



**Lower School Handbook  
2009 – 2010**

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### **Brentwood School Mission Statement**

Brentwood School is committed to providing a challenging and college-preparatory education while preparing its students emotionally, culturally, physically, and spiritually to be well-rounded citizens able to lead productive lives in a global society. The school strives to foster excellence in scholarship, leadership, and character in a safe and diverse environment where honesty, discipline, and awareness for others guide daily life.



### **Brentwood School Notice of Nondiscriminatory Policy as to Students**

Brentwood School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.



## *Brentwood Alma Mater*

*Hail to the Gold and Blue  
Hail to old tradition  
Building on faith and truth,  
For a future strong*

*Born from dreams of men who dared  
Given strength by those who cared.  
Brentwood, we honor thee,  
As we sing thy praise.*

*As we go from these halls  
With our hopes before us,  
Alma Mater, we'll recall,  
All your standards high.*

*Born from dreams of men who dared,  
Given strength by those who cared,  
Brentwood, we honor thee,  
As we sing thy praise.*

### **General Information**

Brentwood is a member of the Georgia Independent School Association (GISA) and a member of the Southern Association of Independent Schools (SAIS). A 15-member Board of Directors governs the school. Brentwood is accredited by the Georgia Accrediting Commission, Inc. (GAC), the Southern Association of Independent Schools (SAIS), and the Southern Association of Colleges and Schools (SACS).



### **School Office**

The school office is open from 7:30 a.m. until 4:00 p.m. Monday through Friday during the school year. Brentwood's phone number is 478-552-5136. The fax number is 478-552-2947. Brentwood's mailing address is P.O. Box 955, Sandersville, GA 31082. The school's physical address is 725 Linton Road, Sandersville, GA 31082. Brentwood's website is [www.brentwoodschool.org](http://www.brentwoodschool.org). Faculty and staff members' e-mail addresses follow this format: `firstname.lastname@brentwoodschool.org`.

Payments can be mailed or delivered to the school office. Indicate the purpose of the payment on the check (tuition, daycare, lunch, bus, piano, trips, etc.). Tuition is due on the first day of the month.

Students may use the office phone for emergencies. Proper phone etiquette should be used at all times. Phone calls are limited to 2 minutes.



### **School Hours**

Teachers are in their classrooms at 8:00 each day. School officially begins at 8:15 a.m. and ends at 3:15 p.m. Students should arrive between 7:45 a.m. and 8:10 a.m. The Lower School Building opens at 7:30 a.m. If your child arrives at school after 8:15 a.m., he or she is tardy, and you should sign him or her in at the school office. Please try to make arriving at school on time a priority since tardiness begins the day in a stressful manner.



### **Illness Policy**

To decrease the spread of illness among students at school, a student should not return to school until he or she is:

- Fever free for 24 hours and is behaving normally.
- On an antibiotic for 24 hours if being treated for strep throat, conjunctivitis (pink eye), or any other illness which is deemed contagious.
- Free of vomiting and diarrhea for at least 12 hours.
- Free of excessive coughing and/or sneezing.

While at school, if a student has a temperature greater than 100.0 or complains of nausea, vomiting, diarrhea, headache, stomachache or sore throat, the parent/guardian will be called for immediate pick-up.



### **Absences**

With the exception of illness, children should be in school every day. **Any contemplated absence for reasons other than illness should be discussed with the child's homeroom teacher and permission should be requested from the Head of School.**

Students who are absent for 15 days or more may be ineligible for promotion. Academic work missed as a result of absence will be the student's responsibility to complete and turn in to the teacher for credit.

**Students who are absent during the school day should not return to the campus to attend any afternoon or evening function.** Students who are at school until noon may be counted present.



### **Early Dismissal**

A parent may occasionally need to pick a child up early for a medical appointment. The parent should send a note to school with the child. The parent must sign him or her out in the office. The office will call the child's class so the teacher can dismiss him or her. However, parents are urged to make every effort to have students be present for the full day of each school day. Avoid checking your student out early or bringing your student to school late.



### **After School Care**

After school care is available from 3:30 p.m. until 6:00 p.m. Forms must be completed for each student using after school care services. Snacks, homework, and inside or outside play are components of the program. The cost for after school care is \$3.00 per hour or any fraction of an hour. Students who are not picked up by 6:00 p.m. will incur additional charges. Please see the Daycare Policies and Procedures for more details. The Brentwood After School Care phone number is 552-0040 and is available only after 4:00 p.m.



