



Upper School Handbook
2009 – 2010

Table of Contents

Brentwood Mission	3
Nondiscriminatory Policy.....	3
Brentwood Alma Mater.....	3
General Information	4
School Office	4
School Hours.....	4
Visiting the School.....	4
Attendance.....	4
Carpool/Pickup.....	6
Automobiles	6
Bus Transportation	6
Rules for Riding Bus.....	7
Deliveries	7
School Trips	7
Assemblies	8
School Pictures.....	8
School Yearbook.....	8
Use of Facilities.....	8
School Telephone and Student Cell Phones	8
Assessments	
Standardized Testing	8
Testing	9
Grades	9
Promotion Requirements.....	9
Graduation Requirements.....	9
Community Service Requirements.....	10
School Counselor	10
Parent Conferences.....	10
Conflict Resolution	11
Policies	
Locker Policy	11
Library Policy.....	11
Technology Use Policy	12
Medication	13
Lunchroom/ Break.....	13
Sexual Harassment	14
Code of Conduct and Discipline.....	14
Dress Code	17
Honor Code	18
Signing the Pledge.....	20
Honor Council.....	21
Eligibility	
Re-enrollment.....	21
Interscholastic	21
Clubs	22
Student Recognitions & Honors.....	23
Varsity Letters.....	23
Student Handbook Form	25

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. 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

The school day officially begins at 8:15 a.m. and ends at 3:22 p.m. Students should arrive between 7:45 a.m. and 8:10 a.m. Arriving on time should be a priority for each student.



VISITING THE SCHOOL

Parents and friends of the school are asked to make appointments through the school office during the school day if they wish to visit classrooms. If it is necessary to contact a teacher or student, one should go through the school office. A student is not to leave or be taken from the school during the school day without signing out in the office. Students are not to have visitors on campus during break, lunchtime, before school, or after school.



ATTENDANCE

Every homeroom teacher and classroom teacher must maintain attendance rolls. Any deviation from attendance policies requires approval from the Head of School.

1. Tardiness

- a) Seventh and eighth grade students who are at school when the 8:00 a.m. bell rings must report immediately to their homerooms with their teachers.
- b) Students who are not in homeroom when the 8:15 bell rings are considered tardy and must sign in with their homeroom teacher.
- c) Students arriving after homeroom (8:25) must sign in with the office.
- d) Upon the third tardy (and subsequent tardies) in a grading period, a student in grades 7-12 will be assigned to detention.
- e) To be counted present, a student must be at school by the beginning of third period. A full day, for attendance purposes, is 5 class periods.

2. Absences

- a) Absences with parental permission for such reasons as illness, doctor's appointments, deaths in the immediate family, etc. are excused.
- b) Juniors and seniors may be excused to visit college campuses. A **request** should be submitted **in advance** to the Head of School or the counselor.
- c) If parents are aware of the need for an absence in advance, they should **make the request** to the Head of School **in writing before the absence**. If the absence is for a family vacation, please reconsider. Making up work is never as beneficial as being in class. The student's grade usually suffers as a result of these absences. Refrain from requesting to be excused on a day before holidays or on testing days.
- d) Upon a student's return following an absence, he/she must bring a note from home stating the reason for the absence. Failure to bring this note **on the day of return** will result in detention until the note is brought. This note should be taken to the homeroom teacher first and then to the teacher of each class missed.
- e) Absences without parental permission will be handled on an individual basis by the Head of School.
- f) Makeup work should be completed on the day of return if possible, but at least **within 3 school days** after the student returns to school. Makeup work should be completed **prior to** nine weeks' tests and/or semester exams.
- g) Late work policy. Assignments or projects will be given full credit only if turned in on the prescribed due date. A 10 point penalty will be imposed for each day late. Major assignments or projects (with one or more weeks' preparation time) are due on the prescribed due date whether or not the student attends school that day. A 10 point penalty will be imposed for each day late.
- h) 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.**
- i) Students in grades 7-12 may not be absent from a class more than 15 days total. Any student who exceeds the maximum number of allowed absences will report to school on the first day of post-planning for as

many days as he/she exceeded the maximum number of allowed absences. The student will complete work submitted by all subject area teachers. Report cards, transcripts, and diplomas will be withheld until the attendance requirement is fulfilled and assignments are satisfactorily completed.

