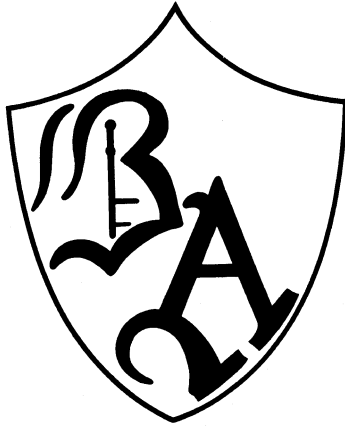


Brunswick Academy Handbook



Brunswick Academy

Founded 1964

2100 Planters Road

Lawrenceville, Virginia 23868

Phone: (434) 848-2220 or 848-3779

Fax: (434) 848-4729 Head of School

(434) 848-0950 Guidance

Revised 2017

Table of Contents

Announcements	12
Athletics	12
Attendance Requirements	2
Boy/Girl Relationships	6
Bus Discipline	6
Cell Phones	9
Class Time Schedule	25
Community Service	19
Conferences	16
Curriculum	16
Demerit System	8
Discipline	4
Dress Code	6
Drinks and Snacks	11
Dual Enrollment	19
Early Dismissal	3
Examinations	14
Fidget Spinners	24
Fire Drills	9
Flowers	10
Foreword	1
Fund Raisers	9
Grading of Courses	13
Grading Scale	13
Honor Roll and Head of School's List	15
Library Services	20
Lockers	2
Lunch	10
Make-up Work	15
Married Students	11
Medication Policy	10
Mission Statement	1
Passes	3
Personal Days	2
Personal Property	2
Pets	10
Philosophy	1
Placement Policy	15
Pregnant Students	11
Profane Language	6
Progress Reports	13
Promotions	16
Readmittance to Class	3
Regulations for Graduation	19
Report Cards	14
Social Functions	9
Student Drivers	11
Student Records	14
Study Halls	12
Tardiness	3
Telephones	9
Testing	16
The Honor Council of B.A.	21
Weather and Emergency Notices	11
Withdrawal and Transfer	15
V.C.C. Code of Sportsmanship	26

FOREWORD

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.

Every organization has to have some rules and regulations to function properly. School is no exception.

This booklet contains some of the regulations governing the conduct of students while attending Brunswick Academy.

This number of rules has been kept to a minimum. These rules (plus general information), if understood by the parents and students beforehand, should cut down the confusion, and make for more efficient operation of the school.

Please read them over thoroughly and keep this booklet handy to refer to from time to time.

Your cooperation in observing the enclosed regulations will be greatly appreciated.

These regulations will be in effect for all students: what applies to one applies to all.

There have been some additions to this booklet since it was last issued and supersedes previous booklets issued.

We ask that you read this booklet thoroughly; it has been found from past experience that this booklet will answer 75% of the questions a student or parent may have. If you have any questions about school or your child, please let us know.

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.

PERSONAL PROPERTY

The school or its employees are not responsible for any property of an individual which may be lost, damaged, or stolen. No student is to go into another student's locker without the permission of the owner of the locker. Any valuables or property a student may want safeguarded should be given to the office so that it can be put under lock and key.

A student's books are his/her responsibility. All books should be in assigned lockers before leaving school. Students whose books or personal effects are left in the hallway, on top of lockers, in classrooms, gym, or on school grounds other than in their lockers after school hours will be turned in to the office. There will be a penalty for leaving books or personal effects out after school hours.

LOCKERS

Student lockers are school property. The school retains the right to search any and all lockers when the administration feels there is justifiable reason for a search. Lockers will remain closed. If habitually left open, locker privileges may be revoked or demerits issued. A student is to use only the locker to which he or she has been assigned. The unauthorized switching of lockers will result in two days of detention hall.

ATTENDANCE REQUIREMENTS

The student must have been in attendance 75 days per class during a semester in order to be issued a semester grade. The student must have been in attendance 150 days during the session in order to be issued a grade or unit of credit for the session. (Attendance as well as grade, is transferrable from another accredited school.) A student not fulfilling the attendance requirement per course will receive the letter grade of "F" for the course for that semester. To be counted in attendance for the day a student must attend one period. Twenty minutes tardy (excused or unexcused) to a class is considered an absence.

PERSONAL DAYS

Students in grades 9-12 will be granted 2 full personal days during the school year to use as they wish. (Examples: deer hunting, haircut, shopping, etc.) **IN ORDER TO USE THESE DAYS, A LETTER, EMAIL, OR FAX FROM THE PARENT MUST BE RECEIVED BY 3:00 P.M. OF THE DAY BEFORE THE PERSONAL DAY IS TO BE TAKEN.** The reason for the personal day must be stated. Each personal day taken must be approved by the office prior to taking the day off. Seniors will be granted a third personal day only for the reason of visiting a college. No personal day may be taken after April 15. Exceptions to this rule will only be made through parental contact with the office prior to allowing any extra days. All personal days will be counted as absences for candidates seeking perfect attendance awards.

EARLY DISMISSAL

To leave school after being counted present requires a special excuse from the office. Since the school is accountable for all students, a parental note is required in all cases to receive such a pass. Except in emergencies, telephone calls will not be accepted as an excuse for early dismissal. Any student who leaves the building, who has not previously notified the office, without a pass will be guilty of skipping. Parents who pick up students or discharge students for doctor appointments, etc. must report in to the office in the building the student is assigned or the main administrative office in person to excuse the student unless a call or note has been previously written.

Students who are dismissed early after being accounted for as present must sign an early dismissal sheet, recording the time leaving, and have the Attendance Officer or Office Secretary initial the sign-out process. Failure to do so may indicate skipping. Students dismissed early must leave campus.

READMITTANCE TO CLASS

When a student returns to school after an absence, the student must bring a note outlining the reason for the tardy, absence, or early dismissal. Acceptable reasons include doctor or dentist appointments, work (requires following proper procedure), or death in the family.

An unexcused absence will be issued to the student whose parents do not send a note. These absences will be followed up to see if the student is skipping.

Students who have received excused absences will be given a reasonable amount of time to make up their work. Unexcused absences will be given a "0" in all of the classes missed. Demerits will be issued for failure to bring an excuse after an absence.