### **Carpool/Pick-up**

Students in Pre-Kindergarten and Kindergarten should be dropped off and picked up under the breezeway of the Preschool Building. All students are to remain inside the Preschool Building until released for pick up.

All students in grades 1-3 should be **dropped off** at the north entrance turn-around.

Students in grades 1-3 and other students who ride with students in grades 1-3 should be **picked up** at the north entrance turn-around (outside lane). Single riders should be **picked up** at the north entrance turn-around (inside lane).

Students in grades 4-6 should be dropped off and picked up at the south end of the Lower School Building. No student should be dropped off at the main office door.

For safety reasons, no student should leave the supervised pick-up area. Parents must stay in the pick up line. All students not picked up by 3:40 p.m. will be sent to daycare.

Campus speed limit is 10 mph. Please observe all traffic signs.



### **Parking**

Visitors to the school should park in front of the school in the designated visitors' parking spaces.



### **Bus Transportation**

Bus service is available for a fee. Please contact the school office for current prices.

### **Rules and Regulations for Students Riding a School Bus**

1. The bus driver is in full charge of the bus and passengers at all times.
2. Students should not move about while the bus is in motion unless directed by the driver.
3. Students shall not conduct unnecessary conversation with the bus driver or distract his/her attention in any way. This type of conduct jeopardizes the safety of every student.
4. Students share the responsibility for keeping the bus clean. Students should pick up any trash and help keep the upholstery and interior as clean as possible.
5. School bus windows are not to be lowered more than halfway. Students shall not have their arms or heads out of the windows.
6. When loading or unloading, students shall pass in front of the bus if it is necessary for them to cross the road. Students should look both ways before crossing the road.
7. The use of profane, abusive language on the bus is prohibited. Any student breaking this rule may not be allowed to ride the bus.

8. Damage to the bus should be reported to the driver immediately. Damage caused by the students shall become the responsibility of the student and his parents. Students are subject to suspension for their offense.
9. Students shall not operate the bus door.
10. While waiting for buses and before boarding the bus, students shall remain off the road until the bus comes to a complete stop.
11. Any extreme behavior problem on the bus shall be reported and handled by the Head of School if the driver deems necessary.



### **Visiting the School**

Brentwood always welcomes parents and visitors. **All visitors should report first to the school office.** Visits should be scheduled in the office, preferably a day in advance. If it is necessary to contact a teacher or child, one should go through the school office. A child is not to leave or be taken from the school during the school day without being cleared through the office.



### **Parent Conferences**

Parents are encouraged to contact their child's teacher whenever they feel the need. Conferences are most effective when the teacher and the parent have time to sit and discuss the issue without other children present. Please try to schedule conferences through the school secretary. E-mail is often an excellent way to communicate with teachers; however, teachers usually only check e-mail before and after the regular school day.



### **Progress Reports, Report Cards, and Grades**

The school year is divided into four grading periods. Report cards are sent home every nine weeks. Progress reports are sent home halfway through the grading periods. Dates for progress reports and report cards are listed on the school calendar.

Students in 1<sup>st</sup> grade receive letter grades for the first semester and numerical grades for the second semester. Students in 2<sup>nd</sup> – 6<sup>th</sup> grades receive numerical grades. Students in grades 5 and 6 take nine weeks exams; in fifth grade, the nine weeks test counts as one test grade, and in sixth grade, the nine weeks test counts as 20% of the quarter's grade.

A	90-100
B	80-89
C	70-79
Failure	Below 70

### **Standardized Testing**

The Stanford Achievement Test is given in 2<sup>nd</sup> through 8<sup>th</sup> grades. The PSAT test is given in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades.



### **School Counselor**

A guidance counselor works in conjunction with the faculty and parents to provide counseling services. A function of the guidance program is to assist students who have persistent problems such as academic failure, stress, lack of friends, and personal problems. The progress of the student is studied through continuous follow-up, and changes are made when necessary through consultation and agreement among teachers, counselor, parents, and the Head of School.



### **Deliveries**

Balloons, flowers, and lunches are not to be delivered to the school or school office.



### **Birthday Celebrations**

Parents who wish to send food to school to celebrate a student's birthday should contact the teacher about the best time for the food and may choose to send either cupcakes for each member of the grade or money for ice cream for each member of the grade. No "goody bags" may be sent to school.