- i. Extended absences resulting from extreme situations will be handled on an individual basis by the Head of School.
 - ii. Students who are involved in school-sponsored events during class time or who are off campus for school-sponsored events will not be considered absent from school.
- j) No student will leave school without permission from parents and the Head of School or designated administrator.
- k) Students who are absent from any class for any reason are responsible for all material covered.



CARPOOL/PICKUP

7-12 grade students who ride with students in grades 1-3 should be **picked up** at the Lower School north entrance turn around (outside lane).

Other students in grades 7-12 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 or at the gym.

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



AUTOMOBILIES

Driving a car on campus is a privilege for eligible students, not a right. In order to ensure the safety of other students, those who drive to school must exercise extreme caution on the school grounds and on the approaches to the school. There is a 10-mile-per-hour speed limit on campus at all times. Drivers must comply with school traffic patterns.

Students who drive to school must park their cars on arrival and vacate cars immediately. Students must not return to any car until it is time to leave unless permission is given from the Head of School or the Athletic Director.

A student who abuses the driving rules on campus may lose this privilege.



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.



DELIVERIES

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



SCHOOL TRIPS

School insurance covers students traveling to school or school events only in vehicles owned by the school. Students traveling to school events in vehicles rented by the school are covered by insurance carried by the owner of the vehicle.

Students traveling to participate in school events must use the school's designated mode of transportation. The only exception is that the students may, on occasion, return from events with their parents. Parents must personally contact school officials in charge of the event. Class trips, athletic or literary team trips, or any other trip organized under the direction of the Brentwood Board of Directors is considered a school trip. School rules apply on school trips.

ASSEMBLIES

Brentwood students are traditionally known by their deportment and have impressed countless visitors to our campus in a positive way. Seniors should lead other classes to and from upper school assembly programs. All **classes should sit as homerooms, accompanied by their teachers**. Designated seating areas should be observed. For some assemblies, girls are required to wear dresses or skirts, and boys are required to wear shirts and ties.



SCHOOL PICTURES

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



SCHOOL YEARBOOK

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.



USE OF FACILITIES

Any use of school facilities other than assigned usage must be cleared with the Head of the School. In like manner, any borrowing of school equipment must be authorized and signed for in the school office.



SCHOOL TELEPHONE AND STUDENT CELL PHONES

Students may use the school phone with permission. If an **emergency** telephone call has to be made, a teacher must either make the call for the student or give the student permission to make the call.

Cell phones may not be turned on, may not used, and may not be visible from the time a student enters the school campus in the morning until she/he leaves the campus that afternoon unless special permission is granted by a teacher or the Head of School. (See *Code of Conduct* for more details.)



STANDARDIZED TESTING

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

TESTING

Nine weeks tests cover the first and third quarter's work and count as 20% of the quarter's grade. Semester tests are given in grades 7 – 12. First semester tests cover the 1st and 2nd quarters' work and count 20% of the semester average. Second semester tests cover the 3rd and 4th quarters' work and count 20% of the second semester's average. No exemptions from semester exams are allowed except for the second semester senior exams; a yearly average of 90 or above is required for exemption at that level.



GRADES

Report cards will be sent to parents after each quarter. Progress reports will be sent at mid-quarter and at any other time a teacher deems necessary. If a student's fees are not up-to-date, report cards will be withheld until arrangements have been made concerning the unpaid balance.

Grading Scale for Grades 7 – 12

A	100 – 90
B	89 – 80
C	79 – 70
F	below 70 is failing

Note: Numerical averages for academic classes are recorded on the report card and on the permanent record.

Letter grades will be used for physical education.



PROMOTION REQUIREMENTS

1. Grades 7 - 12

A student in grades 7 or 8 who fails two academic subjects may not be promoted unless standardized tests, teacher evaluations, and /or student's age indicate that repeating a grade would not help his educational achievement as determined by the Head of School. Eighth graders enrolled in high school courses must make up failed high school courses within one school year.

