats related to the School environment and/or to people, assault or battery of a teacher.

g. Sexual misconduct

1.) Physical conduct and/or contact of a sexual nature
2.) Pregnancy or the causing of pregnancy
3.) Homosexual behavior or orientation
4.) Verbal abuse of a sexual nature
5.) Sexual innuendoes and gestures
6.) Other sexual misconduct

h. Other Moral misconduct

1.) Computer/internet/cell phone/electronic device use including but not limited to, online journals such as Facebook, MySpace, Live Journal, diaries, blogs, email, web pages, pictures, chat, texting, etc., that is deemed by the School administration to be immoral, harmful, threatening, demeaning, derogatory, defaming of the reputation and character of others, or other conduct and/or content that is inconsistent with School policies and biblical teaching and standards or in is in violation of local, state, or Federal law.
2.) Other moral misconduct inconsistent with biblical teaching and the standards and policies of Briarwood Christian School and/or Briarwood Presbyterian Church.

i. Lying.

j. Stealing.

k. Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm.

l. Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on School property or at any School-related activity.

5. Reporting Serious Offenses. The School reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should so warrant. This

action would require the approval of the Superintendent and the Executive Committee of the School Board.

6. Receiving Information - Confidentiality

Information received from students and others is acted upon only after an investigation has occurred. When parents are willing, they are encouraged to communicate the information to the parent of the student being accused. When the parents are unwilling to do this, the administration may investigate the credible information and possibly act upon the information given.

- a. No information is acted upon without an investigation. Date, place, time, action, witness and affected parties are usually known before any meeting with students/parents occurs.
- b. It is not necessary that the person who has given the information be present or identified during the investigation or meetings.
- c. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although discipline may be firm, it is intended to benefit the student and assist him in developing life skills that result in an understanding of the consequences for wrong actions.

Re-admission or Continued Enrollment

1. Any student expelled from School, or allowed to withdraw, will not be allowed to apply for re-admission for at least one calendar year. Re-enrollment would not be available until the Fall following the one calendar year out of School. Any student allowed to re-apply must meet all entrance requirements including entrance testing, interviews and Admission Committee meeting. Requests for re-admission should be made in writing to the Superintendent. Consideration for re-admission shall be made by the Executive Committee of the School Board. Any student, given the option to withdraw without a point deduction, may not re-enter without the inclusion of penalty points upon re-enrollment. If re-admission is granted, these points shall be deducted during the first grading period of their return.

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

Review of Student Progress

(Applicable to students entering grades 7-12)

At the end of each semester, student's progress will be evaluated on the following criteria:

1. Number of Detention Halls
2. School attendance
3. Progress Reports
4. Academic progress
5. Progress in Bible Class
6. General attitude
7. Support and cooperation of parents

Students with less than a 2.0 GPA or more than one "F" for any semester will be placed on probation for the next semester. Students with less than a 2.0 GPA or more than one "F" for the probationary semester may not be eligible for continued enrollment.

Students who have demonstrated through detentions, progress reports and poor attitude a lack of interest in being at Briarwood will be interviewed by the Principal and/or Dean or Dean of Students. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

Students who do poorly in Bible will be interviewed. A poor grade in Bible may be a way the student lets the School know that he does not want to be at Briarwood. Students may be placed on probation or re-admission denied.

The School will seek to work closely with parents during the student progress review.

Attendance General

Policy Statement

We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

Excused Absences or Checkouts

1. Advance notification from parents or a legal guardian not required:
 - a. Illness or injury prohibiting a child from coming to school.
 - b. Students participating in School-sponsored activities during the school day.
 - c. Serious illness or death in the family.
2. Written notification and/or email from the parents or legal guardian is required for the following absences to be excused:
 - a. Marriage in the immediate family.
 - b. Doctor or dental appointments which cannot possibly be made outside of School. This refers specifically to orthodontist appointments or treatment for physical or dental problems.
 - c. College Visitation
 1. Juniors may take two days during their Junior year.

2. Seniors may take four days during their Senior year (in accord with the spirit of #3 below).
3. Requirements for college/career visitation for Juniors and Seniors:
 - a. The request must be made in writing by the parent or guardian stating the day(s) requested and college(s) that will be visited and the name of the admissions officer and contact information (phone number) must be provided.
 - b. **The request must be received by the Guidance Department at least 24 hours in advance.**
 - c. The student is not to use these days as an excuse for “vacation.” If there is reason to believe a college has already been chosen, or the student has no serious interest in attending, permission shall not be granted to miss school.
 - d. No more than six students per day per class will be excused.
 - e. College visitation days should be taken by the end of the third grading period. Requests for college visitation during the fourth quarter will be considered on a case-by-case basis.
 - f. **Visitation days are not to be taken during the week prior to or the week of semester, standardized, or other major exams.**

3. Drivers Licenses

Students may be excused from School for the equivalent of one morning in order to obtain their driver’s license. An excused absence is granted provided the student has no test scheduled during the period of the absence.

Unavoidable Absences or Checkouts

1. Business trips where both parents and legal guardians are required to be out-of-town and the student has no other place to stay. Advance written notification is required.
2. Help at home of an emergency nature will also be given consideration.

