

**Brunswick Academy
Student Handbook
Grades PK-5**



Brunswick Academy

Founded 1964

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FOREWORD

This booklet contains rules and regulations which govern the primary and elementary level students at Brunswick Academy. Please read them carefully and keep this booklet handy for future reference. If there are further questions about the school or your child, please contact us.

Brunswick Academy, operated by Brunswick Academy Association, Inc., admits students of any race, color, national and ethnic 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and athletic and other school-administered programs.

PHILOSOPHY

The Board of Directors, administration, faculty, and staff of Brunswick Academy believe that it is our responsibility to encourage the students to set challenging goals, to acquire a strong foundation, and to become good citizens who can make positive contributions to society. It is our goal to create an environment that is intellectually stimulating and socially responsible.

MISSION STATEMENT

The mission of Brunswick Academy, in cooperation with our parents and community, is to provide in a trusting environment, instruction which affords our students a foundation on which to build their lives.

CURRICULUM

A well-rounded course of study is offered to each student. Those subjects offered include reading/literature, spelling, language, mathematics, science, social studies, computer, and P.E. Great emphasis is placed on the reading program which includes phonetic analysis, application of decoding skills, the development of auditory-visual perception and the use of reading as a tool of meaning and pleasure. Reading is an integral part of the language arts program and many spelling and language activities are coordinated through the reading program.

The kindergarten curriculum emphasizes emotional, social, and academic growth and progress. The present program offers a sequential phonetic approach to reading readiness. The math program allows the children to progress from recognizing basic shapes, comparing sizes, working with numerals to early stages of addition and subtraction. Due to the structure and demands of our program, the teachers, administrators and Executive Board have agreed to the following: Each child must be five on or before September 30 for consideration of entry into kindergarten for the school year.

Pre-Kindergarten will be offered to children who are four years old on or before September 30. The Pre-Kindergarten operates on the regular school calendar. The child will attend five days a week from 8:15 A.M. to 3:02 P.M. The Pre-K curriculum is designed with social development and interaction as its primary objective. The program also will expose the children to the readiness skills necessary for successful kindergarten experience.

Pre-K-4 classes are self-contained which affords a close working relationship between teacher and students. Classes in grades 5 are departmentalized which offers concentrated study in subject fields.

A child learns throughout the entire day—both at home and school. Homework is a reinforcer of skills learned at school. The School feels that the student needs to learn early the value of independent study. Failure to complete homework will be reflected in the student's progress and his grade which appears on the report card.

PERSONAL PROPERTY

Neither the school nor its employees are responsible for any personal property of an individual which may be lost or stolen. Students should not bring valuables or family “collectables” to school. Excess money is an added responsibility for the child and should not be brought to school. No rolling bookbags are allowed. Students are not permitted to have tape recorders, ipods, headphones, electronic games, laser lights, etc. at school unless a teacher has requested that the student bring such for instructional purposes. Students are not to bring any kind of trading cards on the bus or to school. They are not to be bought, sold, or traded on the bus or at school.

Cell phones are not allowed at school during school hours unless authorized by the teacher for class assignments or with permission from the teacher. If cell phones are needed for after school activities, they must be kept out of sight and not used for any purpose during the day. If used, cell phones will be confiscated and held for parental pickup. A second offense will necessitate the phone taken permanently.

TEXTBOOKS

All textbooks are owned by the Academy and issued to students on the first day of the school year. Students are responsible for these books and liable for damage. If a book is lost the student must pay the cost of replacing the book. Each student must turn in his/her book in each class before taking the final exam or pay for such before he/she is allowed to take the exam. Report cards are not issued until all books are returned or paid for.

REPORT CARDS

Report cards are maintained through an online school management system and are available for viewing through the parent portal. In addition to report cards being available online, printed report cards will also be issued to parents via students at the end of each grading period approximately 7 days after the designated date in the school calendar. Report cards are to be signed by the parent(s) and returned to the teacher on the first day after the report card is issued. Report cards are mailed to parents at the end of the year if all financial obligations have been paid in full.