2. High School Classification – grades 9 -12

Class Units Required (Unless other arrangements made with Head of School)

Freshman	under 4 ½ units
Sophomore	4 ½ to under 10 ½ units
Junior	10 ½ to under 16 ½ units
Senior	16 ½ or more units



GRADUATION REQUIREMENTS

Brentwood graduation requirements are designed to meet entrance requirements for admission to the University System of Georgia institutions and to private and out-of-state institutions of comparable excellence as well as for the HOPE scholarship requirements. These requirements are minimal.

6	English
4	History/Social Sciences
4	Math
5	Science
2	Foreign Language
4	Electives
<u>1.5</u>	<u>Physical Education</u>
26.5	Total



COMMUNITY SERVICE REQUIREMENTS

A Brentwood student believes in the mission of the school, and a part of that mission is to help students develop an awareness of the needs of others. The community service requirement helps to ensure that each Brentwood high school student gives back to the community and helps to make the world a better place for all. **Students in grades 9-12 must perform a minimum of 10 hours of community service each year of their high school careers in order to be promoted to the next grade.**

Students may perform community service during the summer before each grade, during the school year, and through the first week of June after each grade. By the end of the first week of June after each grade, each student must have completed 10 hours in order to be promoted to the next grade. Students may use the fall Community Service Day” hours as part of the required 10 hours; however, no more than five hours may be used from one project.

Brentwood will provide lists of ideas and contacts for students to consider as well as a complete explanation of the requirement and the appropriate forms to be signed by an adult at the place of service. Students are encouraged to generate their own ideas but do need to have school approval for the hours before they are performed.



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.



PARENT CONFERENCES

Parents are encouraged to contact their child’s teacher whenever they feel the need. Please schedule conferences through the school receptionist. E-mail is sometimes and effective way to communicate with teachers; however, teachers

check e-mail only before and after the regular school day. Grades and other personal information should be communicated in person or by phone.



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.

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, the parent and student will be encouraged to approach the teacher with the problem. If resolution does not occur, the student and/or parent should then 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 should involve only those who are part of the process.. Only those who have a true need to know should be made aware of any complaint or inquiry filed by a student or parent.



LOCKER POLICY

Lockers are furnished to protect the property of each student. Lockers should not be defaced. **NO TAPE MAY BE USED.** No liquids may be placed in lockers. Lockers are subject to inspection by teachers and /or administration at any time. Students should not open or disrupt the content of lockers assigned to others. Only signs approved by teachers or administrators may be attached to the outside of lockers.



LIBRARY POLICY

Students should strive to return library material on or before the date due.

Fines for overdue library materials will be charged at the rate of 25 cents per item per school day for the grades 7-12. Fines should be paid during break.

Replacement prices will be charged for any lost or destroyed library material.

All library material taken from the library must be checked out appropriately. Taking unauthorized material from the library constitutes theft and will be dealt with accordingly.



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 subject to the school's policies, administrative regulations and student responsibilities that are assumed when engaging in privileged access. If a student violates any of the provisions, his 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 does the following:
 - a. Causes, or is reasonably expected to cause, material and substantial disruption to or material and substantial interference 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, lewd, 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, including 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 on to which another user is logged.
 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.



MEDICATION

Medication must be kept in the front office. Any medication should be sent to the office and should include the student's name, medication name, and dosage (including the last dose).



LUNCHROOM, BREAK, AND GENERAL DEPARTMENT

1. The grounds of the school are to be maintained and kept clean; therefore, all trash should be placed in a trashcan.
2. Vending machines are available during break and lunch.
3. No student should go into the gym during break and lunch. During inclement weather, students should stay in the lunchroom.
4. In good weather, 9th-12th grade students may go outside. Seventh and 8th grade students may go outside if supervised. Only plastic and paper ware may be taken from the lunchroom and must be disposed of properly.

5. No student should be in the Upper School building during break or lunch unless supervised by a faculty member.
6. Students may bring lunches with them from home as they come to school in the morning. Students may not receive any other food delivered during the school day. (The school cannot accept these items for students: lunches, flowers, balloons, etc. that are brought or delivered to the school.)



