



*Affirming Christ | Achieving Excellence*

# **Brighton Academy**

## **Parent and Student Handbook**

## ***Affirming Christ | Achieving Excellence.***

This is what we do at Brighton Academy!

### ***Our Mission***

To serve students in a Christ-centered environment by affirming Christ and challenging students to achieve academic excellence so they can become lifelong learners, critical thinkers, problem solvers and the leaders of tomorrow.

### **Contact Information**

**Brighton Academy Main Line: 913-789-9391**

**Administrator: Carrie Shore**

Phone: 913-789-9381 ext. 0

[carrie@brightonkc.com](mailto:carrie@brightonkc.com)

**Registrar/Dual Enrollment Coordinator: Christina Hess**

Phone: 913-789-9381 ext. 1

[christina@brightonkc.com](mailto:christina@brightonkc.com)

**Student Council Sponsor: Nancy Lawson**

[info@brightonkc.com](mailto:info@brightonkc.com)

**Teachers:** Contact Information will be given to each student who registers for a class. Teachers may also be contacted through Brighton's MySchoolWorx online portal.

**Website:** <http://www.brightonkc.com>

# Daily Class Schedule

Monday-Wednesday program

## Regular Schedule

Hour 1: 8:30 – 9:30 a.m.

Hour 2: 9:35 – 10:35 a.m.

Hour 3: 10:40 – 11:40 a.m.

*Lunch Period: 11:45 a.m. – 12:15 p.m.*

Hour 4: 12:20 – 1:20 p.m.

Hour 5: 1:25 – 2:25 p.m.

Hour 6: 2:30 – 3:30 p.m.

## Delayed Schedule (Weather)

Hour 1: 9:15 – 10:05 a.m.

Hour 2: 10:10 – 11:00 a.m.

Hour 3: 11:05 – 12:00 p.m.

*Lunch Period: 12:00 p.m. – 12:30 p.m.*

Hour 4: 12:35 – 1:25 p.m.

Hour 5: 1:30 – 2:25 p.m.

Hour 6: 2:30 – 3:30 p.m.

For inclement weather, see the Closing – Inclement Weather section below.

*Extra-curricular events and opportunities will be listed in the Brighton Calendar and may be posted on Facebook, emailed to families and teachers, placed on the website, and announced at Brighton.*

## Statement of Faith

1. The Scriptures of the Old and New Testaments are the Word of God, inspired, infallible, and inerrant in the original writing, and the supreme and final authority in faith, life, and doctrinal truth.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are coequal and coeternal.
3. Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and was fully God and fully man.
4. Man was created in the image of God. He voluntarily sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All people are born with a sinful nature.
5. The Lord Jesus Christ died for our sins as a substitutionary sacrifice, providing salvation by grace through faith, to all who believe on Him, justifying them alone on the ground of His shed blood.
6. The crucified body of our Lord was resurrected from the dead three days after His death on the cross. He ascended to the right hand of the Father where he serves as our High Priest and Advocate. He will return again in power and glory.
7. God established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is sinful and offensive to God. God created the human race male and female and all conduct with the intent to adopt a gender other than one's biological, birth gender is immoral and therefore sin. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
8. Because God created all human life it is of inestimable worth and to be valued and protected in all its dimensions from conception through natural death.
9. Every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behaviors or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

This Statement of Faith is not exhaustive. For purposes of Brighton Academy's doctrine, educational philosophy, beliefs, policies, practices, and discipline, the Administrator has final interpretive authority on the meaning and application of this Statement of Faith.

Brighton Academy teachers and staff are required to sign agreement with the Statement of Faith so that parents can expect their student to be taught according to a consistent worldview. Students and parents are not required to sign agreement with the Statement of Faith, but must be aware of the basic doctrinal position of the program. When confronted with other doctrinal issues, students are encouraged to seek further counsel from their parents or pastor.