PASSES

Students may not leave class or be excused from class except for an emergency unless they have prior permission from the office. A student pass will be issued and it will authorize the student to go to the place designated on the slip. The pass will contain the student's name, destination, and time left. An excessive lapse of time between the originating classroom and the destination or vice-versa will require an explanation from the student. Students who abuse the use of a pass will be written up and sent to the office for disciplinary action. Students should not visit with other students during class time except when authorized by a teacher or the office. Students found wandering the hallways will be assumed skipping class if they have no pass or an excessive amount of time has been taken since the student has left class and will be disciplined as such.

TARDINESS

Students are considered tardy if they are not in the classroom and ready to begin class when the tardy bell rings. If there is a legitimate reason for tardiness, it is the responsibility of the student to obtain an excuse from the previous teacher or the 9-12 Head of School. For every 5 tardies (excused or unexcused) the student will be assigned one absence in that class period. Demerits will be issued for tardiness.

An unexcused tardy of five minutes or more shall result in two points being deducted from the six-weeks grade.

DISCIPLINE

One of the most important lessons education should teach is discipline. Although it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the way to good conduct and proper consideration for other people. An understanding of the purposes of good discipline makes BA a better school and you a better person.

“Good discipline” is the product of a consistent and coordinated effort between the teaching staff and the Head of School. Teachers should feel responsible to correct student actions whenever they are not in accord with school policies. If a student refuses to accept being corrected by a teacher, he/she should be taken immediately to the Head of School.

No student’s behavior should be allowed to continue in a classroom that is a detriment to the learning environment. Therefore, if the student refuses to alter his/her behavior when warned by the teacher, he/she should be immediately sent to the office. The teacher should immediately document the incident and send the report and student to the office. Teachers must realize that they are responsible for correcting students misbehavior, not only in the classroom, but wherever it is encountered, in school or in school-sponsored activities. Any serious disciplinary problem or any chronic misbehavior should be brought to the attention of the Head of School.

The BA Heads of School have established the following explanations regarding major disciplinary offenses:

1. Truancy or skipping all or part of the school day
2. Use of tobacco or e-products in school, on school premises, or at a school-related activity
3. Illegally using, possessing, distributing, or being under the influence of drugs or narcotics in school, on school premises, or at a school-related activity
4. Using, possessing, distributing, or being under the influence of alcohol or a related product in school, on school premises, or at a school-related activity
5. Continued tardiness to school or classes (See tardy policy.)
6. Vandalism - deliberate and willful attempts on part of student to deface or destroy school property or property belonging to someone else
7. Possession of firearms, knives and other dangerous weapons on school grounds
8. Any other student behavior that is considered by the school administration to be a major disciplinary issue, including, but not limited to insubordination, physical abuse of another student (fighting) or staff member, consistent and willful attempts to disrupt the educational process

Major disciplinary offenses will be dealt with as follows:

A. First major disciplinary offense

1. Truancy or skipping - notification of parents, 1 day suspension
2. Use of tobacco - 1 day suspension
3. Illegally using drugs - immediate expulsion from the Academy
4. Use of alcohol - possible expulsion from school
5. Tardiness - probation, notification of parents
6. Vandalism - restitution and/or three days suspension - 2nd offense will result in expulsion
7. Firearms - in buildings or during events - possible expulsion from school
8. Fighting - 1 day suspension
9. Other - action to be determined by the Head of School depending on the severity of the infraction.

- B. Continued major disciplinary offenses: Extended suspension periods or referral to the Executive Committee for expulsion

DISCIPLINARY MEASURES APPLICABLE TO HEAD OF SCHOOL

1. Out-of-school suspension - The Academy reserves the right at any time to suspend a student for unsatisfactory conduct which tends to disrupt the education of its students or discredits the Academy and its student body. When a student is suspended out-of-school, that student is considered “unexcused” for all classes missed. Three points will be subtracted from the six-weeks grade of each class missed. All work must be made up. Suspension period begins at 3:03 p.m. on the day a student has been suspended unless the student has to be immediately removed from the Academy grounds. During this time the suspended student will be prohibited from participating in any and all school-sponsored activities occurring during the duration of the suspension. Each parent will be contacted by phone first, or a letter if not reached, of the reason and conditions of the suspension. The suspension period is considered over at 8:15 a.m. on the day the student returns.
2. In-school suspension - Isolation - The Head of School at his/her discretion can remove a student by simply isolating him/her from the school environment for the duration of 1 to 5 days depending on the length of the suspension. During this time a student will be isolated in a room and allowed to complete the daily work that would have been assigned if he/she were attending class. At the end of the day, the completed work will be turned in to each teacher and graded. Failure to complete assigned work will result in a “0.”
3. Expulsion - Permanent removal of a student from the Academy acted upon by the recommendation of the Head of School to the Executive Committee. This disciplinary measure is only used in severe or habitual disciplinary cases. Three suspensions within the academic year will result in expulsion.
4. Student Probationary periods - usually 10 days. 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 activities during the period.
5. Detention hall will be held every Wednesday from 3:00 P.M. - 5:00 P.M. No one will be excused except for a doctor’s appointment; work is not an excuse. If the student does not attend on the assigned date, he/she will be required to serve the next two consecutive weeks. Failure to do so will result in in-school suspension, one day for every day missed. In-school suspension will carry the same restrictions regarding after school activities as suspension.
6. The above does not limit the Head of School from resorting to other actions if deemed necessary.
7. Students readmitted under disciplinary or academic probation will be subject to expulsion if terms of probation are violated.
8. Terms of probation include the following: (one) Suspension; (two) Office Referrals; (three) Failure to pass at least four classes for the semester.

BOY/GIRL RELATIONSHIPS

1. No physical contact other than handholding will be tolerated.
2. 1st offense - demerits
2nd offense - phone call to parents - demerits
3rd offense - suspension

BUS DISCIPLINE

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

Furthermore, no student will be allowed to

1. Extend body parts 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 or yell out of the window
6. Partake of tobacco, alcohol, illegal drugs, e-products to including vaping
7. Sell food
8. Perform any inappropriate conduct

Any misconduct on the bus will be reported to the Head of School or Assistant and the student will be disciplined. Continued misconduct would result in a suspension from riding the bus whether 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.