Other Absences or Checkouts

1. Requests to excuse a student for any other absence must be made to the Principal and/or Dean in writing by the parent or guardian a minimum of four days in advance.
2. Educational trips must be of an educationally redeeming nature. Extended weekend vacations, trips to Florida, the mountains, camping trips, or other such trips will normally not be considered excused. Great care will be taken in excusing trips of this nature, and in no case will more than ten (10) school days be granted. The Principal and/or Dean shall make the final decision concerning the absence. **Except in very unusual circumstances, students will not be excused immediately preceding or following a vacation date (i.e., Christmas vacation, spring holidays, etc.).**

Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, a civic organization or some such group. The decision to excuse special situation absences will be made by the Principal and/or Dean. Consideration of such things as the student's grades, the amount of time from school already missed, etc., will be considered in making a decision.

Unexcused Absences or Checkouts

1. The following are examples of unexcused absences:
 - a. Any of the above listed excused or unavoidable absences, which are not requested in writing, and approved in advance of the absence.

- b. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excusable (as defined above) reason.
- c. **Parents must come to school to check out their children or may provide written permission by email or fax for students requesting an unplanned checkout. Phone calls will not be accepted for checking students out of school.**

Penalty for Unexcused Absences or Checkouts

1. A deduction of two percentage points (out of 100) per class per day for the grading period will normally be made.
2. Students will be required to make up all missed work, including homework, tests, and/or quizzes in accordance with stated policy in this handbook. Failure to make up the assignment within the allotted time results in an automatic zero.
3. If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (or day) prior to an activity that evening.

Participation in Athletics/Extracurricular Activities

1. Normally any student involved in athletics or extra-curricular activities may not participate in that activity (practice, game or event) if he is absent the day of the activity. In order to be eligible to participate he must check in by 11:30 AM and complete the rest of the school day.
2. A copy of the Athletic policies is available from the Athletic Director or Principal and/or Dean.

Procedure for Re-entering School after an Absence

(excused or unexcused)

1. The student is required to bring, from his parents or legal guardian, a signed, dated statement of explanation for the absence. This note must contain the specific reason for the absence. Failure to send a note will result in an unexcused absence. In matters of potential embarrassment to the student, the parent must state this on the note and personally call the office to clear the excuse.
2. The student must present the note to the office.
3. An “Admit to Class” permit will be issued to the student by the office stating to the teacher whether the absence is excused or unexcused. This “Admit to Class” permit must be taken to each class missed by the student.

Make-up of Missed Work

It will be necessary for missed work, including make-up tests, to be made up during study hall, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

It is the student’s responsibility to schedule a time for make-up work. All work missed must be made up within two times the number of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. Students absent for other reasons, such as educational trips, college days, appointments, etc., do not have this number of days for make-up. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher.

If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

Loss of Credit for the Year Due to Absences

For a student to receive credit in any class, total semester absences may not exceed ten (10) or the yearly absences may not exceed twenty (20). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal and/or Dean.

Signing Students out of School

1. Students may be signed out only under the following conditions:
 - a. Their absence would fall under one of those defined as excused in the Student Handbook.
 - b. That if the reason is illness, the student must:
 - 1) be running a fever as determined by the office staff.
 - 2) be, if not running a fever, obviously ill, as determined by the best judgment of the School officials.
 - 3) establish phone contact with a parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the School for a parent or legal guardian to arrive.
2. Detailed records for students will be kept in the Office regarding signing in and out of School. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Principal and/or Dean.
3. Students may not leave campus during the school day **without written notification** stating the reason for checking out or personal appearance of the parents or legal guardian. Written notification can be in the form of a note or email. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian

except in extreme cases where the Principal and/or Dean has made an exception.

4. Upon checking in either later that day or a following day, a written note from home must accompany the student as outlined in “Procedure for Re-entering School after an Absence.”

Tardies

1. Excused

- a. Bus delays or breakdowns.
- b. Student or parent automobile delays or break-downs en route to School.
- c. Detainment by the office or another teacher.
- d. Temporary illness.
- e. Unavoidable reasonable circumstances.

2. Students in grades 1-8 must be signed in by a parent or legal guardian.

3. Unexcused

- a. Oversleeping, or arriving late for any reason not in keeping with reasonable prudence.
- b. Any tardiness in getting to classes during the school day.

4. Penalties

Students chronically tardy will receive disciplinary action. On the 4th tardy of a nine weeks, students will receive a D-Hall. If a 5th tardy occurs, students will receive a Saturday School assignment.

Dress Code-General

Rationale for the Dress Code

The purpose of the School's dress code is to ensure that students dress modestly (I Tim. 2:9), that they do not seek to draw undue attention to themselves, and to encourage a dignity appropriate for the School setting and appearance that is consistent with the School's mission and values. It is the prayer of the School Board and the Administration that parents and students will view the Dress Code as creating not only the proper school environment, but also as an occasion to discuss lifelong personal dress standards, with the understanding that one's dress is ultimately a matter of the heart (1 Peter 3: 3,4).

Policy Statement

Students must always be neatly, modestly, and appropriately dressed. The School Board is responsible for monitoring the dress code to assure that reasonable fashions can be accommodated while minimizing as much as possible an over emphasis on clothes. Suggestions concerning the dress code may be addressed to the Superintendent. The School Board will review and evaluate the dress code policy as needed.

When a student is observed by a teacher or the Principal and/or Dean to be in violation of the following code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student's grade for each class will reflect his or her absence.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardian who are responsible for proper dress consistent with the spirit and the word of the dress code.

As our policy reflects the philosophy of the school, we ask parents to dress appropriately and with respect to the spirit of the dress code when on campus and/or attending a school function. This will communicate a unified philosophy and example to our students.