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.



CODE OF CONDUCT AND DISCIPLINE

Brentwood School policy assumes that because each student has chosen to enter Brentwood, he/she comes with a **PROPER ATTITUDE AND A DESIRE TO CONFORM TO THIS SCHOOL'S CODES AND TRADITIONS**. Brentwood students are expected to recognize that they have responsibility for their personal conduct and for the well being of the whole school community. The disciplinary system's most important purpose is to serve as an instrument of education and harmony. Disciplinary consequences are imposed to help the student understand the value of his word, the importance of his responsibility toward others, and the earnestness of his dedication to the ideals of Brentwood. The faculty, Honor Council, and/or administration will make final evaluation of conduct involved, and consequences will depend upon the severity of the infractions.

Brentwood reserves the right to search/examine lockers, vehicles, bags, cell phones, and any other personal items at any time.

The following are considered violations of the Code of Conduct:

1. Dangerous **weapons** are absolutely prohibited on the Brentwood campus or at any Brentwood sponsored activity. Anyone who brings such weapons to

campus or handles them on campus endangers the safety of the whole Brentwood community. Violations will be handled by the Head of School and may be reported to the police.

2. **Drugs** and **alcohol** or any paraphernalia related to these substances are not permitted on the Brentwood campus or at any Brentwood-sponsored activity. The selling or furnishing of illegal drugs, legal drugs, counterfeit drugs, or alcohol by a student will result in **expulsion** of the student guilty of the offense. Violations will be reported to the police.

Students under the influence of drugs or alcohol or any paraphernalia related to these substances will not be permitted on the Brentwood campus or at any Brentwood-sponsored activity. Students violating the prohibition of such conduct will be immediately suspended and their parents notified.

Purchase, possession, or consumption of drugs or alcohol or any paraphernalia related to these substances will not be permitted. Those buying, possessing, or using illegal drugs or alcohol and those buying or abusing legal drugs will be **suspended** and will be **placed on probation** for the remainder of the semester in which the offense took place and for the succeeding semester. A student on probation will not be allowed to take part in any extracurricular activity or any Brentwood social event. Expulsion will also be considered as the penalty.

Brentwood School has the right to require a drug test, at the student's expense, at any time for reasonable suspicion. Refusal to submit or positive results equal grounds for dismissal.

The school believes that parents should be at home when their children entertain, be available during the party, and be aware of the party's progress until it ends.

The school believes that serving alcoholic beverages to guests under the age of 21 years or allowing such guests to consume alcoholic beverages in one's home is irresponsible and may create a liability in the case of accident or injury involving such guests or others. Because consumption of alcohol by those under age 21 and serving alcohol to those under age 21 is illegal, Brentwood School unequivocally condemns this practice.

3. The use of **tobacco** products in any form by a student is not permitted on the Brentwood campus or at any Brentwood sponsored activity.
4. **Insubordination, disrespect, profanity and abusive language, or insolence** toward Brentwood faculty or staff members is not tolerated.
5. **Cheating** (giving or receiving information - including copying homework), **plagiarism, stealing, lying, profanity and abusive language, physical assault and fighting** are classified as honor offenses. These honor offenses are serious reflections of one's character and, as such, are considered very grave infractions of the Brentwood Honor Code.
6. 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 occur 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. Any form of bullying at Brentwood will be punished severely.
7. Students are expected to be in class **on time** with the appropriate books and materials. During class, students are expected to **behave appropriately and to give the class work their full attention**. Assignments should be completed on time. Students who are absent are responsible for any material missed and for completing missed assignments within 3 school days.
 8. Any student who is on campus but not in her/his assigned class or area will be sent to the Head of School for reprimand.
 9. **Destruction or defacement of school property** is considered a serious offense. Damage caused by a student shall become the responsibility of that student and his parents. Students are subject to suspension for their offense.
 10. 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 (drop-off until pick-up) 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. Calculators are allowed.
 11. **Public display of affection** is not considered appropriate.
 12. **Chewing gum** is not allowed, and students are not permitted to **eat or drink** in the upper school building at any time.