PROFANE LANGUAGE

The administration and faculty feel that the students of B.A. can express themselves adequately without resorting to vulgar or profane language. One of the keys to what is proper or improper language lies in the ear of the listener. If the language is offensive, it is improper. Incidents of improper language and obscene gestures will result in disciplinary action. Any profane language used toward a teacher or a cliché with an immoral undertone will be considered a major disciplinary infraction.

DRESS CODE

1. Boys are not to wear mustaches and/or beards.
2. Boys will wear their hair so that it does not touch the collar. Hair must not be worn longer than the earlobe or so as to be seen below the earlobe if it is pulled behind the ears. Hair must be neat and clean, must not block vision, or must not fall forward so that it blocks vision. Sideburns must not be worn below the earlobes.
3. 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 for boys or girls.

4. Girls may wear their hair any length provided it is neat and clean and does not block the vision by hanging in front of the eyes.
5. Jeans and all types of long pants will be allowed as long as they fit properly and are clean and neat. Ragged jeans will not be allowed.
6. Girls will not be allowed to wear backless blouses, spaghetti straps, bare midriffs, halters, or off the shoulder dresses. Girls must wear bras, but the straps must not be visible. Sheer or mesh style clothing is not permitted.
7. Sweatsuits may be worn if they are in good taste (not form fitting, ragged, faded, etc.).
8. T-shirts, hats, or other articles of clothing that are designed with suggestive pictures, slogans with gross overtones, sexual references, alcoholic beverage advertisements, or drug references will be prohibited.
9. The length of students' dresses, skirts, shorts, or shorts must be mid-thigh or fingertips (whichever is longer) as measured at the complete circumference of the hem of the garment.
10. Hats or caps will not be worn in any B.A. building during the school day by boys or girls.
11. Boys must wear shirts with sleeves. Girls are not allowed to wear tank tops. A tank top is defined as a top with both a scoop neckline and scoop back with straps that are less than 3" in width. Tank dresses are also not allowed. Any one dress or top that is sleeveless must have straps that are at least 3" in width, and necklines may not reveal cleavage. Girls' crop tops will not be permitted. Tops must not reveal midriff or back when standing or sitting. Tops that are suggestively revealing are not permitted.
12. Body piercing is not allowed (except girls may have pierced ears).
13. No leggings, yoga, or stretch pants are allowed to be worn during school unless appropriately covered by a skirt, dress, long sweater, or long shirt that falls mid-way the upper thigh.
14. Pants must be worn at waist level. No "low riders" are allowed. Shirts and tops must extend below the beltline even when sitting or bending.
15. Dress code violations will result in the following disciplinary actions:
 - 1st offense - 5 demerits
 - 2nd offense - 5 demerits (resulting in detention hall)
 - 3rd offense and successive offenses: demerits and detention hall
16. Anyone dressing with a blatant disregard for dress code regulations will be sent home immediately.

Any current fashion not previously described in the dress code is subject to review by the administration. Failure to comply with the dress code will result in 5 demerits and removal from class until compliance with code is met. If compliance involves missing a full class or more, the penalty will include a "0" in the class/classes missed.

The Board of Directors empowers the Head of School or a person designated by him to send home any student not dressed or groomed according to the dress code, and advise the parents of said student that attendance at the Academy is disallowed until dress and/or grooming can be maintained according to Board policy.

DEMERIT SYSTEM

<u>OFFENSE</u>	<u>DEMERIT</u>
Unexcused tardies to class (more than 5 minutes - office referral)	2 demerits
Failure to return progress report, report card	2 (parents will be called after 2nd day)
Improper use of pass or in hall without a pass	5 (2nd offense-lose pass privilege)
Returning to car without permission	3
Remaining in or at vehicles once doors are opened to students	3
Eating or drinking in the building or classrooms (except for Student Commons)	3
Failure to sign in or out (after receiving permission to leave school)	3
Failure to bring a note for an absence or a tardy on the 2nd day following the absence or tardy	3 (parents will be called)
Talking in class	3
Disrupting class	5
Leaving books in hall, commons, classrooms	2
Locker in disorder	2
Improper lunch slip	5 (2nd offense-detention)
Disrespect to staff member (including lying)	8 or Office Referral
Obscene language or obscene gestures	5
Violation of the dress code	5
Disruption in hall (horseplay)	5
Disruption on bus	5 (possible suspension from bus)
Boy/Girl contact other than hand holding	5
Disrespect to school property	8
Back Talk	5
Improper use of cellular telephones	5

If it is necessary for a student to be removed from class for disciplinary reasons, a parent conference must be held with the Head of School before the student can return to class.

The acceptance of the chewing of gum is left to the discretion of the classroom teacher. Failure to comply with any rules established by the classroom teacher will result in disciplinary action. Students are expected to keep buildings, equipment, and grounds free of gum and wrappers.

Detention hall or work detail will be served for every ten demerits accumulated. After an accumulation of 35 the student will be suspended. All records will be cleared at the end of each semester. On occasion students may work off demerits on weekend work detail. Skipping detention hall will result in a second day of detention. The second offense will result in suspension.

SOCIAL FUNCTIONS

1. There must be at least six adult chaperones including the faculty sponsor at all social functions of the school.
2. All events must end by 11:30 p.m.
3. The organization's president and sponsor are responsible for making all arrangements including scheduling of place, food, clean-up, and financing.
4. The sponsoring organization must provide for clean-up which must be completed prior to the next school day. Extra service by custodians will require extra pay which must be paid by the organization.
5. When a student enters a social event, (s)he may not leave the building until (s)he departs the event. Students who leave the building will not be permitted to re-enter and must leave the Academy grounds.
6. Only Brunswick Academy students and their dates may attend social events - Dates, if they are guests, must be registered in advance and may not be over 20 years of age.
7. Proper dress, conduct, and language are required at all social events.
8. Misconduct, including those categories listed under the discipline section, will receive the same punishment as in school.

FUND RAISERS

No fund raiser by any class or club will take place unless the sponsor gives the approval for the class or club to participate and secondly, approval has been given by the Head of School.

FIRE DRILLS

Fire and other emergency drills will be conducted on a regular basis throughout the school year. Drill procedures are posted in each room. Every student of the Academy should take a serious approach to these drills in case of an emergency. Students will be signaled over the intercom system.

TELEPHONES

Emergency calls during the school day by students may be made on the office phones. The office telephone cannot be used for personal business; others shall be made collect. No students will be called out of class to make a call or to receive a message except in an emergency situation.