STUDENT RECORDS

A record is maintained for each student attending Brunswick Academy. This record contains identifying data pertaining to the student - name, birth date, social security number, address, standardized test scores, completed scholastic work and grades, attendance data, and immunization records. Disclosure without consent of student records is limited to school officials with legitimate educational interests. Both natural parents, regardless

of custody status, have the right of access to all student records in the absence of a court order to the contrary. Parents or eligible students who wish to have records released to specified individuals or organizations must request the release in writing. Records may be purged at any time to eliminate unnecessary data.

PROGRESS REPORTS

Access to student grades is made available to parents through the parent portal of our online school management system. This portal provides parents the ability to track their child's progress throughout the school year. The parent portal will remain open up until the day the six weeks ends at which time it will close to allow teachers adequate time for posting/reviewing final grades for the six weeks. The portal will reopen to parents the day reports cards are issued to students. At the end of first semester a letter will be sent to each parent of a student who is performing at the "D" or "F" level in one or more subjects.

HONOR ROLL AND HEAD OF SCHOOL'S LIST

A student in grades 3-5 shall be placed on the Honor Roll if he/she has earned no grade less than "B." Students shall be placed on the Head of School's List if no grade less than "A" has been made. These lists will be published in the local papers. Certificates of Achievement will be awarded to students who achieve a GPA of a "B" or above in each subject at the end of the year. A Gold Seal will be placed on certificates earning all "A".

ATTENDANCE REQUIREMENTS

A student is required to attend school 150 days during the school year to be promoted to the next grade level. Perfect attendance certificates are issued to students who have been present every day of the school year. A student is considered present if he/she attends at least one full class period.

Students in K-5 must present the note to their teacher who then reports the tardy to the office. Excessive tardiness will not be tolerated.

ABSENCES

When returning to school after being absent, a student must bring a note from parents or guardians stating the reason for the absence. Three days will be allowed for the student to make up missed work. Work assigned before the absence must be made up upon return.

Absences for students in K-5 for reasons other than sickness, death, or medical appointments should be cleared with the homeroom teacher prior to time missed. These unexcused absences must be kept to a minimum and the acceptance of such will be left to the discretion of the teacher and the administration. Frequent and/or extended absences will result in contact by administration with parent or guardian. Extended absences for trips or vacations must be approved by the Head of School.

DISMISSAL

If a student is to leave school after being counted present, the parent must write a note stating when the student is expected to leave and who is to pick up the child. A parent should pick up or return students by reporting to the office. The Administration and the teacher need written information if there are individuals who are not permitted to pick up your child. When a student leaves school by any means other than his/her regular bus or with parents or siblings, a note written by parents must be presented stating when the student is expected to leave and who will be picking up the child. Primary and Elementary students must be signed out in the office.

Primary and Elementary Students are not allowed to stay after school without adult supervision. A note must be brought from home if the child is to stay with an adult other than a parent. Arrangements must be made prior to coming to school.

GRADING SCALE

GRADES 1-5

A-95-100	Superior
B-88-94	Above Average
C-81-87	Average
D-75-80	Below Average
F-Below 75	Failing

Students in grades 3-5 will receive a conduct grade for each six weeks.
Fifth grade students may be required to take end of the year tests.

PLACEMENT POLICY

The programs and schedules of Brunswick Academy are designed to meet the needs of its students for academic and developmental experiences within a group setting. If, after a reasonable period of time, a student is not able to adjust to the demands of the class and the academics, or if there are special needs which the school is not able to meet, the student may be assigned to a different grade level or the parents may be asked to withdraw the student.

PROMOTIONS

Students are expected to achieve satisfactory completion of all subjects and to master those skills appropriate for the grade level which is being completed. Each individual's work shall be reviewed and decisions which are in the best interest of the student shall be made jointly between the teacher and administration. A student in grades 3-5 is a candidate for retention if he/she has failed reading or math and one other subject or failed three subjects in a given year, or has failed any particular subject two or more years in succession. In K-Grade 2 a student is a candidate for retention if he/she fails Reading or Mathematics.