For violations of the Code of Conduct the following may be considered

1. Detention Hall provides a means of punishment for students who violate significant school rules. It is not a study hall in which students complete homework assignments. Detention Hall is to make students both accountable and responsible for their actions and behavior. The student/parents may choose that day or the next detention session.

There are no excuses for any student's not being present in the Detention Hall on the assigned date with the exception of illness or medical appointments with written confirmation. In these instances, the student must attend the very next session of the Detention Hall. Students who have after-school employment, athletic or literary practices, or academic make-up work will attend the Detention Hall on the assigned date. Failure to do so will be regarded the same as cutting a class during the regular academic day.

Detention Hall operates from 3:30 to 4:30 on Mondays (unless a faculty meeting), Tuesdays, Wednesdays and Thursdays. Detention Hall will not operate when a faculty meeting is scheduled.

2. In-School Suspension is a serious form of punishment lasting a stipulated amount of time. While serving in-school suspension, a student must attend school but may not go into the Upper School Building without express consent of the Head of School. The student will complete all work assignments in a designated room separated from other students. Students must attend all team practices and fulfill other school-related obligations
3. Probation is a serious form of punishment lasting a stipulated amount of time. While on probation, a student must attend all classes but is ineligible for all extra-curricular activities and social events. Students must attend all athletic or literary team practices, but they may not participate in competition or

- performance. The Head of School, as deemed appropriate to the infraction, may impose further isolation.
4. Suspension is a very serious form of punishment. The Head of School has sole authority to suspend a student for up to five days. A student under suspension may receive zero(es) in all classes missed. A student under suspension will not be allowed to participate in any extra-curricular activities, social events, athletic or literary practices or competitions, or any other Brentwood activities.
 5. Expulsion is the most serious form of punishment and denies all Brentwood privileges to the expelled student. The Head of School has sole authority to recommend to the Board of Directors that a student be expelled.



THE DRESS CODE **Grades 7 - 12**

A student's appearance exhibits his or her attitude toward learning. At Brentwood, we expect a student's first priority to be learning; therefore, he or she should dress accordingly. **THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO JUDGE WHAT IS AND WHAT IS NOT APPROPRIATE.** Students are discouraged from wearing precious jewelry or unusually expensive clothing during the regular school day. Field trips and other special events may require particular attire. Girls will be expected to wear appropriate dresses or skirts, and boys will be expected to wear dress shirts and ties for some assembly programs. Advance notice will be given. All students in grades 7-12 are required to wear school-sanctioned uniform for physical education classes.

Young ladies may wear:

1. pants with length **below** the knee.
2. a shirt or top with sleeves (void of distasteful logos). Midriffs are not to be exposed when sitting, bending, or stretching. T-shirts should be tucked in at all times.
3. a dress with sleeves and of appropriate length.
4. a skirt of appropriate length even with leggings.

Young ladies may NOT wear;

1. any clothing that allows undergarments to be exposed.
2. shorts of any length.
3. hats, sunglasses, visible body piercing (with the exception of earrings in the earlobe), or visible tattoos (Brentwood temporary spirit tattoos are allowed, and earrings in the lobe of the ears are allowed).
4. sweat pants or windsuits.
5. extremes in hair color or style (naturally occurring hair color only. Hair should not cover eyes or face).
6. skirts or dresses that are too short, even if leggings are worn underneath. (Appropriate length is within 2 inches of the knee or below.)
7. clothing that is too tight, too loose, or otherwise revealing.
8. shabby or disheveled clothing.
9. shoes that have anything between the toes or athletic sandals.
10. camouflage clothing.

Young gentlemen may wear:

1. long pants or shorts with length at or below the knee.
2. a shirt with sleeves (void of distasteful logos). Shirts should be tucked in at all times.

Young gentlemen may NOT wear:

1. any clothing that allows undergarments to be exposed.
2. hats, sunglasses, visible body piercing, or visible tattoos (Brentwood temporary spirit tattoos are allowed).
3. sweat pants or windsuits.
4. extremes in hair color or style (naturally occurring hair color only. **Hair length should be at or above shirt collar. Hair should not cover eyebrows or face.**).
5. clothing that is too tight, too loose, or otherwise revealing.
6. shabby or disheveled clothing.
7. facial hair.
8. shoes that have anything between the toes or athletic sandals.
9. gym or athletic shorts.
10. camouflage clothing.