## Behavior Code of Conduct

**Romans 13:12** *"...Let us therefore lay aside the deeds of darkness and put on the armor of light."*

While at Brighton, I will:

- be respectful of my teachers, other students, and church property.
- behave respectfully in my speech and actions and will comply with the dress code.
- not do anything illegal.
- not swear – my speech will be encouraging to others.
- only eat in designated areas and will clean up any mess I make.
- put forth an effort to complete my required assignment and tests.
- utilize computers and other technology appropriately and as directed by teachers and staff and the Internet Use Policy.
- use my cell phone **only** at lunch or between classes or with permission from a teacher or staff member. No earbuds or earphones allowed.
- be academically honest and refrain from cheating on assignments, quizzes, tests and projects.
- accept a grade of zero (0) if involved in cheating.
- attend class – 3 excused absences are allowed per semester. 4 or more absences will affect my grade.
- refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a Brighton-related activity. PDA includes any inappropriate physical contact such as kissing and holding hands. Brief side hugs, high fives, shaking hands are acceptable and encouraged.

I realize that failure to behave respectfully or meet academic requirements will lead to disciplinary action.

**Irrespective of the disciplinary action outlined below, violence or threat of violence against individuals or property will not be tolerated and may result in immediate and permanent expulsion at the discretion of the Administrator.**

### Disciplinary Action

**First Offense:** Teacher will speak with student.

**Second Offense:** Teacher will send student to speak with Administrator and the parent will be notified.

**Third Offense:** A parent/administrator/student meeting will be held to discuss repeated behavior.

**Fourth offense:** Student will be expelled from Brighton with no refund of tuition, books, or fees.

## Dress Code

**Psalm 93:1** *“The Lord reigns, He is clothed with majesty.”*

**Romans 12:1** *“Present your bodies a living and holy sacrifice acceptable to God, which is your spiritual service or worship. And do not be conformed to this world, but be transformed by the renewing of your mind.”*

We endeavor to honor God in our appearance as well as in our minds. The objective of having a dress code is so students come to class with a modest appearance, hopefully leading to godly behavior in the classroom. Minimal distraction from the outward appearance for all students is our goal. We also strive to decrease the emphasis put on outward appearance to lessen competition to buy expensive clothes or accessories. All students should practice good hygiene to allow for a pleasant learning environment.

If the dress code is not followed, a staff member will inform the student of the violation. In some cases, the student will be sent to see the administration and a parent will be called to bring dress code attire. The student will wait in the teachers’ office area until the parent arrives.

### **Girls:**

- T-shirts, collared shirts buttoned within two inches of collarbone, sweaters, and light-weight jackets. Shoulders covered attire (no sleeveless or tank tops). No midriff or torso showing (side slits or open back).
- Capris, slacks or jeans with no immodest holes (no holes higher than fingertip length). No shorts.
- Wear pants at appropriate level with no underwear or skin showing at mid-section.
- Skirts and dresses need to be modest (more than halfway to the knee) and worn with biker shorts underneath or have leggings (heavier type) underneath.
- Wear long shirt or skirt to cover leggings and yoga pants.

### **Boys:**

- T-shirts, collared shirts buttoned within two inches of collarbone, sweaters, light-weight jackets. Shoulders covered attire (no sleeveless or tank tops). No midriff or torso showing (side slits or open back).
- Slacks or jeans without immodest holes (no holes higher than fingertip length) or knee-length khaki uniform shorts allowed (No other shorts permitted).
- Wear pants at appropriate level with no underwear or skin showing at mid-section.
- Facial hair should be clean and groomed.

### **All Students**

- Hats may be worn inside the building, but permission within each classroom is at the discretion of the teacher.
- T-shirts with appropriate words or artwork, no political messages. Positive messages allowed.
- Undergarments should never be shown.

- Heavy outer coats are not to be worn in the classroom unless it is cold in the building.
- Tennis shoes, sandals, flip-flops, boots, any enclosed leather shoes are to be worn. No bare feet.
- All shirts should cover all mid-section when arms are raised or when bending over.