ELECTRONIC DEVICES

Students are permitted to have electronic devices, such as cell phones, ipods, tablets, headphones, electronic games, etc. at school as long as these items do not interfere with the instructional day. They are to be kept out of sight or in designated areas. If any of these devices should be needed for instructional purposes (ex. using cell phone or other electronic device for taking notes), permission from the teacher must be granted.

Students are not allowed to use cell phones or other electronic devices to text, take pictures and videos, or post to social media at school during instructional time. Improper use of cell phones or other electronic devices will necessitate the following disciplinary actions:

1. **First offense:** cell phone or electronic device will be taken until the end of the day and parents will be notified (5 demerits).
2. **Second offense:** cell phone or electronic device will be confiscated for parental pick up (5 demerits).
3. **Third offense:** student will not be allowed to bring a cell phone or electronic device to school. If a student is caught using a cell phone or electronic device, he/she will receive two days in detention.

Any student having a cell phone out during a test or quiz will be guilty of an honor offense.

LUNCH

All students must report to the cafeteria and will not be admitted to the high school building until 1:23 p.m. Students are encouraged to use the school cafeteria for lunch. All students who order a lunch or bring one from home must eat in the eating areas provided. No student is allowed to sit in his/her car or drive it during this time unless given approval by the office. Off limits are the parking area, lower and middle school buildings and surrounding grounds, back of the high school building, football and softball fields. Students who go beyond the areas designated as on limits will be written up and sent to the office for disciplinary action.

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 must 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.**

PETS

No pets of any kind are to be brought to school. Specially trained guide animals may be allowed under special circumstances for sight impairment.

FLOWERS

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

DRINKS AND SNACKS

Vending machines are provided for the students in various places around the high school building and gym. No food items are to be eaten in any class during the school day unless teacher approval is given. Students are requested to limit their consumption to morning break, lunch and after school. Students are expected to properly dispose of all trash.

STUDENT DRIVERS

Upon arrival to school, students must leave vehicles at once and not return to them until the end of the day. Cars must enter and leave the grounds at the entrance nearest the designated parking areas. Students will not be allowed to double park cars or park on the front lawn. Automobiles must not be driven in a careless or reckless manner. The speed limit on campus is 10 mph.

The school campus is not a practice driving range; if a student does not have a driver's permit, he/she does not drive on campus unless the student possesses a learner's permit and abides by the laws of the State of Virginia. Students who drive cars near buses that are unloading or loading will lose their driving privileges indefinitely. This includes before and after school hours. Students who drive or either use their cars in any manner during the day without permission of the office will be disciplined. Students are not to move cars until the last bus has left the campus. Any infraction will result in an office referral.

MARRIED STUDENTS

The Academy will not enroll or admit married students without the special permission of the Executive Committee. Students who marry while attending the Academy must obtain written permission from the Executive Committee before resuming attendance. All tuition obligations must be met.

PREGNANT STUDENTS

The Academy does not admit pregnant individuals or unwed mothers as students. Any student who becomes pregnant must cease attendance as soon as it is determined by a physician that she is in such condition. All tuition obligations must be met. The student may apply for re-admission once a physician has certified that she is no longer pregnant.

WEATHER AND EMERGENCY NOTICES

In the event of severely, inclement weather, the opening of the school may be delayed or school may be closed. You will be notified of this information by an **instant alert message** via your telephone or cell phone. Do NOT call school personnel - wait for the announcement from instant alert. School closings will also be announced in the morning on the following TV channels:

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

ANNOUNCEMENTS

Announcements are included on the absentee list as well as read over the intercom as soon as they are completed. Any student may submit an announcement but be sure to get it to the office prior to 8:38 a.m. The office reserves the right to make announcements over the school intercom system during the day. Students should discontinue talking during the announcements and morning devotions.

STUDY HALLS

Students may take one study hall and only for the purpose of studying unless given special permission. Seniors may take two study halls.

Guidelines for study halls S/H:

1. No student can leave S/H without a pass.
2. There will be no talking during S/H.
3. All S/H students must bring something to study or read with them.
4. Library privileges will be allowed except when abused.
5. No cards, games, toys, etc. brought to S/H.
6. No food or drinks allowed.

It is the opinion of the Head of School and S/H teachers that an atmosphere will be maintained in each S/H whereby each student can complete work without a disturbance. Students who fail to adhere to the above guidelines and create disturbances will be written up and sent to the office for disciplinary action.

ATHLETICS

Refer to the BA Athletic Handbook for more information or clarification. The Academy offers all Upper School students the opportunity to participate in varsity and junior varsity team sports of football, basketball (boys and girls), baseball, softball, volleyball, coed soccer and cross country. Golf on the varsity level will be offered in the spring.

No student may participate in any school sponsored athletic activity without a doctor's physical on file with the coach or A.D., and proof of some type of hospitalization coverage.

Students participating in athletics will be required to take six classes and comply with the VCC academic standards for eligibility, which state that a student must pass five subjects per grading period three of which must be academic courses; an incomplete will not be considered as a passing grade. Students taking dual enrollment classes at Southside Virginia Community College may be permitted to take five classes for eligibility. Eligibility will be determined at the end of each grading period. Final yearly grades will be used for the beginning of the new school year.

A student who transfers to the Academy and leaves his/her school in good standing will be accepted as eligible for a full grading period or until Academy grades can be awarded for work completed. However, at the end of the period, he/she must meet the VCC standard in order to remain eligible.

No student may participate in any athletic event if he/she has been suspended because of misconduct from the Academy by the Head of School. (A suspended day will last from 3:03 p.m. on the day the student is suspended and end at 8:15 a.m. on the morning the student returns to school.) Weekends are no exception.

GRADING SCALE

Grades 9-12	A	95-100	superior
	B	88-94	above average
	C	81-87	average
	D	75-80	below average
	F	Below 75	failing

Grades on report cards will be issued in letter form only according to the grade code established on the report card. Pluses or minuses may not be used following a letter grade.

Grades recorded as “incomplete” must be completed and duly recorded within one week of the date of issuance of the report card. Exceptions to this rule may be granted by the Head of School in extreme cases.

GRADING OF COURSES

One unit of credit will be granted for each course passed for the academic year.