GIRLS

PERMISSIBLE

Pants:

Dress slacks
Khakis
Cropped

Dresses/Skirts:

Dresses
Skirts
Both must fall to the top of knee
while standing, including slits

Blouses:

Blouses
Shirts
Sweaters
Jackets
Camisole-style when worn
under other garments

Shoes:

Appropriate school shoes

Accessories:

Makeup must be in good taste
Jewelry must be in good taste

Markings:

Pierced ears
B.C.S. logos
Pocket-size logos

NOT ALLOWED

Pants:

Shorts
Blue jeans, Jean -cut, Slim-cut
Hip-hugger, Low-rider, Cargo
Camouflage, Fatigues, Sweats
Parachute or silks, velvet or leather
Skirts, including split skirts and
gauchos, that are too tight

Dresses/Skirts:

Sleeveless dresses
Short dresses, Short skirts
Immodest-fits

Blouses:

Bare midriffs, Bare backs, Low-cut
Sleeveless
No sheer or low-cut blouses
Sweatshirts
Men's t-shirts

Shoes:

Accessories:

Makeup symbolic of occult
Jewelry symbolic of occult
Abnormal hair color
Abnormal makeup color

Markings:

Visible tattoos
Body piercing
Logos larger than pocket-size
Other writing or pictures

BOYS

PERMISSIBLE

Pants:

Slacks
Khakis
Jean-cut denim (Carhartt style)
All pants must be belted.

Shirts:

Shirts must have collars.
Shirts must be tucked into pants.
Shirts must be appropriately buttoned.
Sweaters
Jackets
Sport Coats

Shoes:

Socks must be worn with shoes.
Shoe-laces must be tied.

Grooming:

Appropriate masculine hair cuts
Clean-shaven

Markings:

B.C.S. logos
Pocket-size logos

NOT ALLOWED

Pants:

Blue jeans
Black jeans
Cargos
Camouflage
Sweats
Shorts
Frayed-fabric
Dragging hemlines
Garments with holes
Unbelted pants
Pants worn below the waist

Shirts:

Sweatshirts
T-shirts

Shoes:

Sandals

Grooming:

Hair must not be worn that is below the collar, below the eyebrows, or over the ears.
Extreme styles that detract
Facial hair
Earrings
Body piercing

Markings:

Visible tattoos
Logos larger than pocket-size
Other writing or pictures

Other:

Hats/caps are not to be worn during school hours.

ALL CLOTHING MUST BE MODEST, NEAT AND APPROPRIATE

While athletic attire is not allowed during school hours, it is appropriate after school during athletic practices/games.

Any clothing worn at any school, athletic or formal function should be appropriate and modest. Bare skin or its appearance is not appropriate either by players or fans. Boys may not go shirtless with or without writing as spectators at athletic events.

A violation of the Dress Code observed by a teacher or administrator shall be dealt with at that time with the student. Parents may be contacted or the student may be held out of class until the violation is corrected. The student's grade for any class and time missed will reflect the absence. Repeated violations of the Dress Code may result in further disciplinary action.

Dress Code for Briarwood Sponsored Events

ALL SCHOOL SPONSORED EVENTS: sporting events, concerts, meetings, plays, etc.

Students who do not comply with the guidelines below for appropriate dress at dances, and who are reported to the Dean of Students for non-compliance will receive a Saturday School. If the student is asked to correct the problem (for example, wearing a shawl given at the Junior/Senior Social), and the student refuses, the student will receive a one day suspension. In extreme situations, a student may be asked to leave the dance.

Girls: are required to dress neatly, tastefully, modestly and appropriate for the occasion. There should be NO tops that are extremely tight with a neckline below the strapless top line. The midriff must be covered. If t-shirts are appropriate for the event the writing and pictures should be in good taste.

Boys: are required to dress neatly, tastefully and appropriate for the occasion. If t-shirts are appropriate for the event the writing and pictures should be in good taste.

HOMECOMING DANCE—sponsored by the SGA---dressy casual
Contact: Anne Reddick

Girls: are asked to wear knee to ankle length dresses or dressy pants. No extremely tight tops with necklines below the strapless top line—front or back---will be allowed. The midriff must be covered.

Boys: jacket required; open collared or tie is appropriate.
Flowers: appropriate if desired

Admission: TBD

CHRISTMAS DANCE---sponsored by the SGA---casual
Contact: Anne Reddick

Girls: dresses, pants or jeans are appropriate. No extremely tight tops with necklines below the strapless top line---front or back. The midriff must be covered.

Boys: pants, jeans and collared shirts. Admission: a toy for the SGA Christmas Toy Drive. We will accept no toy guns, knives or any other toy that would promote violence.

SPRING FLING---sponsored by the National Honor Society---dressy
Contact: Pattie Martin

Girls: knee to floor length dresses or dressy pants. No extremely tight tops with necklines below the strapless top line---front or back. The midriff must be covered.

Boys: coat and tie required. No jeans.

Flowers: corsages and boutonnieres are appropriate.

Admission: TBD---Sadie Hawkins---the girls invite the guys

JUNIOR/SENIOR SOCIAL----sponsored by the Junior Class---formal
Contact: Marcia Garrison

Girls: knee to floor length dresses or formal pants. No extremely tight tops with necklines below the strapless top line---front or back. The midriff must be covered.

Boys: tuxedos or dark suits are appropriate.

Flowers: corsages and boutonnieres are appropriate.

Admission: TBD---senior and junior students and their escorts.

Guidelines - Dress Code Outside School

(School sponsored or sanctioned activities)

1. Females

Modesty is required at all School functions. The School recognizes that there is a large range of choices but each student must make sure that their clothing is consistent with School values and appropriately modest. Proper attire may be discussed with students prior to each special event. This will enable students to know specifically what is expected at School sponsored events. Girls should avoid dresses that are low cut, too short, expose the midriff, and other such examples of immodesty.

