

# **Brunswick Academy Student Handbook**



Brunswick Academy ~ Founded 1964  
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*Revised 2020*

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# Brunswick Academy Student Handbook

## FOREWORD

The Student Handbook is a guide that will help our students and parents better understand what is expected of them while enrolled at Brunswick Academy. The Handbook contains an overview of the regulations governing the conduct of students while attending Brunswick Academy. Your cooperation in observing the enclosed regulations is expected. These regulations will be in effect for all students: what applies to one applies to all.

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.

## CLASS TIME SCHEDULE

The school day for Lower and Elementary School students begins at 8:23 A.M. and concludes at 2:50 P.M. Middle School and Upper School students will utilize the following schedules:

### MIDDLE SCHOOL CLASS SCHEDULE

8:23 - 8:30 Homeroom  
8:33 - 9:19 Period 1  
9:22 - 10:08 Period 2  
10:08 - 10:17 Break  
10:20 - 11:06 Period 3  
11:09 - 11:55 Period 4  
11:55 - 12:27 Lunch  
12:30 - 1:17 Period 5  
1:20 - 2:06 Period 6  
2:09 - 2:53 Period 7  
Dismissal

### UPPER SCHOOL CLASS SCHEDULE

8:23 - 8:30 Homeroom  
8:33 - 9:19 Period 1  
9:22 - 10:08 Period 2  
10:08 - 10:17 Break  
10:20 - 11:06 Period 3  
11:09 - 11:55 Period 4  
11:58 - 12:44 Period 5  
12:45 - 1:17 Lunch  
1:20 - 2:06 Period 6  
2:09 - 2:56 Period 7  
Dismissal

## PHASE 3 RETURN TO CAMPUS PLAN

Due to the current pandemic, any information found in our Phase 3 Return to Campus Plan will override the operational procedures outlined in this handbook.

## THE HONOR COUNCIL OF BRUNSWICK ACADEMY

All Upper School students and all eighth graders taking a credited class are to abide by the Honor Code that will be upheld by 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 have been tried and thereby subject to discipline by an administrator per handbook guidelines.

By signing both the handbook acknowledgment and the formal Honor Code Pledge document, every student is promising to uphold the Honor Code pledge:

“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. Students are not allowed to use cell phones or other electronic devices in a classroom during testing or graded work unless authorized by a teacher.
- 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, either electronic or handwritten, refer to notes brought to class for illicit use during examinations. If you have crib notes, then this will be considered cheating.)
- C. Collaboration is working with another person or persons either in school or virtual in the execution of a test, quiz, report, paper, class assignments, homework, 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. In other words, cheating involves using another’s work or dishonestly using one’s own material to improve his grade. Teachers have tools, such as Google Classroom Plagiarism Checker, at their disposal to determine whether plagiarism has occurred.
- E. Lying in regard to any person involved in a case will result in consequences as outlined by the handbook. 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. 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:

All teachers are required to give a zero on all work involved in any and all honor code violations. **This grade will not be dropped nor will an additional grade be added.** A record will be kept of each Upper School student and all eighth graders found guilty, until he/she graduates.

A. First offense for an honor violation will result in three (3) days of after school detention with a zero on the work involved in the violation. Second offense for an honor violation will result in three (3) days of in school suspension. Third offense for an honor violation will result in the case being reviewed before the Multidisciplinary Team (MDT)--see page 32. The accused may be subject to probable expulsion.

B. Stealing may result in suspension or expulsion.

C. Any member of a Brunswick Academy organization (Student Council Organization, Class, Honor Council, Hi-Y, Honor Society, etc.) **found guilty of any** honor violation shall be removed from that organization immediately.

D. No one convicted of two honor offenses will be considered for the position of Junior Marshal.

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 Building Director or Honor Council Advisor.

B. The accuser shall fill out an Honor Violation form, sign it, and turn it in to the Building Director or Honor Council Advisor.