Courses taught for 1 semester on the B.A. campus will receive 1/2 unit of credit.

Both semester grades must be averaged in computing the year’s grade. In computing the semester grade, the examination grade must be counted as 25% of the semester grade with each six weeks grade counting 25% of the semester grade.

Six weeks grades are based on an average of homework, classwork, quizzes, tests, project assignments, or 6-weeks tests accumulated during the six week period.

Teachers of all subjects will subtract the lesser of one-half point or the value of the question for each spelling, punctuation, grammar usage, and/or sentence construction error in written work. The maximum to be subtracted from any paper shall not exceed five.

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 the 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 by the teacher is who’s class the “D” or “F” is attained.

EXAMINATIONS

Examinations (written, oral, project-based, etc.) will be given each semester for all Upper School courses and will cover the course content covered up to that point.

Examinations will be scheduled the last four days of the first semester and the last four days of the second semester. Exam periods will be a minimum of 90 minutes in duration.

All students are required to take exams both semesters given for each course they are taking.

Seniors may exempt each second-semester exam for a course in which they have received an A for the year.

Senior students who fail a second-semester exam in a course needed for graduation and as a result, fail the course, may request one re-exam. The grade for the re-exam will replace the original exam as the valid exam grade. Senior students wishing to take a re-exam will pay a \$10 fee to the course teacher prior to taking the re-exam. A student who fails three or more courses must repeat his or her senior year in order to receive an Academy diploma.

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. If the report card is not returned after two days, students will be given demerits daily until the card is returned. Report cards are mailed to parents at the end of the year if all financial obligations have been paid in full and all B.A. materials have been returned (books, uniforms, equipment, etc.).

STUDENT RECORDS

The transcript card is considered the **official** record for each student. It contains identifying data pertaining to the student – name, birth date, social security number, address, grades, and attendance data. A separate file is maintained containing immunization records, standardized test scores, and other pertinent information. 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.

HONOR ROLL AND HEAD OF SCHOOL'S LIST

1. A student who makes no grade less than "B" during a given six-week period will be placed on the Honor Roll for that particular grading period.
2. A student who makes no grade less than "A" during a given six-week period will be placed on the Head of School's List for that particular grading period.
3. Dual Enrollment students qualify for Honor Roll or Head of School's List at the end of each semester and the end of the year.
4. Academic certificates will be given to those students who have been on the honor roll the first five six-weeks periods.

Both Honor Rolls and Head of School Lists will be sent to the local newspapers for publication each six-week period.

WITHDRAWAL AND TRANSFER

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

MAKE-UP WORK

A student with an excused absence must make up work missed within 3 days after his/her return to school at a time agreeable to both teacher and student. After 3 days a "0" will be given unless extenuating circumstances are cleared through the office.

Exceptions:

Students missing tests that were assigned prior to their absence must take the test on the day of their return. (For example: if a test is assigned on Monday for Wednesday and the student was present on the day assigned, however, missed Tuesday, then the student knew to be prepared. Also, if a student missed the day a test was assigned, however, attended class in between the initial assignment and the test, the student must take the test.)

Failure to make up work within the allotted time will change the grade from incomplete to "0" in the teacher's gradebook. All work must be made up within 3 school days after the six week ends unless special circumstances are approved by the Head of School.

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

Upper School promotions and eventual graduation are based on an acquisition of credits accumulated from the 8th grade through 12th-grade year.

CONFERENCES

Parents are encouraged to consult with the teacher and/or Head of School in regard to their student. Suggestions are welcomed by parents or students that may improve the functioning of the school. We may not be able to act on each and every suggestion but we will at least listen.

Weekly reports from teachers on a student's progress can only be given if the parental request for such an update goes through the guidance office.

TESTING

The Upper School guidance department will administer the PSAT tests to eighth grade through juniors desiring to take the test. Information and applications will be available through the guidance department for the SAT Reasoning Test, SAT Subject Tests, and ACT.

CURRICULUM

The Upper School Curriculum is divided into three programs of study: the General Program, the Academic Program and the Honors Program.

Selection of a program of study for each individual student will be made cooperatively by students, parents, and Academy personnel. Selection will be made in the spring of the year prior to a student's entry into the 9th grade or in the case of a student transferring, prior to the student's attending classes.

The Academy's professional staff reserves the right to recommend a particular program of study for a student to the student and parents.

Within the particular program of study, the student is required to take a minimum of six subjects in grades 9-11 per year each year until his/her senior year, when he may opt to take a minimum of two subjects (four if participating in athletics) and leave school early to work in a bona fide job. A written request from the employer is required in the file of any senior who opts for this program. Also, a contract will be drawn up between the Head of School and student-parents for a request to take the working option. Seniors may take community college courses outside the Academy program; however, no course can be substituted for one offered at the Academy unless permission is given by the administration. Again, the Head of School and parent-student contract must be drawn up for this option. Credits for on-line courses will be accepted with prior permission from the administration.

Students are assigned to classes and sections of classes by the administration within the master schedule for the Upper School. Selection of teacher(s) and sections of class(es) by the student is prohibited. Class schedules of students, and any modification thereto, are subject to final review and approval by the administration.

Any changes in a student's class schedule (electives) will be authorized only through the last day of the first week of the academic session. Any changes, such as withdrawal or

transfer, thereafter will be recorded on the student's permanent record with a zero for the remaining grading periods of the year. Any changes in policy will be subject to review and approval of the Head of School.

Upon completion of the requirements by Brunswick Academy for graduation, the student will be awarded a diploma in accordance with the specific program of study he has successfully completed.

Each specific class shown as a requirement or elective particular program of study carries a single unit of Upper School credit upon satisfactory completion by the student. One-half (1/2) unit credit based on length of class, usually one semester of time spent in class, can be earned.