## **Internet Use Policy**

1. **Acceptable Use:** The primary purpose of Internet availability and related technologies is to support education by providing access to unique resources and an opportunity for collaborative work. Its use must be consistent with the educational objectives and consistent with the philosophy and educational and spiritual objectives of the program. Electronic communications to or from Brighton Academy should reflect the Christian principles and educational goals of the program. These policies apply to all use of the Internet at Brighton Academy whether the student is using their own laptop, smart phone, or any other device to access the Internet.
2. **Unacceptable Use:** Transmission of any material in violation of any state or national regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, unauthorized game playing, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, and bullying or harassment of any type. All users shall assume full liability, legal, financial, or otherwise for their actions.
3. **Privileges:** The use of the Internet and related technologies at Brighton Academy is a privilege, not a right. Inappropriate use will result in cancellation of Internet privileges, including the possession and use of personal electronic devices at Brighton. Brighton's supervising teachers and administration will have authority to deny, revoke or suspend access to users for deliberate misuse or inappropriate behavior. Brighton also reserves the right to examine data at any time.
4. **Netiquette:** Students are expected to abide by the generally accepted rules of computer etiquette. Users are expected to be courteous and use appropriate language. The use of obscenities, vulgarities, profanities or harassing statements is strictly forbidden on the Internet just as it is in all other situations at Brighton. Users should be careful to disclose only information pertinent to the topic they are researching. They should refrain from disclosing any personal information about themselves or others, such as their address, or phone number.
5. **Acknowledgements:** Students must accept the following rules for Internet use, and both parents and students must sign the Internet Use Acknowledgement Form to be able to use computers, the Internet, and related technologies at Brighton Academy.
  - I understand that I must have a signed policy on file before Internet privileges will be granted.

- I understand that I will not reveal my personal home address, phone number, or personal information about anyone else.
- I know that use of the Internet and computers is a privilege and not a right and I agree to follow the guidelines and rules established by Brighton Academy for its use.
- I will not share my user id or password with any other student.
- I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this to any staff member who requests it.
- I will use the Internet only when an adult is present to supervise.
- I will not enter a chat room, divulge personal information about others or myself, or play unauthorized “arcade-style” games online.
- If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.

### **Student**

I understand and shall abide by Brighton Academy’s Internet Use Policy. Should I commit any violation, my access privileges may be revoked, including my right to possess any personal devices that allow Internet access, and disciplinary and other appropriate action may be taken. I assume responsibility for my actions in accessing the Internet while at Brighton.

### **Parent/Guardian**

As a parent or guardian of this student, I have read Brighton Academy’s Internet Use Policy. I understand that access to the Internet while at Brighton Academy is designed for educational purposes, and that precautions have been taken to reduce student exposure to inappropriate material. I will not hold Brighton or any teacher, staff, or contractor of the organization responsible for any material acquired on the network. If I disapprove of any material this student receives on the Internet, I understand that my recourse is to withdraw my permission in writing. I hereby give my permission for the above student to be given access to the Internet.

***NOTE: Students without a signed Internet Use Policy Acknowledgement Form on file will not be able to use computers at Brighton Academy, even in a class in which they are enrolled.***



## General Information

### Accidents and Injuries

All accidents or injuries involving Brighton Academy students, teachers, or staff members should be reported to the Administrator immediately. Students are to find an adult in case of emergency. Students are not to call 911 without an adult present. Students should not be in a position where there is no adult supervision.

**ACT Code for Brighton: 172214**

### Athletics

Brighton Academy offers students various opportunities to participate in athletic activities through the Kansas City East Lions. The Athletic Director will provide students with the necessary eligibility forms and directions for how these should be completed and submitted to determine eligibility for athletics. Since Brighton partners with other athletic programs and does not offer any of our own, ***Brighton students are free to pursue any teams they choose with no restrictions. Brighton has been approved by the NCAA for students considering college athletics.***

### Attendance and Class Participation

Brighton offers students a non-traditional schedule designed to meet their educational goals and supplement homeschool instruction for students attending on a part-time basis. It is our philosophy that students should attend all class sessions and arrive promptly with essential materials and homework. During class, students should participate in all activities and discussions. Learning lost due to absences can never be adequately replaced by makeup assignments, as the opportunity for personal instruction has been lost. Please note that after three excused absences, grades in missed classes may be affected.

Brighton understands that students and families have busy schedules and many outside activities that also provide important educational opportunities and experiences. Please communicate with each teacher regarding makeup work in the event of an absence.

Parents should notify Brighton teachers via email or text for student will be absent or tardy. ***Please include the student's name and reason for absence.***

If a student absence is not reported, Brighton will attempt to notify the parent and verify the absence. Students may lose participation points for absences or early releases not excused or communicated in advance.