Violations

A staff member who notes a Dress Code violation will issue a written warning, which the student will deliver to the office. The violation will be recorded and put on file, and parents will be notified.

Violation 1:

1. The student will remain in the office until a parent can bring appropriate clothing (The student is still responsible for any work missed from class) **or**
2. The student will wear clothing provided by the school for the remainder of the day.

Violation 2:

1. The student will remain in the office until a parent can bring appropriate clothing (The student is still responsible for any work missed from class) **or**
2. The student will wear clothing provided by the school for the remainder of the day

AND

3. The student will be assigned to detention.

Violation 3:

1. The student will be required to wear clothing provided by the school for the remainder of that day and to attend in-school suspension.

Suspension may result if continued violations to the Dress Code occur.



HONOR CODE

1. **Mission Statement:** The chief purpose of Brentwood's Honor Code is to create and maintain within each member of the Brentwood community the proper attitude towards honor and honorable living so that throughout one's daily activities and interactions a spirit of fair play and truth is encouraged while dishonorable conduct is not tolerated.

2. **Philosophy**
Five Guiding Principles- To accomplish the mission of the Honor Code, every member of the Brentwood community pledges to follow and uphold the Honor System's five guiding principles.
 - I will not lie.
 - I will not cheat.
 - I will not steal.
 - I will not plagiarize.
 - I will not tolerate any dishonorable behavior on behalf of myself or others.
3. **The Honor Pledge:** The Honor Pledge, a reminder and reaffirmation of student awareness of honor, is the most visible part of the honor code. "On my honor as a Brentwood student, I pledge that I have neither given nor received any assistance on this assignment." *On my honor* is the phrase the Honor Code emphasizes.
4. **A Call to Action**
Personal Honor: Each member of the Brentwood Community is responsible for adherence to the Honor Code. Being honest is an agreement that implies faith and trust in each other. Adherence not only includes refraining from such conduct as lying, cheating, and stealing, but also requires that one understand the types of conduct that are unacceptable and thus prohibited by the Code. When every student agrees to be bound by the Code, a community based upon the values of honor and honorable living can be formed. It is important to recognize that honor is not just a value; it is a decision that must be made instinctively time and time again.

Upon becoming aware of any Honor Code violation, students may choose to take either direct or indirect action by turning in a violation to the Honor Council or by providing counseling.

5. **Lying**
 Definition: Any action, appearance, or statement which an individual knows - or should know - to be untrue, given with the intention to deceive.

Examples of lying include, but are no limited to, the following:

- a. Changing any official form in any manner
Falsifying graded assignments, sign-out sheets, permits, excuses, or any other form given by a faculty member with the intentions to gain advantage or deceive.
- b. Giving false impressions to gain advantage or deceive.
- c. Submitting other's efforts as one's own efforts.
- d. Any form of deceit or falsehood in an oral statement, written statement, or idea.
This is a form of lying because it allows someone to benefit from misuse of others' original ideas whether it be through plagiarism or a written assignment through oral manipulation.
- e. Forgery
The counterfeiting of any academic work, signature, or authorization in an attempt to gain an appearance or exception not meant for one's own.