Senior	15 or more units of credit earned
Junior	10 or more units of credit earned
Sophomore	5 or more units of credit earned

Brunswick Academy requires a minimum of 21 credits for graduation to be completed in Grades 9-12. The subject areas and the credits for each are listed below:

English	4
Mathematics	2
Laboratory Science	2
Social Studies	<u>3</u>
U.S. History - 1	
U.S. Government - 1	
World Studies - 1	
Physical Education (PE 8 & PE 9)	2
Electives	8
Total Units	21

CURRICULUM GUIDE

Honors	9th Grade	Academic
Algebra I or II		Intro. to Algebra or Algebra A or
Survey of Grammar and Introduction to Literature or Honors World Literature		Algebra B or Algebra I or Algebra II
Physical Science		Survey of Grammar and Introduction to Literature
Physical Education 9		Physical Science
World Studies		Physical Education 9
Fine Arts		Foreign Language
Foreign Language		Fine Arts
		World Studies

10th Grade

Algebra II or Geometry	Algebra A or Algebra B or Algebra I
	or
Honors World Literature or Honors American Literature	Algebra II or Geometry
Biology	Survey of World Literature
World History	Biology
Foreign Language	World History or Elective**
	Foreign Language

Honors

Academic

11th Grade

Geometry or Alg. III/Trig. or
 Honors Advanced Math
 Honors American Literature or
 Honors British Literature
 Chemistry
 U.S. History
 Foreign Language
 Elective

Alg. B or Alg. II or Geom. or
 Alg. III/Trig. or Honors
 Advanced Math
 Survey of American Literature
 Chemistry
 U.S. History
 Elective
 Elective
 Elective

12th Grade

Algebra III/Trig. or Honors Advanced
 Math, Honors Liberal Arts Math or Calculus
 Honors British Literature or English
 Grammar and Composition
 Government or Advanced Government
 Foreign Language
 Elective

Algebra II or Geometry or Algebra III/
 Trig. or Honors Advanced Math,
 Honors Liberal Arts Math
 Survey of British Literature and/or
 English Grammar and Composition
 Government
 Elective
 Elective
 Elective

The taking of courses for credit outside the Academy to be honored by or transferred to the Academy must have prior, written approval of the Head of School. This includes home study, tutorials, summer-school classes, and all other classes taken for credit. (Senior Community College option also included.) Only those dual-enrollment classes that are recognized as established SVCC official dual-enrollment classes will be weighted.

Only those students who will be getting their driver's license before the completion of driver's education program here at school in the fall will be allowed to take the course during the summer.

Auditing of classes at the Academy is prohibited.

Any student enrolling in Algebra A must have a final average of C or above in Pre-Algebra OR a final average of B or above in Math 8

Any student enrolling in Algebra I must have a final average of B or above in Pre-Algebra.

Any student enrolling in Algebra B must have a final average of C or above in Algebra A.

Any student enrolling in Geometry or Algebra II must have a final average of C or above in Algebra B OR a second semester average of C or above in Algebra I and successfully have passed the course.

Any student enrolling in Chemistry must have passed Algebra I or Algebra B.

*Students taking Intro. to Algebra and Business Math only will receive a General Diploma.

**In order for a student to be considered for the Social Studies Award, he or she must have taken World Studies and World History.

***Students are required to take one year of computer applications.

Foreign languages are offered to all high school students. To receive an honors diploma a student must complete either three years of one foreign language or two years each of two different foreign languages. To receive an academic diploma, a student must complete a minimum of two years of a foreign language. In order for a student to move from one level of foreign language to the next higher, a student must have C. Otherwise the stu-

dent will be scheduled to repeat the foreign language.

Students desiring a Brunswick Academy Honors Diploma are required to complete Honors World Literature, Honors American Literature, Honors British Literature, and one other English course.

In order to qualify for Honors World Literature in 9th grade, a student must have earned a “B” or better in English/Lit 8.

Students must have at least a weighted C in the Honors English course in which they are enrolled in order to proceed to the next level.

Students in the honors program are required to pass Algebra I, Algebra II, Geometry, and one other higher-level math class.

Students in the honors program are required to pass either Chemistry or Physics in order to receive an honors diploma.

Students completing an academic diploma must have successfully completed three math credits, one of which is either Algebra II or Geometry.

Students receiving Academy diplomas must take Honors American Literature or Survey of American Literature and Honors British Literature or Survey of British Literature, U.S. History, and U.S. Government at the Academy. (Exceptions to this rule are Senior status transfers from an accredited high school.)

Some courses may be cancelled due to low student registration. Students are to discuss alternative classes with the guidance counselor. No courses required for diploma programs will be cancelled for any reason.

Any revision of programs of study and/or policies relating to programs of study must be reviewed and approved by the faculty, the Head of School, and the Executive Committee.

COMMUNITY SERVICE

A student is required to perform a MINIMUM of ten (10) hours of community service each year for four years in order to graduate. All community service hours must be pre-approved. Students falling more than 10 hours behind will not be promoted to the next grade level.

Only ten (10) hours will be accepted each year toward the graduation requirement. Extracurricular activities at Brunswick Academy will not count towards community service hours.

DUAL ENROLLMENT COURSES

DUAL ENROLLMENT COURSES

The following dual enrollment classes are offered through Brunswick Academy and Southside Virginia Community College (SVCC): English Grammar and Composition (ENG 111-112, 6 cr.), Calculus (MTH 273-274, 8 cr.), Advanced Biology (BIO 101-102, 6 cr.; lab, 2 cr.) and Advanced Government (PLS 211-212, 6 cr.) for seniors. Other courses may be added as deemed appropriate by the Head of School and Board. Dual enrollment students must have a strong academic background and qualify by passing the placement test(s) given by SVCC. Students will receive SVCC and Brunswick Academy credit for successful course completion; therefore, students must pay SVCC tuition, fees, and must purchase college texts in addition to Brunswick Academy tuition and fees.

REGULATIONS FOR GRADUATION

Valedictorian - Highest grade point average for 3 1/2 years. Candidate must seek an

Honors or Academic diploma. The average is compiled as of the end of the first semester of the senior year.

Salutatorian - Second highest grade point average from either the Honors or Academic groups is eligible for this honor.

Honor graduates and Junior Marshals

1. Honor graduates must have a 95.00 average as of the end of the first semester of the Senior Year.

Junior Marshals - Averages are compiled as of the end of the first semester of the Junior year. Those chosen will be the eight students with the highest averages. In order to be eligible, a student must be formally accepted as a B.A. student prior to the first semester of his/her sophomore year. No one who has been convicted of two or more honor offenses can be considered for the position of junior marshal.

2. In order to be eligible for Valedictorian and Salutatorian honors, a student must be formally accepted as a B.A. student prior to 1st semester of his/her Junior year and remain in attendance 3 consecutive semesters until the grades could be averaged at the midterm of the Senior year.