### Brighton Calendar

Brighton posts certain important dates on the Calendar page at <http://www.brightonkc.com>. The most current activities and calendar items will be shared via email in the Brighton Academy newsletters, or on Facebook and Instagram accounts.

### **Church and Brighton Property**

Brighton Academy and its host church provide students with classrooms equipment ranging from the physical space, chairs and tables to specific items such as overhead projectors, microscopes, white boards, etc. Students are expected to show reasonable care for the facilities and equipment and take precautions to prevent damage, breakage and theft. Any damage, breakage or theft related to facilities or equipment should be reported to an administrator immediately. In cases of intentional damage, breakage, vandalism or theft, students may be liable for damages and replacement costs.

### **Class Change/Add Policy**

Once a student has registered for a class, tuition is non-refundable as Brighton is under contract to pay the teacher for that student. If a student has registered for a course that is canceled because it does not meet the minimum number of required students or for any other reason the class is not offered, class fees will be refunded in full.

Students may add classes on a first come, first served based on the number of available seats in the requested class. If a class is added, full payment is due the first day of attendance.

### **Closing – Inclement Weather**

Brighton does not necessarily follow the public school closings for inclement weather since we do not have bus routes or students walking. Classes will only be canceled if driving is treacherous. Closing information will be available by 6:30 on the morning of cancellation. Please check:

- Brighton Academy's Facebook and Instagram
- Local TV stations (KCTV 5; KMBC 9; and KSHB 41)
- No announcements will be made when Brighton is to remain open.

Makeup days will only be scheduled if more than two (2) days of classes are missed due to closure. Classes will not be cancelled mid-day except in extreme circumstances. Parents will be notified and teachers will stay with their students until parents arrive to pick them up.

### **Course and Material Fees**

In addition to required textbooks, many classes require a course fee to cover the cost of materials and necessary supplies. These fees are due on the first day of class and can be paid by cash or checks made payable to the course instructor. Students who do not pay their course fees as scheduled will be considered delinquent on their account and will not be allowed to attend class until the course fee has been paid.

### **Delinquent Accounts**

If a family becomes delinquent on tuition payments, their student(s) will not be allowed to attend classes until all outstanding balances are paid in full. Additional fees will be assessed for payments returned due to insufficient funds.

## **Driving and Parking**

Students are allowed to drive to Brighton and park in the campus parking lot. Students are required to stay on campus for the duration of their classes. Students may not leave campus for lunch unless accompanied by a parent or legal guardian. Students on campus must be in class or enrolled in Study Hall. Students who have completed classes for the day must leave campus. Students who do not drive should remain in the building for their safety until their parent or guardian arrives to pick them up.

## **Dual Credit**

Brighton Academy currently partners with Central Christian College and Johnson County Community College for College/High School dual credit classes.

## **Graduation**

To qualify to participate in Brighton Academy's Senior Graduation, students must be enrolled in at least one (1) class for the entire academic year. There may be other requirements. All tuition, fees, and any other amounts due must be paid.

## **Health and Wellness**

Brighton encourages parents to consider others and keep students home when sick to avoid spreading illness. Please remind your students to practice good hygiene, including:

- frequent handwashing (also, hand sanitizer is generally available in each classroom)
- covering coughs and sneezes with a tissue or inside of elbow; and
- avoid touching eyes, nose, or mouth.

Related to COVID-19 and similar public health crises, Brighton will operate in person and as normally as possible while complying with the requirements of applicable government mandates.

*Note: students should not attend if anyone in the household is awaiting results from a COVID-19 test.*

## **Instructor Changes**

Brighton makes every attempt to provide families with the names and qualifications of course instructors prior to student enrollment in a class. There are times when instructor changes may be made at the discretion of the Administrator.

## **Lost and Found**

Items left behind will be placed in a lost and found bin outside of the teacher workroom. At the end of each month, all items remaining in Lost and Found will be donated.

## **Lunch**

Brighton does not have open campus for lunch. Students must remain onsite and are not allowed to leave unless accompanied by their parent or guardian. Only students with classes before and after the lunch period may attend lunch. This is a great time to build and enjoy friendships, but lunch privileges may be limited or removed if student behavior is not appropriate. Lunches should be brought from home. Snacks may be made available for purchase.