1. Promotion - Academic progress is satisfactory.
2. Placement - Academic progress is evaluated as acceptable for the individual.

3. Retained - The student needs to work another year at the same grade level.

Kindergarten - Academic performance will be the prime determiner as to whether a student should be promoted or retained. Other factors such as chronological age and social/emotional growth will also be considered. Promotion and retention will be based on what is in the best interest of the student.

CONFERENCES

Parents are urged to consult with the teacher and/or Head of School in regard to their student. Problems which concern the classroom should be addressed to the teacher first. We encourage your suggestions and shall act to resolve those problems which have a feasible solution. Teachers are available from 3:00 to 3:30 daily for conferences by appointment. Parents should not come without an appointment nor expect to discuss a student during classroom hours.

PETS

No pets of any kind are to be brought to school unless approved by the Head of School for school projects. Specially trained guide animals will be allowed under special circumstances for sight impaired students.

FLOWERS/GIFTS

No gifts or flowers will be delivered to students at the Academy at any time.

WEATHER AND EMERGENCY NOTICES

In the event of severe, inclement weather, the opening of school may be delayed or school may be closed. You will be informed of this information by an instant alert message. Please do not call school personnel - wait for the announcement from instant alert. School closings will also be announced in the morning on the following T.V. channels.

Channel "8"	T.V.
Channel "6"	T.V.
Channel "12"	T.V.

FIRE DRILLS

Fire drills will be conducted on a regular basis throughout the school year. Fire drill procedures are posted in each room. Severe weather drills will also be conducted. Every student of the Academy must take a serious approach to each drill in case of an emergency. Evacuation announcements will be made via the intercom system.

TELEPHONES

All telephone calls are to be made through the office. Long distance calls by students for personal business will be made collect. If a child becomes sick during the school day, the parent will be called collect whenever possible. No student will be called out of class

for a telephone call except in an emergency situation. We ask that parents not call school and leave messages concerning matters that can be taken care of at home. Unnecessary calls tie up the school telephones so that important business cannot be handled.

CELL PHONES

Cell phones are not allowed at school during school hours unless authorized by the teacher for class assignments. If cell phones are needed for after school activities, they must be kept out of sight. If used, without the permission of the teacher, cell phones will be confiscated and held for parental pickup. A second offense will necessitate the phone taken permanently.

WITHDRAWAL AND TRANSFER

Students who transfer from Brunswick Academy for various reasons should notify the Head of School immediately. Transcripts will be sent only upon request from the new school. Transcripts will only be sent if the Executive Committee approves withdrawal and all financial obligations have been paid in full to the point of withdrawal.

DRESS CODE

Students in grades PK-5 will be permitted to wear any type of clothing which is neat, clean, properly covers the body, and is appropriate for a school day except for the following:

1. Boys are to wear their hair no longer than the top of the collar. Girls may wear their hair any length as long as it is neat and clean and does not block vision by hanging in front of the eyes. No “trendy” hairstyles, such as mohawks or spray on hair color will be allowed. Hair dyed in color, such as blue, green, purple, etc. other than a natural hair color also is NOT allowed.
2. Jeans and all types of long pants are permitted with the exclusion of ragged jeans that expose undergarments. Shorts or pants of any tupe in which the beltline falls below the natural waist line are also not permitted. No “low riders” are allowed. Shirts and tops must extend below the beltline and cover all skin even when sitting or bending.
3. Any article of clothing that is designed with suggestive pictures, slogans with gross overtones or sexual references, alcoholic beverage advertisements, or drug references are prohibited.
4. Hats, caps or other head garments are not to be worn in B.A. buildings during the school day.
5. Tank tops are not to be worn by boys or girls.
6. No elevated shoes should be worn to school by students for safety reasons. Teachers in grades K-2 prefer to have students not wear flip-flops for safety purposes.
7. Girls will not be allowed to wear backless or see-through blouses, sundresses, midriffs, halters, or tank tops. Straps of sleeveless shirts must measure at least two inches across the shoulder. The length of students’ dresses, skirts, skorts, and shorts must be mid-thigh or fingertip (whichever is longer). PK-5 may wear shorts throughout the year.
8. Violation of rule #7 will result in a warning slip being issued to the student. The slip is to be signed by a parent and returned to school. If a second slip is issued, the stu-

dent will serve detention or have other consequences assigned appropriate for the offense..