LIBRARY SERVICES

1. The Academy library is open from 8:20 a.m.-3:05 p.m. Monday through Friday.
2. Student cooperation with the librarian is required in the care of the library materials and the return of same to the library on time.
3. Any materials leaving the library must be checked out at the desk by the librarian. Check-out is for a two-week period. Books must be renewed after this time. It is not necessary to bring the books in order to renew them.
4. Materials lost or damaged must be paid for by the borrower. Cost will be determined by the replacement value of the materials.
5. Remember that the borrower is responsible for the materials he/she checks out. If another student needs the book, it must be returned to the library so that student can check it out in his/her name. The book will be placed on reserve for the student.
6. Any overdue materials not returned after receiving an overdue notice may result in the student receiving detention hall until the book is returned. A fine of \$.50 a day per book will be levied on books not returned or renewed after receiving an overdue notice.
7. Books in the Reference section may not be checked out except by special permission of the librarian. Students will be allowed in most cases to check out reference books overnight.
8. All magazines must be checked out before being taken from the library. Current issues may be checked out overnight. Older issues may be checked out for two weeks. Lost magazines will cost \$5.00 per issue.
9. Computer users must sign in at the computer station when using research materials. Students wishing to use the Internet must have an Acceptable Use policy signed and notarized. This may be obtained from the librarian. The librarian must log on for you.
10. Only those S/H students needing to use library materials will be allowed to come to the library. A library pass must be signed by the librarian and signed by your S/H teacher. Anyone abusing the privilege of coming to the library will be sent back to S/H.
11. Students needing copies made must have them made in the library rather than the office. The cost for copies will be paid to the librarian.

THE HONOR COUNCIL OF BRUNSWICK ACADEMY

NAME AND PURPOSE

1. The name of this organization shall be the Honor Council of Brunswick Academy.
2. The purposes of the Honor Council shall be to promote and encourage honesty among the students and to enforce the Honor Code.

THE HONOR CODE

As a student of Brunswick Academy, I realize that all I do must be above reproach. I will be honest with myself and with others and refrain from all acts of cheating, lying, stealing, and encourage others to follow these standards.

If found guilty of committing an honor violation, it is understood that I will be tried and subject to discipline by the Honor Council of this school.

Every student is required to write the following pledge on all tests, quizzes and graded assignments.

“I have neither given nor received any help on this (test, quiz, report, etc.) nor am I aware of any breach of the Honor Code that I shall not immediately report.”

- I. The following are honor violations:
 - A. Cheating/Attempted Cheating is representing someone else’s work as being one’s own or reproducing one’s own work without authorization to do so.
 - B. Copying involves the use of (a) one’s own material (b) another’s material (c) crib notes (d) textbook (e) class notes during an examination without authorization to do so. (Note: Crib notes refer to notes brought to class for illicit use during examinations. If you have crib notes this will be considered cheating.)
 - C. Collaboration is working with another person or persons in the execution of a test, quiz, report, paper, etc., except where joint effort is permitted or special regulations are made by the instructor. All work for which credit is sought must be performed by the individual student.
 - D. Plagiarism consists of copying the language, ideas, and thoughts of another author and presenting this material as one’s own original work. (This matter will be left up to the teacher involved.) In other words, cheating involves using another’s work or dishonestly using one’s own material to improve his grade.
 - E. Lying in regard to any person involved in a case, will result in severe punishment. This applies to the accused, witnesses, and Honor Council members.
 - F. Stealing is taking or withholding property from the real owner with the intention of permanently or temporarily depriving the owner of his possessions. (Intent is not relative to deciding guilt or innocence, but may become a factor in determination of punishment.)
 - G. Falsifying documents (forging signatures, changing grades on papers, tests, report cards, etc.) will be considered an honor offense.
 - H. Failing to report an honor violation will result in punishment.
 - I. If there is any question about any part of the Honor Code in a particular case, The Honor Council and Administration/Advisor reserves the right to judge the case as an honor violation.

- II. The following are penalties for honor violations:
- A. First offense for an honor violation may result in three (3) days of detention with a zero on the work involved in the violation. All teachers are required to give a zero on all work involved in the violation. **This grade will not be dropped nor will an additional grade be added.** Second offense for an honor violation may result in three (3) days suspension. Third offense for an honor violation will result in the case being reviewed before the board and probable expulsion.
 - B. Stealing may result in suspension or expulsion.
 - C. Lying during a trial by anyone involved will be considered a second offense.
 - D. A record will be kept of each high school student found guilty, until he graduates.
 - E. Any member of a Brunswick Academy organization (Student Council Organization, Class, Honor Council, Hi-Y, Honor Society, etc.) **found guilty** of any honor violation (cheating, copying, collaboration, plagiarism, lying, stealing, or failing to report an honor violation) shall be removed from that organization immediately.
 - F. No one convicted of two honor offenses will be considered for the position of junior marshal or membership in the National Honor Society.
- III. Reporting Honor Violations is mandatory.
- A. Any student or faculty member who has witnessed a breach of the Honor Code is responsible for reporting the violator to the Co-Chairpersons or Secretary of the Honor Council or to the Honor Council Sponsor or to the Honor Council class representatives.
 - B. The accuser shall fill out an Honor Violation form, sign it, and turn it in to the Co-Chairpersons or Secretary.
 - C. The accuser will remain unknown unless his identification is deemed necessary by the Honor Council.
 - D. Each violation must be reported by two (2) students and/or a teacher.
- IV. The procedure for trying a case will be immediate and thorough.
- A. Every reported violator must appear before the Honor Council or the Co-Chairpersons, Secretary, and Sponsor.
 - B. The Honor Council advisor and 7/10 of all voting members must be present during the hearing of a case.
 - C. Each session is taped to insure a fair trial for all concerned. (The tapes are heard by only an administrator and/or the parents of the accused.) Each tape is destroyed at the conclusion of each case.
 - D. In order for a person to be declared guilty, 6/10 of the members must vote that the person is guilty.
- V. The rights of the accused will be considered:
- A. He may have any witness for his defense.
 - B. He has the right to remain silent if it is to his own defense.
 - C. He has the right to see that all Honor Council procedure throughout the case abides by the Constitution.
- VI. The membership will consist of voting members and nonvoting members.
- A. There will be ten (10) voting members, two (2) from the senior class, three (3) from the junior and sophomore classes, and two (2) from the freshman class.
 - B. There will be nonvoting members, the Honor Council Co-Chairpersons, the Honor Council Secretary, the S.C.O. President, and one (1) administrative advisor, and one (1) faculty advisor.

