



**ADDENDUM TO  
PARENT AND STUDENT  
POLICIES AND PROCEDURES**

July 2024

## **CAMPUS SECURITY**

Bracken Christian School has increased campus security in response to current events involving schools. In an effort to keep our students safe we have implemented numerous protocols for faculty, staff, students, parents, and visitors.

### **Raptor Technologies**

The Raptor Emergency Management software provides features to help Bracken be equipped for any emergency, such as:

- Practice and analyze drills
- Activate an emergency response with a mobile panic button
- Connect with 9-1-1 via text/call
- Share critical information with staff and first responders
- Account for each individual on campus
- Reunify students with authorized guardians
- Integrate with visitor, volunteer systems

Raptor Visitor Management software has been put in place at both of the Bracken Christian School campus offices. This system enhances the ability of the school to monitor and account for all persons on the campus at any time. Although this may create an inconvenience for visitors and parents, it will help in keeping unauthorized persons from accessing the campus and students. Ways in which it helps guard against unsafe individuals on the campus include:

- Screen against sex offender registries
- Generate accurate reports
- Confirm guardianship for safe student release
- Create photo visitor badges
- Track student tardies and early dismissals

### **Personal Protection Officers**

Bracken Christian School has partnered with Paraclete Consulting Group to supply two full time security specialist officers to provide comprehensive security and consultation regarding all aspects of campus and student safety. Paraclete Consulting is a provider of licensed security professionals who have become an integral part of the day to day culture of our campus.

### **Gates**

The Bracken Christian School campus perimeter is fenced for added security and during school hours the three gated entrances are locked. The gated entrances will be open 6:30 am - 8:30 am for student drop-off and 2:30 pm - 4:00 pm for pick-up with the outside gates being INGRESS ONLY and the center gate being EGRESS ONLY. For this reason and for safety concerns, the East gate next to the Marquee should never be used as an egress. Gate times will be posted at each entrance.

## Traffic Flow

Drop-off and pick-up traffic should flow in through the two outside gates and out through both sides of the center gate. During school hours when the gates are closed, the traffic should flow in the center gate and out the center gate. Please make note that the center gate with the security kiosk will be both ingress and egress when all three gates are locked. The center gate with the security kiosk will be EGRESS ONLY when all three gates are open allowing the right lane to turn right and the left lane to turn left.

## Visitor/Guest Expectations

- When you arrive and the center gate with the security kiosk is closed
  - Press the button next to the camera on the kiosk to call the school office
  - Inform the office of the reason for your visit
  - Office staff will direct you to the appropriate area to sign in and open the gate remotely
- Once you gain access to the campus, we ask that you park in the closest parking area to where you were instructed to sign in
  - Elementary building for PreK - 5th grade
  - 500 building for 6th - 12th grade
- Report directly to the appointed office
- Press the button next to the camera at the main door of the appropriate building to gain admittance
  - You will be asked to provide your State issued ID (driver license or identification card) which will be scanned into the Raptor Visitor software
  - You will be asked for the reason for your visit
  - If you are picking up a student
    - Your identity will be verified through the Raptor/FACTS integration system
    - The student will be called to meet you in the office. You should NOT go to the classroom to retrieve your student or call/text your student to meet you
    - Teachers are not allowed to release a student unless the office has notified the teacher to do so
  - If you are visiting or meeting someone on campus
    - A visitor ID tag will be printed that will display your name and photo, the reason for your visit, and what area of campus you are approved to visit
    - The visitor ID tag should be worn in a visible area at all times while on the school campus
    - Proceed to the area stated on your tag, if you need to visit an additional area, please inform the office so they can update the system
    - **A visitor ID tag is not a “free to roam the campus” pass**
    - Upon your departure, return to the office where you checked in to return your visitor ID tag and be logged out of the system
- If the center gate is open when you arrive to campus, proceed to the 2nd bullet point above

## **STUDENT ISSUED CHROMEBOOKS**

Chromebooks are issued to secondary students, grades 6th through 12th, and classroom sets are provided for elementary students, grades 2nd through 5th. The Chromebooks are issued to students for the school year, similar to textbooks. These devices are the property of EANS and do not belong to Bracken Christian School. Every attempt should be made to protect the Chromebooks from liquids and abuse.

Replacement cost for the following EANS-owned items will be at fair market value:

- Chromebook Replacement
- Chromebook Case
- Chromebook Charger

Student Responsibilities:

- Do treat the devices with care
- Do leave the Chromebook in the locker during the school day when not in use
- Do report any damages or defects to the school principal or IT Director
- Do return the Chromebook in the protective case and charger to the coordinator at the end of the school year
- Do not remove the protective case from the Chromebook at any time
- Do not leave the Chromebook in a classroom or hallway unattended
- Do not take the Chromebook outside unless a teacher requires the class to do so
- Do not take the Chromebook to lunch
- Do not put stickers on the case or Chromebook
- Do not remove the white stickers that were placed on the Chromebook or protective case at the time the device was issued
- Do not share the Chromebook with another student
- Do not use a charger other than the one provided unless it is one of the 45-watt chargers available on campus
- Students will be expected to pay for any lost or damaged case, chargers, or Chromebook issued to them

## **PE UNIFORMS**

Bracken 6th - 12th grade PE students, boys and girls, are required to wear a Bracken t-shirt and Bracken athletic shorts during PE class. T-shirts may be either navy or gray and must be an official Bracken purchased shirt. Both athletic shorts and t-shirts can be purchased from the Spirit Store located in the Elementary building. During colder weather, PE students may wear non-Bracken black, navy, or gray sweatpants and any approved Bracken outerwear. Students not wearing appropriate PE dress will have points deducted from their daily PE grade.

## **TRANSCRIPTS**

A student's official transcript will not be sent to another school until the student's account is current and all the obligations owed to the school are fulfilled. These obligations include but are not limited to disciplinary actions, books, fees, uniforms, and equipment. For Transcript requests, please go to our school website and order through Parchment or contact the Academic Advisor. The first transcript is free; each additional transcript will cost \$3.00. Allow five days for transcripts to be completed. Rush transcript may be requested for urgent deadlines with a \$5.00 rush transcript fee but may not be available during the summer. Rush transcripts may or may not be available for same-day pick up. SAT and ACT scores WILL NOT be included on the Transcript but will need to be ordered directly through collegeboard.org. OFFICIAL TRANSCRIPTS ARE SENT DIRECTLY TO THE COLLEGE OR SCHOLARSHIP PROGRAM TO WHICH THE STUDENT IS APPLYING ELECTRONICALLY THROUGH PARCHMENT. Questions regarding education records shall be directed to the Academic Advisor. No transcripts or grades will be released until the student's accounts are current and school obligations are fulfilled.