10. All clothes worn by students must be appropriate for school. Any current fashion not previously described in the dress code is subject to review by the administration.

BUS RULES

All rules that apply to student conduct at the Academy will also apply to student conduct on the school bus.

Furthermore, no student will be allowed to:

1. Extend any body part from the bus windows
2. Stand up or move around on the bus while it is in motion
3. Bring drinks or snacks on the bus for consumption
4. Get on the bus while a driver or supervisor is not on the bus
5. Talk loudly on the bus
6. Partake of tobacco, alcohol, e-cigarettes, or illegal drugs.

These rules also apply to the Pep Bus to ball games and other trips.

Any misconduct on the bus will be reported to the Head of School. Continued misconduct can result in a suspension from riding the bus either temporarily or permanently for the remainder of the year. Conduct which is judged severe and hazardous to the safety of other students and the driver will not be tolerated and the student will be immediately suspended from bus privileges.

A parental note must be sent to the office each time a student is to ride a different bus or needs to get off at a different stop. This note is approved by the office then sent to that bus driver. The student must also notify his/her own bus driver that he/she will not be riding.

LIBRARY

The Academy library is open during school hours. Students are allowed to check out no more than two books at a time for a period of two weeks. Books which are lost or damaged must be paid for by the borrower.

LUNCH AND SNACK

Students may select from a variety of food and drink items from the dining hall. A monthly lunch menu will be sent home stating available options for entrees and side items.

GUM

No gum is allowed during school day or on buses.

IMMUNIZATION REQUIREMENTS

All students (PS-12) entering B.A. for the first time must present to the school before the first day of attendance State Health Form #MCH 213G which has been completed and signed by a physician stating that the student is adequately immunized. All students entering B.A. must also submit a copy of their state birth certificate and Social Security Card. These three documents become a part of the student's permanent cumulative record.

Minimum Immunization Requirements for Entry into School and Day Care (requirements are subject to change):

1. 4 DTP or DTaP – at least one dose of DTaP or DTP after 4th birthday unless received 6 doses before 4th birthday. Effective July 1, 2014, a minimum of 4 TDaP/TDP booster is required for all students entering 6th grade.
2. 4 Polio Vaccine – at least one dose after 4th birthday.
3. Hib Vaccine - this vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.
4. Hep B Vaccine: A complete series of 3 doses of Hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult formulation Hepatitis B Vaccine is used. If the 2-doses schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.
5. 2 Measles – 1st dose on/after 12 months (365 days) of age; 2nd dose prior to entering kindergarten.
6. 1 Mumps – on/after 12 months (365 days) of age.
7. 1 Rubella – on/after 12 months (365 days) of age.
8. 1 Varicella – to susceptible children born on/after January 1, 1997; dose on/after 12 months (365 days) of age.

The immunization form becomes a part of the student's permanent cumulative record. A student is exempt only for religious or medical reasons, but, in case of an outbreak of any of the above diseases, such students would be excluded from school until all danger is passed. All students starting Pre-K or Kindergarten are required to have a preschool physical examination in addition to the immunization record.

GUIDELINES FOR COMMUNICABLE HEALTH CONCERNS

A student should not be sent to school when he/she:

1. has a temperature one degree higher than normal (should be fever-free for 24 hours before returning to school).
2. has an upset stomach (diarrhea and/or vomiting).
3. has severe congestion or excessive coughing.
4. has any indications of conjunctivitis (pink-eye [red eyes, discharge]). Students must stay out of school until seen by a doctor and the proper prescription used for 2-3 days. (Eyes must be clear before returning to school.)
5. has lice. Students must use medicated lice shampoo; articles of clothing and personal belongings must be treated before returning to the classroom. Brunswick Academy may require proof of treatment to limit the spread of lice to others.

MEDICATION POLICY

1. Over-the-counter and prescription medication will be given to a child **only** with written authorization from the parent or doctor. The Medication Consent Form may be completed and on file at school.