For special dress up or formal events, such as Homecoming, Spring Fling, and the Junior/Senior Social, modesty should be the guide to determine appropriateness of dresses.

Halter-tops, tube tops or bare midriffs are not permitted. When slacks are worn, they should be in keeping with the general standards of good taste reflected in the School's dress code.

2. Males

Shirts, jackets, coats, sweaters, or caps with symbols or writing which would be dishonoring to School standards are inappropriate.

Office Policies and Procedures

Student Records

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

1. Transcripts

- a. A transcript of a student's grades will be provided free upon request to the student's parent or guardian or to the student if he/she has attained the age of 18. The transcript will include the full High School record of grades plus any achievement type standardized testing. The transcript will *not* include results of IQ tests, as Briarwood does not release these scores.
- b. For any transcript over the one granted free of charge, a nominal fee will be charged. This fee includes the mailing costs.
- c. Transcripts given to a parent or student are unofficial copies.

2. Release of Records

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

Student Pictures

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

School Telephone

Students are permitted to use the Office phone when it is needed and available. Calls to students from parents during school hours are to be limited to emergency messages. School cell phones (located in the office) may be used by students with special permission by a faculty member.

Cell Phone Use

The school reserves the right to examine any and all content including but not limited to messages, text messages, and pictures on any electronic device, including cell phones, and to take disciplinary action based on the content and to notify civil authorities at the school's discretion.

High School Students

Cell phones, iPods, or any other electronic devices are prohibited from being used in any instructional area (e.g., classrooms, auditorium, labs, library, etc.) at any time for any reason. This includes texting or any other use of cell phones, iPods, or other electronic devices.

Violators will have their phone taken up and given a D-hall upon the first offense. Thereafter, they will be given a D-hall and their parents will have to pick up the phone from the office.

Junior High Students

Cell phones, iPods, or any other electronic devices are prohibited from being used during school hours (8:00 a.m. – 3:00 p.m.) without permission.

Violators will have their phone taken up and given a D-hall upon the first offense. Thereafter, they will be disciplined and their parents will have to pick up the phone from the office.

Lost and Found

Clothing, books, and personal articles will be collected by the School custodial staff each day and placed in a central depository. Students and their parents or guardians are asked to check and reclaim articles during times designated. The School assumes no responsibility for articles left lying about the building or improperly stored. Lost and found articles shall be open to general display. Articles which are not reclaimed after a reasonable time shall be forfeited by the owner and the article shall be donated to an appropriate charitable organization. Staff in the School office can advise students and parents about the location of “found items.”

Students are encouraged not to bring large amounts of cash to school. The School cannot repay money which has been lost, stolen or left lying about the building or improperly stored.

Lockers

Each Briarwood student in grades 7 through 12 will be assigned a locker at the beginning of the school year. These lockers are for the personal use of students and must be kept locked at all times. Locks will be provided by the School. The School retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be held at any time. Lockers may not be decorated inside or outside with stickers, pictures, etc.

Students are not permitted to place their own locks on school lockers. Loss of or deliberate destruction of a school lock (or locker) will result in a fee for replacement value being assessed to the parents of the student.

Textbooks and Supplies

1. Textbooks and supplementary books will be provided for each student. It must be emphasized that these books are the property of Briarwood Christian School and must be taken care of properly, including appropriate protective covering. Deliberate defacing or loss of

any of these materials will result in the full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books.

2. Supplies are not furnished by the School. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time by individual teachers.

Withdrawals

If a student is voluntarily withdrawn during the school year, the entire year’s tuition is due and payable. No records or transcripts will be forwarded until this obligation is met in full. The only exceptions to the above policy are:

1. A student’s being asked to leave Briarwood due to disciplinary action during the school year.
2. A student’s family moving out of the area. A student who has voluntarily withdrawn during the school year may not be re-admitted for a period of one year except by recommendation of the School Administration and approval by the School Board Executive Committee. To be eligible for the exception, the entire year’s tuition, for the year of withdrawal, must have been paid in full.

Designated Gifts Policy

Briarwood Christian School will accept **tax deductible**, designated gifts only for the following purposes and under the conditions set out in this policy statement:

1. Gifts solicited by the School for specific purposes as set out in the appeal or solicitation. For example, a capital funds campaign that provides for designation to one or more of the funds or activities stated in the campaign description.
2. Gifts received for one or more of the funds established by the School such as its General Scholarship Fund, Academic Enrichment Fund, etc.

3. Gifts received for a separate scholarship fund to be named in memory or in honor of a person. In such a case, the donor must not have *any* control over the award of scholarships from the fund.
4. Gifts for the general fund. All gifts not otherwise designated will be placed in the general fund unless otherwise allocated by the School Board and/or its Finance and Legal Committee.
5. Gifts for any regular program or established activity such as band, choral, academic, athletic, etc.

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

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

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

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

Parent/School Relations

Appointments to See Teachers

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Teachers are available immediately after school for this purpose. To facilitate conferences, parents are asked to email or call their child's teacher to set up an appointment.

Parent/Teacher Conferences

Regularly scheduled conferences will be held each school year for grades K through 12. Parents will be given the opportunity to request scheduled conferences with as many teachers as they wish to see. Conferences may be scheduled at other times at the discretion of either the parent or the teacher using the procedure outlined above.