- f. Lying by omission
An indirect attempt at deception such as lying by omission is the act of leaving out information, through either an oral or written statement, that could be seen as incriminating. Lying by omission is considered a direct lie.
6. **Cheating**
 Definition: *Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts, or the giving of such assistance to others.*
 Examples of cheating include, but are not limited to, the following:
- a. Pretending work has been done without the authorized assistance of another.
Turning in an assignment not entirely one's own and giving the impression that it was an individual effort includes homework. Not only one person but everyone involved is cheating because giving and receiving involve unauthorized assistance.
 - b. Receiving unfair information about tests, exams, or any other types of assignments prior to starting those assignments.
Students are not to talk about a test before all of the tests have been completed. Though perhaps unintentional, any premature information about such an assignment is having unauthorized assistance and is considered cheating. Revealing test or quiz questions to others is considered cheating.
 - c. Allowing one's academic work to be used in place of another's.
7. **Stealing**
 Definition: *Taking or attempting to take property, whether physical or intellectual, without right or permission.*
 Examples of stealing include, but are not limited to, the following:
- a. Borrowing something without implicit or expressed permission.
Do not confuse stealing and borrowing. Borrowing is obtaining something with a clear understanding between the owner and borrower for returning or replacing it. If a mutual understanding is not present, the action is stealing, whether the intention is to borrow or steal.
8. **Plagiarism**
 Definition: *Theft is a violation of the Honor Code, and plagiarism (from the Latin meaning to kidnap) is a form of theft.*
 Any time a writer copies the exact words of any source, from a published article to a friend's notes, he or she is required to put the words that were copied inside quotation marks and to attribute them to the source that was used. The ways in which credit is given to the source may vary, depending on the type of paper being written, from a simple reference on the test to a fully documented citation. The teacher will give specific instructions in this regard.



SIGNING THE PLEDGE

At the beginning of the school year, each individual will write out and sign the Honor Pledge. Throughout the year, students will sign his/her name on the space

provided on nine weeks and semester examinations, papers, and other major assignments.



HONOR COUNCIL

1. Grades 8-12 will have one (1) member from their grade as a representative.
2. A faculty member will be an advisor.
3. Three (3) students from each grade must be nominated by teachers, accept the nominations and then be voted on by his/her grade to become a member of the Honor Council. An exception is the 8th grade representative, who will be elected by the 7th and 8th grades to represent the Jr. High.
4. The council members will be required to sign a confidentiality clause stating he/she will not release information concerning discussions that take place within the Honor Council.
5. The council will recommend actions based upon each individual case.
6. If a student feels he/she has been represented unfairly before the Honor Council, the student may appeal his/her case to the Administrative Council of Brentwood School.
7. The Head of the School will make final decisions on all matters dealing with correctional actions.



RE-ENROLLMENT FOR THE NEXT SCHOOL YEAR

Re-enrollment of Brentwood's current students for the following school year is in February. The \$100 registration fee is waived for contracts completed during the February re-enrollment period.

All registrations after this period must be accompanied by a \$100.00 non-refundable registration fee.

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 class officer elections, student council elections, sports tryouts, sports spring practices, annual staff selection, etc.



BRENTWOOD ELIGIBILITY REQUIREMENTS

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

1. 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:
 - a. A regular student taking five or more full units of work.
 - b. A student who is not a migrant student of less than one calendar year standing. Any student who changes school after entering the 9th 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.

- c. A student who has passed at least five full academic courses the semester immediately preceding participation, four of which must be core academic courses.
 - d. A student whose department satisfies the requirements of the school authorities.
 - e. A student who has not attained his or her 19th birthday, prior to May 1, preceding the school year of participation.
 - f. A student who is listed on a properly certified eligibility list.
2. Brentwood students in grades 6-12 may not participate in more than two (2) sports in the same season.
 3. Grades will be evaluated at the end of each nine weeks, and students may be declared ineligible at the discretion of the school administration.
 4. 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.
 5. 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.**



ELIGIBILITY REQUIREMENTS FOR BETA CLUBS AND NATIONAL HONOR SOCIETY

1. Junior and Senior Beta Club

Standards of membership in the Brentwood Chapter of the National Junior Beta Club and Senior Beta Club must conform to the general criteria laid down in the National Constitution and in all cases must be approved by the Head of School.

The grades from which members may be drawn for Junior Beta Club are seventh and eighth.

The grades from which the members may be drawn for Senior Beta Club are ninth, tenth, eleventh, and twelfth.

The scholastic requirements for membership to enter this chapter shall be a cumulative average of 90.

A Senior Beta Club member may be placed on probation for one semester if his scholastic average falls below 88. If he fails to recover a cumulative average of 88, he is dropped from the membership.

A Junior Beta Club member may be placed on probation for one semester if his scholastic average falls below 90. If he fails to recover a cumulative average of 90, he is dropped from the membership.