### **Party Invitations**

Party invitations should not be sent to the school unless every child receives one or unless all boys or all girls receive one. Invitations should be mailed from home if everyone is not included.

When a sleepover is planned, suitcases and sleeping bags should not be brought to school.



### **Discipline and Code of Conduct**

The primary purpose of rules in the elementary school is to insure that every student has the opportunity to take advantage of the educational program of this school. Anything detracting from a favorable learning environment lessens that opportunity. The student will learn that his/her actions have consequences for which he or she bears sole responsibility. Maintaining discipline is a family matter; administration, faculty, student body, and parents must set the tone and uphold the standards of student conduct.

CD players, iPods, video games, cameras, or any other electronic or communication devices such as cell phones may not be visible during the school day and must be turned to the OFF setting. Random checks will be made by teachers. Any electronic or communication device found turned on or in use during school hours will be confiscated and sent to the Head of School. Parents will be contacted.



### **Bullying**

Brentwood School will not tolerate bullying of any sort. True bullying is repeated exposure over time to negative actions. Conflict is an inevitable part of growing up and something all young people have to learn to handle, but bullying is when one person repeatedly uses power in a way that purposely hurts another individual. It can occur in many forms, including physical, verbal, social, psychological, and technological through the Internet. Any form of bullying at Brentwood will be dealt with immediately.



### **Dress Code**

Students in grades 1 through 6 are expected to be tastefully dressed at all times. Students in grades 4-6 will not be allowed to wear midriff tops, halter tops, tank tops or **short** shorts. **Shorts should be at or near the knee.** Parents will be called by the teacher if she feels a child is dressed inappropriately. T-shirts imprinted with distasteful wording or logos are not allowed. For safety purposes, shoes should be appropriate for running and playing. **Shoes with backs or straps to hold them in place are encouraged, and flip flops are STRONGLY discouraged.** Parents should keep in mind appropriate clothing for PE days.

For some assemblies, dress-up clothes will be required.

All lost clothing is turned in to the office. Please check lost and found if an item is missing. Labeling your child's clothing will help with this problem.



### **Conflict Resolution**

#### ***Suggestions for helping students handle their concerns about school***

If a student and /or parent has a concern or complaint regarding a specific teacher, it is essential that communication begin with the teacher. When a student brings a complaint home, take the time to advise him as to how to approach the teacher to begin the resolution of this conflict. Although sometimes difficult, the approach will provide an important learning opportunity. Conflict resolution is a skill that needs development and training just as self-discipline, attention to detail, self-control, and so many other personality characteristics. (With younger students, or if a major conflict or problem exists, it is appropriate to accompany the student when meeting with the teacher.)

As a school we believe all conflicts should be resolved at the lowest level possible. An administrator's first question when approached with a conflict concerning a staff member will normally be to ask what discussions concerning the conflict have already taken place. If the above process has not been initiated, parent and student will be encouraged to approach the teacher with the problem. If resolution does not occur, the student and/or parent should approach the Head of School.

At all stages, it is the hope of the faculty, administration, and board of trustees that the entire process be undertaken in a spirit of reconciliation. All involved are expected to treat the complaint with confidentiality and to involve only those who are a part of the process.



### **Immunization**

Georgia Law requires a Certificate of Immunization (Form 3231) and a Certificate of Ear, Eye, and Dental Examination (Form 3300) for all students in all grades. Major changes in immunization requirements include:

**Effective July 1st, 2007, all children entering kindergarten, sixth grade, or new entrants** (children of any age entering Georgia schools for the first time or returning to Georgia schools after being out of our system for a year) **will need:**

- **2 Doses of MMR or 2 doses of Measles vaccine,**
- **2 doses of Mumps vaccine and**
- **1 dose of Rubella vaccine, or year for serology.**

**AND**

- **2 doses of varicella (Chicken pox vaccine) or have a year for history of the disease, diagnosis, or serology.**

**You must check for these vaccines, even if the certificate is marked complete.** If the certificate is marked complete and the child **does not have** these vaccines, **or** serology for measles, mumps, rubella and varicella **or** a history or diagnosis of chickenpox disease, he/she must return to his primary care provider or public health center to receive the vaccines and a new certificate.