School Communications

1. The School is committed to effective communication. If a parent needs further information concerning School activities, please call the appropriate School office.
2. Notices of special events and activities will be mailed or sent by students during the school year. Contents of the communication must be limited to school news of general interest. All announcements and notices must be approved by the Principal and/or Dean. Requests for announcements not related to school, or promoting any person, cause, or organization will not be accepted for publication.

Classroom Visiting

1. Parents or guardians are invited to visit any classroom, provided that a request for such a visit is made one day in advance and approved by the Principal and/or Dean. Anyone visiting the campus must first check in at the office and be issued a pass. Parents may not go to a classroom without a pass.

2. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Principal and/or Dean or his designated official. Visitors are limited to parents, prospective students, alumni, and youth church leaders. Students from other schools are not permitted to visit students during the school day

Complaint or Problem Procedure

1. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the School, or any one of several possible areas. This is often the result of lack of communication between those involved.

2. The Board has adopted a set policy for these situations. Complaints or problems will be considered in no other way than prescribed below (cf. Matthew 18:15-17), unless they involve a specific disciplinary action taken by the Board itself:

- a. All questions, problems, or complaints should be brought directly to the teacher *first* before anyone else is involved.
- b. If the situation is not cleared up at this level through direct contact, (95% of them are!) it should then be brought to the Principal and/or Dean.
- c. If it still is not solved at this level, it should then be presented to the Superintendent of Briarwood Christian School for his consideration.
- d. Finally, but only when all of the above three steps have been taken in order and without satisfactory resolution, does the problem find its way to the Executive Committee of the School Board through written approval.

3. Students who have concerns, complaints or problems they do not want their parents to handle, should act in accordance with the procedure outlined above. Students (and parents) should know that concerns, complaints and problems will not be validated by the petition method. Any petition received by a teacher will be given to the Principal and/or Dean. If the Principal and/or Dean feels disciplinary action is needed, it will be dealt with accordingly: otherwise, it will be discarded.

Parents Meetings

Efforts will be made each year to provide information and profitable meetings for parents. Suggestions for topics of interest will be sincerely appreciated. Parents will be notified of official parent meetings by a School official.

Financial Responsibilities

1. Payment of fees, tuition and other charges as set out in the Enrollment Application, Reenrollment Form, Schedule of Charges, *Student Handbook* and other communications, must be made in accordance with the terms specified.

2. A 3% discount is allowed on the advance payment of the remaining balance of the annual tuition not yet billed. No discount is allowed on fees or any other charges.

3. Any account not paid in accordance to specified terms is past due, and is subject to the following provisions:

- a. A student whose account is more than sixty days past due is ineligible to enroll or to return for second semester until satisfactory payment arrangements have been made.
- b. Report cards will not be released for any student whose account is more than sixty days past due until satisfactory payment arrangements have been made.
- c. A student whose account is more than sixty days past due may not charge lunches, physical education uniforms, yearbooks, After School Care or any other item to the account.
- d. Access to the Edline system is blocked for any student whose account is more than sixty days past due.

4. Tuition is billed over a ten month period as a service to families. However, the School reserves the right to revoke this privilege for accounts which are habitually delinquent. When this happens, the School will provide written notice that all remaining tuition for the year must be paid in full within 45 days of the written notice if the student is to remain in school.

It is not our intent to embarrass or place a student in an awkward situation. Parents are responsible for honoring their financial commitments to the School thereby preventing any possible misunderstanding.

Student Charging Privilege

Extra charges such as lunchroom, physical education uniforms, etc. will not be permitted for any account that is sixty (60) days or more in arrears.

Program of Instruction

Homework

1. Each individual teacher may require his or her own particular format in homework. Spelling, grammar and proper penmanship must meet required standards. Homework poorly or carelessly done will be returned for redoing.
2. A teacher will expect each student to turn in assignments completed and on time. No teacher will allow an assignment required of all students to remain undone by a single student. If an assignment is not done, the following procedure may be used:
 - a. The student may be sent from class, and will make up the assignment during class time, receiving a failing grade for that class period.
 - b. Failure to complete an assignment on time will result in a penalty of points off the grade.
 - c. Chronic failure to complete homework will be brought to the attention of the parent or legal guardian and the Principal and/or Dean.
 - d. Standardized forms may be used to report poorly done or late assignments to the parents.

- e. Students may be required to carry assignment verification forms each day to every class to be initialed by the teachers, and then verified by parents.

Report Card and Grading Procedure

1. Report Cards

- a. Please see the School calendar for the end of the nine week grading period. Reports on grades will be issued or mailed as expeditiously as possible.
- b. All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.
- c. Letter grades are determined by the following criteria:
 - A 90-100
 - B 80-89
 - C 70-79
 - D 60-69
 - F 59 and below (Failure)
- d. In addition to the standard grades, marks indicating effort and conduct will be given.
- e. If a pupil has failed to make up daily work or tests by the end of the grading period, the student will receive an Incomplete (I) on the report card. Any student who does not make up his work because of negligence or because the work is not completed is given an F (59) or his own failing grade average for the grading period. Students may not take a semester exam in any subject if all work has not been completed. Failure to take the exam on time, without prior approval by the Principal and/or Dean will result in a '0'.

- f. Briarwood recognizes the academic achievement of its students in grades 9-12 at the end of each nine weeks grading period. Junior High students are recognized at the end of the year with an Honor's Day Program. Selection to the Honor Roll is determined by the Grade Point Average after each grading period. The three Honor distinctions and the prerequisite Grade Point Averages are:

B+ or higher	Highest Honors	3.40-4.00 or higher
B	High Honors	3.20-3.39
B-	Honors	3.00-3.19

The Scale for Conduct/Effort is as follows:

- 5-Outstanding
- 4-Good
- 3-Satisfactory
- 2-Progressing
- 1-Unsatisfactory

- g. The Grade Point Average is determined by an established scale. For the student in regular courses, take the letter grade and assign the appropriate number from the scale below; then divide by the number of courses.