- VII. The Honor Council officers will fulfill their assigned obligations:
- A. The Honor Council Co-Chairpersons will have the following duties:
 1. They (both and/or one) will preside at all meetings of the Honor Council.
 2. They shall be nonvoting members of the Honor Council.
 3. They (both and/or one) shall call special meetings of the Honor Council when needed.
 4. The Co-Chairpersons shall meet with one another and the faculty advisor at least every other week if not before.
 - B. The Honor Council Secretary will have the following duties:
 1. He/she shall keep accurate records of all meetings of the Honor Council.
 2. He/she will be a nonvoting member of the Honor Council.
 3. He/she will assume any other duties assigned him/her by the Chairman.
 - C. The Co-Chairpersons or Secretary shall notify only the convicted student's teachers of his punishment.
- VIII. The Co-Chairpersons and the Secretary must have the following qualifications:
- A. They must have a grade average of "C" or above.
 - B. The Co-Chairpersons will be a Junior and a Senior during their term of service.
 - C. The Co-Chairperson that is a Junior during his/her term may continue his service as Chairperson during his/her Senior year.
 - D. The Secretary will be a Junior during his/her term of service.
 - E. They shall be of extremely high character.
 - F. They shall have a strong and sincere belief in the Honor System.
 - G. They will have a commendable social and moral record.
- IX. The election of Honor Council officers will follow an orderly procedure.
- A. The present council will nominate at least three (3) candidates one week prior to the elections. Nominations for Honor Council officers shall be completed by closed ballots.
No candidate will be declared a winner of either office without a 15 vote difference. If there is no candidate with this difference, then it will be a run off election of the top two candidates. With numbers so low in some classes this may not be feasible.
 - B. Students who have violated the Honor Code shall not be a representative or officer of the Council.
 - C. The Co-Chairpersons must have prior experience on the council.
 - D. The faculty may make additions to the slate.
 - E. The faculty will screen all candidates. If 3 or more faculty members disapprove of a candidate as an officer, that candidate shall not be on the ballot.
 - F. The faculty shall choose the final candidates.
 - G. Voting shall be by secret ballot in the high school. The winning candidates will be Co-Chairpersons and Secretary.
 - H. The Co-Chairpersons and Secretary of the Honor Council will not hold an office in the S.C.O.
- X. The Honor Council members will have the following qualifications:
- A. They must have a grade average of "C" or above.
 - B. They must be of extremely high character.
 - C. They must have a commendable social and moral record.
 - D. They must have a strong and sincere belief in the Honor System.

- XI. Elections of Honor Council members will follow an orderly procedure.
 - A. Nominations of at least four (4) candidates will be made by each class.
 - B. A petition signed by thirty (30) students shall constitute an addition to the slate.
 - C. In addition to those candidates nominated by their class, a faculty committee may nominate an additional candidate from each class to be screened and put on the ballot. The committee will consist of the honor council advisor and no more than five faculty members. This faculty committee will be chosen by the honor council representatives and officers at the end of the school year. The Candidate(s) nominated by the committee, shall demonstrate trustworthiness, and the upmost respect for the Honor Code.
 - D. All nominees shall be screened by the faculty. If 3 or more faculty members disapprove of a candidate as a representative, that candidate shall not be on the ballot.
 - E. No candidate will be declared a winner without a 5 vote difference. If there is no candidate with this difference in votes, then the top two (2) will compete in a runoff election.
- XII. Each member of the Honor Council will be above reproach.
 - A. Each member of the Honor Council will consider himself honor bound to maintain secrecy in regard to the information given on any case reported to the Honor Council. A breach of this secrecy shall result in expulsion from the Honor Council and will be treated as a Honor offense.
 - B. An Honor Council member who is convicted of an Honor Code offense shall be immediately expelled from the Council.
- XIII. The correct procedure for amending the Constitution will be followed.
 - A. Any Council member may recommend an amendment.
 - B. In order for an amendment to be adopted, 3/4 of the Council must vote accordingly.
- XIV. All punishment will be carried out by the Head of School.
- XV. All teachers/staff are required to report all violations to the council immediately.

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).

CLASS TIME SCHEDULE

REGULAR CLASS SCHEDULE

8:15 - 8:23	Homeroom
8:25 - 9:11	Period 1
9:15 - 10:01	Period 2
10:01 - 10:10	Break
10:13 - 10:59	Period 3
11:02 - 11:48	Period 4
11:48 - 12:34	Period 5
12:37 - 1:23	Lunch
1:26 - 2:12	Period 6
2:15 - 3:01	Period 7
3:03	Dismissal

V.C.C. CODE OF SPORTSMANSHIP

Sports exist in our schools because we assume that they are good for our students; good in the sense that they are enjoyable; good in the sense that they are educational; good in the sense that they help keep our bodies fit; good in the sense that they provide a healthy outlet for our energies.

In order for sports to remain “good” for us, we have a code of sportsmanship to guide us, to remind us, to help us conduct ourselves in an appropriate manner. The “code” implies an expectation for all coaches, players, cheerleaders, and spectators. That code encompasses a few simple basic ideas.

- Courtesy and respect for the rules, opponents, guests and officials.
- Enthusiasm for playing the game and modesty and graciousness in victory or defeat.
- Fairness and responsibility to the sport, to our opponents, to our respective schools.

Specifically:

1. We shall not take part in any actions that are derogatory to our opponents to the officials.
2. We shall respect the property and reputation of our opponents.
3. We shall refrain from using noisemakers and shall remain quiet during free throws at basketball games.
4. We shall demonstrate good sportsmanship by shaking hands at the end of each athletic contest.

To be effective these ideas must be clearly expressed to Heads, Athletic Directors, Coaches, Athletes, Students and Spectators.

Players and cheerleaders must be held accountable for their actions if they wish to participate.

Spectators must not be permitted to remain at a contest if their behavior is not acceptable.

All should assist in the encouragement of proper behavior at an athletic contest.