2. Health care providers are required to complete the Medication Consent Form for all prescription/long-term medications that must be administered to your child during school hours.
3. All medication **must be in the original container** with the prescription label and directions attached.
4. **Medication must be brought to school and picked up by an adult.**

DISCIPLINE

Effective discipline is a coordinated effort between the student, the teaching staff, the administration, and the home. While the most effective discipline is that which an individual imposes upon himself, the Academy has certain responsibilities. Teachers must be responsible for correcting a student's actions when he/she is not in accord with school policies. If students refuse to accept correction, they will be sent to the Head of School immediately.

No student will be allowed to stay in the classroom if his/her behavior becomes a disruptive element to the learning environment. When the student refuses to alter behavior, he/she will be sent immediately to the office. If the behavior problems persist and the student shows no progress toward developing self-discipline, it may become necessary to remove the student from the school environment.

Knives and other sharp objects present a hazardous condition to the school environment. Students may not bring anything to school which could cause injury to himself or another individual, including guns or weapons of any kind.

DISCIPLINE MEASURES APPLICABLE TO THE HEAD OF SCHOOL

1. Student probationary periods - This is a warning with a specific backing that if the student returns to the office for a similar disciplinary infraction during the probationary period he/she could be suspended. Student probationary periods can also carry the stipulation that the student under probation cannot participate in any activity during the period..
2. Expulsion - A student can be permanently removed from the Academy upon the recommendation of the Head of School to the Board of Directors. This disciplinary measure is only used in severe or habitual disciplinary cases.
3. The above does not limit the Head of School from resorting to other actions if deemed necessary.

PROFANE LANGUAGE

The Administration and faculty feel there is absolutely no need for profane or offensive language at the Academy. This type of talking is not to be judged by the speaker but rather by whether it is offensive to others.

CHEATING

Cheating is unacceptable at the Academy regardless of the form it takes. It is as detrimental to the person who is cheating as it is to society. Because of the gravity of such an

offense, the following penalty will be imposed and the parents notified. Student will receive an “0” on the assignment. If any additional offense occurs, suspension may be issued for the student.

FUND RAISERS

Any fund raising projects must be approved by the office. Due to the large number of money making projects at B.A., no student will be allowed to sell any items for other clubs or organizations during the school day.

PARTIES AND TRIPS

Primary and Elementary parties may be planned at Halloween, Thanksgiving, Christmas, Valentines, and Easter. These should be planned at recess or pullout period if possible.

All trips should be educational in nature, coordinated with classroom instruction. A field trip request form must be filled out two weeks prior and submitted to the administrative office for approval. No personal party invitations may be issued at school unless everyone in the classroom is included.

FIDGET SPINNERS

No fidget spinners are allowed at school. If a doctor prescribes some type of instrument for a student, it needs to be a different instrument (i.e., stress ball).

PARENT GUIDELINES

Parents who wish to meet with school personnel must do so by appointment.

The only entrance available for visitor use is the main entrance of each building. If a parent is at school to drop off or pick up a child, they must remain in the lobby area. Visitors will not be allowed to go the child’s classroom door and interfere with the classroom activity that is in progress. If the child is to be picked up, the child will be called down to the lobby area by the main office staff.

Visitors who intend to remain in the building will be provided with a visitor’s badge which they will be instructed to wear for the duration of their visit. Visitors to a school building, such as a parent or volunteer, will be issued a badge they will be asked to wear at all times. All personnel of the school will wear their issued identification badge at all times.

All visitors will be instructed to report back to the main office at the conclusion of their visit and will be asked to sign out of the building once they have concluded their visit.

In the event a special occasion or event necessitates that these procedures be relaxed to allow for easier ingress by visitors, a staff member will be posted at the door to assist visitors in proceeding directly to the appropriate destination within the building for the special event and special care will be taken to ensure that all visitors proceed directly to the special event locations.

In the event that a particular visitor refuses to comply with the above protocols, he or she will be asked to leave school property and/or the police will be notified, as appropriate.