Grade Point Averages for students taking Honors courses will be figured the same as regular Grade Point Averages except in the case of students taking more than the required twenty-six (26) hours. Students taking more than 26 hours will have their honor points divided by 26 hours regardless of the actual hours they take. This is done so that the honor points will not be diluted thus penalizing a student for extra effort. Since it is not possible to earn honor points above the 26 hours, this will give equal value to honor points regardless of hours carried.

Grade Point Averages for students in grades nine through twelve determines rank in class. This Grade Point Average is the official GPA determined as outlined above. The Grade Point Average shown on report cards is only for the quarter or semester as indicated. The official GPA uses only semester averages. At the end of the first semester of the senior year, the top ranked students will be notified by the Principal and/or Dean or Counselor that they are potential candidates for Valedictorian or Salutatorian. (In addition to GPA, candidates must have four years of

Bible.) All eight semesters from grades 9-12 will be used to determine the final Grade Point Average. At the end of the final semester, the grade point average for each of these students will be computed to determine final rank. Any course taken in Junior High school will not be given credit toward graduation nor will the course be calculated in the final grade point average. The student with the highest GPA is the Valedictorian and the student with the second highest GPA is the Salutatorian.

A+ = 4.40	B = 3.20	C- = 2.00
A = 4.20	B- = 3.00	D+ = 1.40
A- = 4.00	C+ = 2.40	D = 1.20
B+ = 3.40	C = 2.20	D- = 1.00

- h. No credit can be awarded for activities outside the instruction of the High School faculty except with prior Administrative approval, and the teacher directing the instruction must be a certified teacher by the standards of the Southern Association of Colleges and Schools.

2. Exams

Final examinations will be given in most courses at the High School (7-12) level at the end of each semester. Semester exams will count 20% of the final semester grade for High School students and 10% for Junior High students. A list of rules and regulations governing exam week will be sent to parents or guardians two to three weeks before semester exams begin.

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

3. Academic Probation

The Guidance Department monitors student achievement as related to academic probation, and communicates regularly with the BCS Administration and with parents of students at risk for being placed on academic probation. When a student is placed on academic probation, the Guidance Department will facilitate communication between the

BCS Administration, student, and parents regarding eligibility for re-enrollment as per BCS policy.

Athletics

1. Athletic/Extracurricular Activity and Eligibility

- a. Students must pass 6 units/year to be eligible for practice and participation in extracurricular activities for the upcoming year.
- b. No student is eligible who has more than one “F” in the grading period preceding the issuance of the report card.
- c. No student in grades 7-12 is eligible who does not have an overall grade point average of 2.00 for the preceding grading period. For a student in grades 7 – 8 who would like to pursue an opportunity to participate at the varsity level, the student must have an overall grade point average of 2.50 for the preceding grading period.
- d. A student is not eligible to practice or to participate in games during the grading period following the determination of his or her ineligibility. A player’s eligibility is defined as of the date the report cards are mailed.
- e. Sections a.-d. under Athletic Eligibility take effect following the first grading period of the Seventh Grade for students who are in Seventh Grade for the first time. These sections then continue applying until a student graduates from Briarwood Christian School.
- f. The Guidance Department monitors student achievement as related to athletic eligibility, and communicates regularly with the BCS Administration, Athletic Director, coaches, and parents regarding students who are at risk for athletic ineligibility.

2. Physicals

The student must have on file with the School a “Pre-participation Physical Evaluation” signed by a licensed physician prior to any participation on any interscholastic team.

The policies and procedures governing activities in all athletic activities, including the Lion Guard and Cheerleaders, are available from the Principal and/or Deans or Athletic Director. These policies explain eligibility for participation, requirements for lettering and other matters governing participation in athletics.

3. Insurance

Student accident insurance is provided for all students participating as a member of an intramural or interscholastic athletic team. School insurance is designed to supplement the family's individual or group insurance coverage and does not eliminate the need for such coverage. The benefits provided by the student accident insurance are limited by the terms, provisions, and conditions of the master policy issued by the carrier.

4. Parental Consent Statements

Parents or legal guardians of all students participating in interscholastic athletics at Briarwood will be required to sign a consent form. This form is developed and provided by the Athletic Department and is designed to emphasize the responsibilities of the student athlete and his parent(s) or legal guardian. It must be signed and be on file before the student may participate on any interscholastic team.

5. Rules and Discipline

The Principal and/or Dean is in overall control of the athletic program. The Principal and/or Dean and the coaching staff will develop rules and regulations which shall govern the conduct for student athletes. Practice and game schedules shall be included in the set of rules for each sport.

Parents will be notified of any changes in the scheduling. Coaches will be directly in charge of all practices and games. Decisions about who will play, when, and for how long are made by the coach.

Student Services and Extracurricular Activities

A vital part of school life is its extracurricular activity program. In today's world, the opportunity that the School provides for social activities outside the normal school day plays an important role in the

growth and development of the students. In Christian education, we are concerned with not only the intellectual dimension of our students, but also with growth and development spiritually, socially, and physically.