2. **National Honor Society**

Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to demonstrate qualities of scholarship, service, leadership, and character. One must have a cumulative average of 92 to be invited into the National Honor Society and then maintain an average of 90 to remain throughout high school. A member may be placed on probation for one semester if his scholastic average falls below 90. If he fails to recover a cumulative average of 90, he is dropped from the membership.

3. **Student Council**

All student initiated requests for changes in student activities and procedures are to be made through the student council. A student or group of students may ask to meet with the student council to discuss the request. The student council, under the guidance of the student council advisor, will then discuss the merit and appropriateness of the ideas and, if in agreement, will decide to pass a resolution concerning the request and then present it to the Head of School for consideration. The advisor will closely monitor whether the request is an appropriate issue for student discussion or not.



STUDENT RECOGNITIONS

1. **Honor Graduates** - Those seniors eligible to become Honor Graduates will be identified at the end of the 1st semester. Honor Graduates will be identified at the end of the 3rd quarter. Those students with an overall average of 90 in academic subjects will be named to the Honor group and announced on Honors Day.
2. The **Valedictorian** will be the student with the highest GPA. The **Salutatorian** will be the student with the second highest GPA. A student must have attended Brentwood School at least two out of four high school years to be eligible for valedictorian or salutatorian. Only grades earned at Brentwood School will count in the valedictorian and salutatorian calculation.
3. **Senior Superlatives** - The faculty selects 20% of the senior class
4. **Mr. and Miss Brentwood** - The senior class nominates 3 boys and 3 girls. Grades 7-12 participate in the vote.
5. **Senior Favorites** - The annual staff determines the categories. The senior class votes for favorites.
6. **Homecoming Representatives** - Students in grades 9 and 10 select one representative for their grade. Students in grade 11 select 2 representatives.
7. **Homecoming Queen** - The senior class selects 3 representatives. Students in grades 9-12 vote for the queen from these 3.



REQUIREMENTS FOR EARNING A BRENTWOOD VARSITY LETTER

1. **Football**
 - a. Participation in one-third of all quarters of games scheduled.
 - b. Recommendation of the coaching staff for meritorious service to Brentwood, or if injured, attends most practices and all games.
 - c. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
2. **Basketball**
 - a. Participation in one-third of all quarters of games scheduled
 - b. Recommendation of the coaching staff for meritorious service to Brentwood, or if injured, attended most practices and all games.
 - c. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
3. **Baseball**
 - a. Participation in one-third of the total innings played during the regular season.
 - b. Recommendation of the coaching staff for meritorious service to Brentwood, or if injured, attends most practices and all games.
 - c. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
4. **Track**
 - a. Earn a point in the region track meet.
 - b. Recommendation of the coaching staff for meritorious service to Brentwood, or if injured, attends most practices and all games.
 - c. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
5. **Golf**
 - a. Top four scorers who contribute to Brentwood team's score.
 - b. Recommendation of the coaching staff for meritorious service to Brentwood, or if injured, attends most practices and all games.
 - c. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
6. **Tennis**
 - a. Top four players at the end of the season.
 - b. Any player who has participated in one-half of all scheduled matches.
 - c. Recommendation of the coaching staff for meritorious service to Brentwood.
 - d. An award to a senior for loyal service during his years of eligibility upon recommendation of the coaching staff.
7. **Managers**

Managers will receive a letter for service for two sports in one year or for the same sport two consecutive years.
8. **Cheerleading**

Any cheerleader that follows the rules and regulations set forth by Brentwood as follows:

 - a. I will boost the spirit of my schoolmates by my own attitude and enthusiasm.
 - b. I will refrain from pettiness and sarcasm in my association with the member of my squad.
 - c. I will abstain from drinking, smoking, use of profanity or any such unbecoming behavior.

9. **Literary**

Any participant placing first or second in Region Literary competition may, upon the recommendation of the coach, purchase a Brentwood Letter "B." Contestants who place first in state competition may purchase a patch.

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

Student Handbook Form

We have read the *Brentwood Student Handbook* for grades 7-12 and agree to abide by the policies set forth therein.

Date

Student Signature

Date

Parent Signature