### **Medication**

Medicine is usually administered by the school receptionist or administrative assistant after consultation with parents or a note from home. If medication is to be administered, please communicate with the student's teacher. Any medication should be sent to the office and should include the student's name, medication name, and dosage (including the last dose). Medication must be kept in the front office.

### Health Information

Please notify the teacher if your child has a health problem, such as allergies, which would prohibit him or her from participating in school-related activities.



### Trip Permission

All field trips require an authorization clause and a medical release form for each student participating.



### BRENTWOOD ELIGIBILITY REQUIREMENTS for Grades 6-12

A student's eligibility to represent his or her school, unless otherwise noted, in interscholastic contests is determined by the following:

- A. Students in grades 6-12 who participate on a team (athletic, literary, robotic, etc.) must meet **all Brentwood and GISA eligibility requirements** including but not limited to the following:
  1. A regular student taking five or more full units of work.
  2. A student who is not a migrant student of less than one calendar year standing. Any student who changes school after entering the 9<sup>th</sup> grade is migrant. A student whose parents have moved their place of residence, so that they are located nearer to the school to which they are transferring than they were to the school previously, is eligible immediately. The eligibility remains in effect for as long as the student and his and her parents maintain residence up to 90 regular school days. He or she is eligible after 90 regular school days even though the parents might have moved away from this place or residence. Students entering the eighth grade for the first time are eligible.
  3. A student who has passed at least five full academic courses the **semester** immediately preceding participation, four of which must be core academic courses.
  4. A student whose department satisfies the requirements of the school authorities.
  5. A student who has not attained his or her 19<sup>th</sup> birthday, prior to May 1, preceding the school year of participation.
  6. A student who is listed on a properly certified eligibility list.
- B. Brentwood students in grades 6-12 may not participate in more than two (2) sports in the same season.
- C. Grades will be evaluated at the end of each nine weeks, and students may be declared ineligible at the discretion of the school administration.
- D. A student who becomes ineligible during a season will turn in the school uniform, will not attend any practices, and will relinquish his right to any and all awards.
- E. **In order to participate in a competitive event**, students must be present the full day of (5 class periods) and the full day following (5 class periods) the competitive event (athletics, robotics, literary, etc.). A student may be excused for up to but no more than 2 class periods **if** he/she has a written doctor's or dentist's excuse. Failure to comply will result in the student's

being barred from play in the next competition. **A doctor's note is required to be excused the day after a competition.**

**Students in K-5 must be present the day of a competitive event in order to participate.**



### **Annual Parents' Meeting**

The Annual Parents' Meeting is held the second Tuesday in June. The agenda for the meeting includes the school operation report, financial report, and election of new Directors of the Board.



### **Open House**

A Back-to-School Open House is held in August. Homeroom rolls are posted at this time for grades Pre-K through 12.

Registration and Open House are held in February. The Brentwood family is encouraged to invite prospects to this Open House. Much student work is on display, and children can give their parents and friends a tour.



### **Registration**

Re-enrollment for current families is held each February. It is very important that parents realize the importance of registering their children at this time. Brentwood needs to know enrollment information to be able to offer teacher contracts and plan for the following year. A \$100 registration fee will be required following the two-week current family re-enrollment period.

A student must be registered with a signed contract in order to participate in all activities after February related to the next school year. These activities include but are not limited to sports tryouts, sports spring practices, etc.



### **Sexual Harassment Policy**

It is the policy of Brentwood School to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student through conduct or communications of a sexual nature. It shall be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate correction of disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantial charge against an employee shall subject such person to disciplinary action, including discharge.

Students may report allegations of sexual harassment directly to the Head of School, Guidance Counselor, Athletic Director, or the Chairman of the Board.



### **School Pictures**

Individual school pictures for Pre-K through 11th grades are made in August or September. Class group pictures are made later in the year.



### **School Annual**

The Brentwood yearbook, *Aquila*, is included in the tuition for each student. The yearbooks are distributed in May and contain individual pictures of each student in the school, as well as candid photos. Additional annuals may be ordered.



### **Pep Club Passes**

All Brentwood Students receive an “invisible” Pep Club Pass that allows free admission to all regular season home sporting events. The fee for this pass is included in the tuition. Brentwood students should let the money collectors at the gate know they are Brentwood students.



### **Food Service**

Food service is available at the school. Students may purchase lunch at school or bring their own lunch from home. **Students may not receive any other food delivered during the day.** If a student forgets his lunch, the student may charge a lunch. No glass containers or carbonated drinks are allowed. If parents wish to join their child for lunch at school, they should eat from the school menu. Please do not bring lunch from restaurants.