1. Field Trips

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

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

2. Concerts

With the development of the music department, a number of after-school or weekend concerts will be planned for members of these groups. As these performances are an integral part of the music curriculum, attendance will be required. The times, dates, and places of these special events will be printed and announced many weeks in advance to enable parents and students to plan accordingly. Students who are unable to attend a required performance must present an excuse from their parents or guardian and furnish it to the Principal and/or Dean for his or her consideration.

3. Special Programs and Assemblies

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

4. Chapel

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

5. Class Trips

As a part of their senior year activities, the senior class will be granted an off-campus trip which must be approved by the School Board. Details about the trip will be determined and communicated to parents and students early in the school year.

6. Student Clubs and Service Organizations

High School years are a time when many varied interests should be cultivated. Under the direction of the faculty, many special interest clubs may be formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.

7. National Honor Society

The highest academic honor that any High School student may earn is membership in the National Honor Society. The standards of National Honor Society require that only the most qualified students are selected. Many factors are considered for tapping into this honor organization.

Tenth, eleventh, and twelfth grade students are eligible for the fall tapping. These students must fill out a National Honor Society form which lists scholarship and social achievement, service to church and the community, and leadership positions held in School, church or community. These National Honor Society forms are completed by all Sophomores, Juniors and Seniors and signed by a parent so that all students will be considered.

There are three steps in the selection process. First, the Faculty Council determines those students who have a 4.0 overall grade point average. Additionally, teachers will be asked to evaluate the qualified students that they have taught or are presently teaching. Finally, each qualified student will be evaluated individually by the Faculty Council to make certain the student meets the required standards of scholarship, leadership, service, and character. The Faculty Council evaluation is based on the information provided by the student on the National Honor Society form and the teacher's evaluations.

Library

Briarwood maintains a library on both campuses. Students will be provided ample opportunity to make use of the library for both research and reading for pleasure. The library is maintained at great cost. Books are extremely expensive and the system of carding and inventory control requires much time and effort. Parents and guardians are urged to help the School by seeing that books borrowed from the School library are properly cared for, returned on time, and all penalties and fines paid. Students' grades will not be mailed until the library account has been cleared.

Student Pranks

Student pranks which disrupt any aspect of the School program or cause any property damages will subject the student to serious disciplinary action. The student will also be responsible for any financial liabilities resulting from the prank.

Transportation

Shuttle Bus Service

Improper behavior on school busses will not be permitted. Our bus drivers need to concentrate on driving and should not be distracted by the misbehavior of students on the bus. Those students who, in the opinion of the bus driver, misbehave will be referred to their respective Principal

and/or Dean for appropriate action. Should misbehavior continue, the student will not be permitted to ride the shuttle bus.

As a service to students and parents, Briarwood Christian School operates a shuttle bus program between the North and South campuses. Although there is a monthly charge for this service, the School offers the program at the lowest possible charge. The School does not make a profit from the shuttle bus service.

The bus schedules and the service fees are included on the Shuttle Bus Schedule and Request Form which is available in the School office.

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

Unfortunately, the School cannot provide transportation other than that stated in the established bus schedule. Your understanding and support of this policy is appreciated.

Shuttle Bus Service and Students with Medical Conditions

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

Student Automobile Policy

1. Students Who Drive to School

- a. All students providing their own transportation (automobiles, motorcycles, motor bikes, or bicycles) must immediately park in the designated parking area. Vehicles should be locked and are not to be removed after arrival at School, except for reasons given in number two below.

- b. All students will be allowed to select a designated space. This will become their permanent space for the year. This sign-up will take place within the first two weeks of school. Seniors will have first choice, then juniors, then sophomores. If a student obtains his/her drivers license during the school year and begins parking on campus, he/she must come to the office to be provided a designated space.

2. Students Leaving Campus

- a. Any student leaving campus after arrival on campus must have appropriate permission from a parent or legal guardian and the Principal and/or Dean.

- b. Students with cars

- 1) If a student becomes ill during the day, he may drive home only after clearing his leaving with the office. The office is to telephone the student's parent or legal guardian before the student departs.
- 2) Under certain circumstances, students may use personal cars to run errands. However, this requires permission from the Principal and/or Dean and parent or legal guardian, and signing in and out at the office.
- 3) No students are permitted in cars or parking area during the school day.

- c. Students without Cars

No student may leave campus at any time after arriving on campus unless accompanied by the student's parent or guardian. The School will not release a student to any other person unless permission has been requested of and approval given by the Principal and/or Dean.

- 3. **Vehicle Liability:** The School assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked.

Traffic flow and parking restrictions will be explained and enforced from the first day of school. Any careless driving, speeding, or loitering in the parking lot is strictly forbidden. Students who have violated or violate these rules may not be permitted to bring their cars or any other motor vehicle on campus. Cars are not to be parked overnight without the permission of the Principal and/or Dean.

Health and Safety

In accordance with Alabama State Laws, each student must have up-to-date physical records and required immunization.

Infectious Diseases

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

The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administration, to permit a reliable assessment of any change in the student's condition which may affect the school's decision permitting enrollment or continued attendance.

Policies for Students with Health Conditions Requiring Medications at School

Because the health and safety of students is of utmost importance, Briarwood has procedures designed to serve students with medical conditions to the best of our ability. Some students have health conditions that require medications to be readily available. Examples of these include life threatening allergies, diabetes and asthma.