## **Medication**

Consent for Medical Treatment and General Information forms must be on file for all students. These forms inform teachers and staff about student medications and allergies, among other things. Students who are required to bring medication to Brighton to treat acute or chronic medical conditions are responsible for storing the medication and taking it as directed. At no time should a student share his or her medication with any other individual. Additionally, students with forms allowing the use of Ibuprofen or Acetaminophen will be provided with these medications on an as-needed basis according to the dosage prescribed on the form. If there are questions about the use of a specific medication, a parent will be contacted prior to the providing the medication.

## **Minimum Enrollment**

The minimum number of students enrolled in each class is eight (8). Classes that do not meet the minimum number of enrolled students may be canceled at Brighton Academy's discretion.

## **MySchoolWorx Online Parent/Student/Teacher Portal**

Brighton provides parents online access to their student's teacher, grades, assignments, events and more with MySchoolWorx. To log into MySchoolWorx, parents must first provide an active email address. Parents will then receive an invitation via email to create their own log in credentials, and will be able to securely access MySchoolWorx from any computer, smartphone or tablet. MySchoolWorx provides parents help and support at <http://support.myschoolworx.com/>. A MySchoolWorx smartphone app is also available on your preferred app store.

## **Parent Communication**

Students are most successful when they maintain open communication with parents and teachers regarding student progress and classroom behavior. Open communication between students, parents and teachers can best be achieved by directing class-specific questions and concerns to individual classroom teachers first. This can be done via telephone, email, text message, written note or via our MySchoolWorx online portal. Teachers, and staff will respond within 24 hours of receipt if possible.

The Administrator is always available to assist families with handling difficult student/teacher situations and student/student situations where necessary.

To best serve Brighton families, teachers will provide age-appropriate information to parents using a variety of mediums that may include:

1. Information related to specific student performance in class as well as any issues (e.g., missing homework, poor grades, behavior issues, etc.).
2. Progress reports in the form of grades posted to Brighton's MySchoolWorx online portal.
3. Any correspondence or items to be given to teachers may be placed in the teacher "Mailbox." The Mailbox is a file with the teacher's name on it located inside a black file box at the front entry.

**Payment**

Student enrollment will not be complete until full payment is made for the classes in which the student is registered unless other arrangements have been made with the Administrator.

**Personal Property**

Brighton does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, students are advised not to carry unnecessary amounts of cash or other valuables. Students are expected to safeguard their own property.

**Phones**

Teachers will designate a place for students to put mobile phones in each classroom. Students may not have phones during classes. Phones should be put in the designated place upon entry and can be retrieved when class is dismissed.

**Private Instrumental and Vocal Music Lessons**

Teachers may be available for private instrumental and vocal music lessons. Arrangements should be made between parents and teacher and payments made directly to teacher.

*Only Brighton students may participate in competitions under the Brighton Academy name.*

**Safety**

In the event of a fire or weather emergency, teachers and staff are responsible for the assisting all classroom students in safe building evacuation or in executing tornado safety procedures. It is the responsibility of the student to follow all directions given by adults in emergency situations. Students are to contact an adult if there is a safety issue on the premises. Exterior doors are to remain locked and everyone is to enter and exit through the main doors of the host church. Guardian Passes are required for parent or guardian entry.

**Supervision**

Students are required to be supervised by a teacher or staff member while they are at Brighton Academy. Students are to stay in Brighton-designated areas of the church building.

The expectation during days when student is not at Brighton is that a parent or guardian is supervising student to ensure sufficient time is being spent on assigned work, that work is getting completed, and student is appropriately supported. This is part of the parent/guardian commitment.

**Teaching Assistants**

Teaching Assistants (TA) may be interviewed to serve both the teachers and administration. If the student is scheduled to be in Study Hall, they will still pay for Study Hall. If they are chosen and would like to serve they will gain  $\frac{1}{4}$  credit per semester for TA as an elective credit as well as training on being an assistant.

**Transcripts**

Transcripts for Brighton classes will be available to all students at the conclusion of each academic year. Parents should contact the Registrar to obtain a transcript. The Registrar also provides transcript preparation services to include non-Brighton classes. Transcript preparation service arrangements should be made between Registrar and parents and payments made directly to Registrar.

**Tutoring**

Teachers may be available for tutoring. Tutoring arrangements should be made between parents and teacher and payments made directly to teacher.