Students in 1<sup>st</sup>–3<sup>rd</sup> grades are served lunch in the school cafeteria between 11:45 a.m. and 12:15 p.m. A monthly menu is sent home. Lunches cost \$1.50 per day. Students may bring their own drinks from home or purchase one from the school for 50 cents. Drink choices include white milk, chocolate milk, or a bottle of water. A morning and afternoon snack break are held.

Students in 4<sup>th</sup> through 6<sup>th</sup> grades are served lunch in the school cafeteria between 12:15 p.m. and 12:45 p.m. A monthly menu is sent home. 6<sup>th</sup> graders receive the privilege of purchasing additional lunch choices. Students may purchase a cup of

ice for 5 cents; juice, Powerade, or bottled water from the machine for \$1; white milk, chocolate milk, or ice cream for 50 cents.

Students in daycare may **not** bring their own snacks and/or drinks to the after-school program.



### **Art**

The Art Department at Brentwood has guided the development of many talented art students who have been rewarded by winning awards in state competitions.

All students in grades 1-6 have art instruction during the year. Facilities include a large art room, a complete dark room, and an outdoor kiln.



### **Fine Arts**

The Fine Arts Department is a vital part of the curriculum for grades K-6. Students have the opportunity to participate in music, art, and fine arts dance.



### **Physical Education and Sports**

A physical education program in elementary grades supplements supervised free playtime and begins students' awareness of the value of team play and personal fitness.

In addition to physical education classes, Brentwood offers the following sports for elementary students:

- Football - 3<sup>rd</sup> through 6<sup>th</sup> grade boys
- Softball - 6<sup>th</sup> grade girls
- Cross Country - 6<sup>th</sup> grade boys and girls
- Cheerleading - 6<sup>th</sup> grade girls
- Soccer – 6<sup>th</sup> grade girls and boys
- Dance – Pre-K through 6<sup>th</sup> grade girls
- Basketball – 2<sup>nd</sup> through 6<sup>th</sup> grade boys and girls
- Track - 6<sup>th</sup> grade boys and girls

**For your children's safety, please do not allow your children to play on the track or behind the bleachers during football games. During all sporting events, students should be seated and watching the game, and they are your responsibility.**

A concession stand is provided at all home varsity football games, B-team football games, and varsity and B-team basketball games. Each grade is assigned at least one home ball game for parents to volunteer to work in the concession stand. The room parents coordinate these volunteers. Please be willing to help when you are called.

## 4-H

Brentwood 5<sup>th</sup> and 6<sup>th</sup> graders participate in the 4-H program. Once a month, an extension agent schedules a visit with those classes; those meetings may be held after school. The students are also invited to participate in District Competition.



## Technology Use Policy

Brentwood School provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a **privilege** to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the school expects such access to be in accordance with and same is subject to the school's policies, administrative regulations and student responsibilities that you are about to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken.

As a technology user I agree to the following:

- 1) The purpose of my technology use at Brentwood School is for **educational purposes** related to the school's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.
- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
  - a. Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school, or
  - b. Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
  - c. Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
  - d. Is illegal;
  - e. Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, or material or the sort described in this subparagraph and/or of the sort described in either subparagraph a, b, c, or d above.
- 3) I will not use the technology resources of the school for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications or systems which have been restricted by the administration of the school.

- 5) I will not use any of the technology systems to violate any laws, school policies, or rules in the student handbook or building rules where the technology systems are housed or accessed.
- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distributing of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.
- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the internet, even if I meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged onto.
- 10) I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to Brentwood School and its users or use any school system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing a school system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the school's Internet filtering software. I will abide by the policies and guidelines of the school which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the school has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the school's technology resources and to report misuse to the Head of School and his/her designee and/or the appropriate authority or authorities.
- 15) I release Brentwood School, its sponsors, staff, administration and Board of Directors and all organizations, groups and agencies with which Brentwood School is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the school's technology resources or the school's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in affect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other school codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.



*Please sign and return this page to your child's homeroom teacher.*

## **Student Handbook Form**

We have read the *Brentwood Student Handbook* for grades 1-6 and agree to abide by the policies set forth therein.

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Date

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Student Signature

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Date

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Parent Signature