Junior high and high school students with such conditions are allowed to keep approved medications (including inhalers, epinephrine auto-injector

syringes and glucose monitors) in their possession at school in accordance with Section 16-1-39 of the Code of Alabama that states “Upon obtaining permission to self-administer approved medications pursuant to this section, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event.” The requirements for your child to carry an approved medication are:

1. Provide a completed *School Medication Prescriber/Parent Authorization* (Briarwood version) indicating that self-administration is permitted and recommended for this student and that the physician recommends this medication be carried “on-person” by the student. The Briarwood version of this form can be obtained from the school office or the website.
2. The approved medication must be kept in a closed pouch, such as a fanny pack, that he or she carries at all times. It must be in the original container properly labeled with the student’s name, prescriber’s name, date of prescription, name of medication, dosage, strength, time interval, route of administration and drug expiration date.

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

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

Administration of Other Medicine

All prescribed medications other than those approved medications discussed above should to be kept in the school office unless permission is granted by the appropriate principal. This especially applies to

controlled substances such as Ritalin. It is the student's responsibility to deliver the medicine, labeled with name and dosage instructions, to the office, and then to report at the appropriate time to the office to receive the medication. The medication must be taken in the presence of adult office personnel.

Disclosure of Health Information

Parents provide medical information to the school on the Student Information Form completed annually and on *School Medication Prescriber/Parent Authorization* if one is required. Briarwood will disclose this information to all parties who need it to provide medical care to the student, including, but not limited to teachers, staff, EMT personnel and attending doctors or nurses.

First Aid

Designated faculty with proper training shall render first aid treatment. A rest area is provided for first aid treatment. Students who become ill at School will be temporarily housed there until transportation home can be arranged. Under no condition will a student be released without the specific authorization of a parent or legal guardian.

Emergency Phone Numbers of Parents Required

We request that at least one emergency phone number be on file in the School office. In addition to home phone numbers, the School requires a work phone number or the number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

Medical Release Form Required

The School must have a signed Consent for Participation and Medical Treatment and Release of Liability (on the Student Information Form) for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent, and in a serious emergency it could save a life! This form will be used only by a School official when a parent or guardian cannot be contacted.

In any event, effort will be made to reach the parents or guardians, and their instructions will be followed by School officials.

Student Accident Insurance Protection

School-time student accident insurance coverage is provided for all students for loss resulting from bodily injury caused directly by a covered accident, independent of all other causes, with payments as provided and in accordance with the terms, provisions, and conditions of the master policy issued to the School by the carrier. Generally, a bodily injury included under the term “covered accident” would be an accidental bodily injury occurring at a School-sponsored, scheduled and supervised activity.

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

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

Administration of Medicine

For Junior High and High School, all prescribed medications (including Ritalin) must be kept in the School office. It is the student’s responsibility to deliver the medicine, labeled with name and dosage instructions, to the office, and then to report at the appropriate time to the office to receive the medication. The medication must be taken in the presence of adult office personnel.

First Aid

Designated faculty with proper training shall render first aid treatment. A rest area is provided for first aid treatment. Students who become ill at

School will be temporarily housed there until transportation home can be arranged. Under no condition will a student be released without the specific authorization of a parent or legal guardian.

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In any event, effort will be made to reach the parents or guardians, and their instructions will be followed by School officials.

Student Accident Insurance Protection

School time student accident insurance coverage is provided for all students for loss resulting from bodily injury caused directly by a covered accident, independent of all other causes, with payments as provided and in accordance with the terms, provisions, and conditions of the master policy issued to the School by the carrier. Generally, a bodily injury included under the term “covered accident” would be an accidental bodily injury occurring at a School sponsored, scheduled and supervised activity excepting varsity football (or while being transported to such activity by School sponsored transportation). Included would be summer activities such as cheerleading, drill team, or band practice. Also covered is travel to and from the student’s residence and the School for regular school sessions.

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

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

Doctor and Dental Appointments

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify, in advance, teachers to be affected by the student's absence, and the note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

Physical Education Excuses

Every student enrolled in Physical Education is expected to participate. Excused absences may include:

1. Medical excuses
 - a. Sickness which prevents attendance in any other class.
 - b. Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
 - c. With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently handicapped may be offered.

2. Other Excuses

- a. Parents' written excuse. These notes should ask the instructor to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
- b. Instructor's prerogative. The instructor may excuse any student whom he considers unable to participate.

Students on Campus after School Hours

1. Jr. High students waiting for rides at the South Campus must go to the supervised after school study hall if they are not picked up by 3:25 pm.
2. High School and Junior High students waiting for rides at the North Campus must stay in the gym lobby. Students may not roam the campus or go into the Church building.

Student Withdrawal Form

General Policies

1. No School records will be forwarded until all accounts are paid in full. Any request for special exemption to this policy must be submitted to the Superintendent in writing. The request should detail a plan for paying the account.
2. A completed Student Withdrawal Form must be in Briarwood's possession before any School records will be forwarded. This form must be signed by the parent or guardian. The official records will be mailed to the School.
3. Students who withdraw from Briarwood Christian School may not return for one full academic year, and re-admission after a year should not be considered automatic. We will not make a commitment to you about the re-admission of your student to Briarwood.

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

The *Student Handbook* is revised by the School Board as needed. Comments from parents on any segment of the *Handbook* are welcomed and should be submitted in writing by January 31. Comments may be sent to the Chairman of the School Board or to the Superintendent.

“Acknowledge and take to heart this day that the Lord is God in heaven above and on the earth below. There is no other.

Keep His decrees and commands, which I am giving you today, so that it may go well with you and your children after you and that you may live long in the land the Lord your God gives you for all time.”

Deuteronomy 4:39-40

“Where there is no guidance, the people fall, but in abundance of counselors there is victory.”

Proverbs 11:14