C. The accuser will remain unknown unless his/her 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.

B. The Honor Council Advisor and 3/5 of all voting members must be present during the hearing of a case.

C. Each session is recorded to insure a fair trial for all concerned. Proceedings are recorded by an administrator's electronic device and are heard by only an administrator and/or the parents of the accused.

D. In order for a person to be declared guilty, 3/5 of the members must vote that the person is guilty.

V. The rights of the accused will be considered:

A. He/she may have any witness for his/her defense.

B. He/she has the right to remain silent if it is for his/her own defense.

C. He/she has the right to see that all Honor Council procedure throughout the case abides by the student handbook.

- VI. The membership will consist of five (5) voting members and an advisor.
- A. There will be five (5) voting members one from each grade level eighth through twelfth.
- 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 (both and/or one) shall call special meetings of the Honor Council when needed.
- VIII. The Co-Chairpersons 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. They shall be of extremely high character.
  - D. They shall have a strong and sincere belief in the Honor System.
  - E. They will have a commendable social and moral record.
- IX. The election of Honor Council officers will follow an orderly procedure.
- A. Nominations for Honor Council officers shall be completed by closed ballots and will be chosen by each grade level.
  - B. Students who have violated the Honor Code shall not be a representative or officer of the Council.
  - C. Preferably, the Co-Chairpersons should 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, that candidate shall not be on the ballot.
  - F. Nominations and voting shall be by secret ballot in grade levels eighth through twelfth. The winning candidates will convene to elect the Co-Chairpersons.
  - G. The Co-Chairpersons 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 three (3) but no more than five (5) candidates will be made by each grade level.
  - B. In addition to those candidates nominated by their class, faculty members (eighth through twelfth) may nominate an additional candidate from each grade to be screened and put on the ballot. The candidate(s) nominated by the faculty shall demonstrate trustworthiness and the utmost respect for the Honor Code.
- XII. Each member of the Honor Council will be above reproach.
- A. Each member of the Honor Council will consider himself/herself 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 Code offense.

B. An Honor Council member who is convicted of an Honor Code offense shall be immediately expelled from the Council.

**BA PRIDE**

A school wide initiative focused on promoting positive character development of all students

# Brunswick Academy

	<b>Classroom</b>	<b>Hallway/ Commons</b>	<b>Cafeteria</b>	<b>Outside/Break/ Recess</b>	<b>Bus</b>	<b>Restrooms</b>
<b>P</b>	<p><b>Perseverance</b> <i>Never give up</i></p> <ul style="list-style-type: none"> <li>Be here</li> <li>Complete all assignments</li> <li>Stay in supervised locations</li> <li>Use school appropriate language &amp; topics</li> <li>Keep hands, feet &amp; objects to yourself</li> <li>Be kind</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Walk</li> <li>Keep clean</li> <li>Stay to the right</li> <li>Keep hands, feet &amp; objects to yourself</li> <li>Use school appropriate language &amp; topics</li> </ul>	<ul style="list-style-type: none"> <li>Stay in supervised locations</li> <li>Use school appropriate language &amp; topics</li> <li>Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in supervised locations</li> <li>Use school appropriate language &amp; topics</li> <li>Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Sit facing forward in your seat</li> <li>Stay in your seat until your stop</li> <li>Follow driver's instructions</li> <li>Use school appropriate language &amp; topics</li> <li>Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use during breaks</li> <li>Follow the 10-10 rule</li> <li>Keep hands, feet &amp; objects to yourself</li> <li>Honor other's privacy</li> </ul>
<b>R</b>	<p><b>Respect</b> <i>Treat others as you want to be treated</i></p> <ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Complete your own work</li> <li>Use your resources</li> <li>Use approved school wide websites</li> </ul>	<ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Encourage others to follow PRIDE</li> <li>Be kind</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Try new foods</li> <li>Wait your turn in line</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Encourage others to follow PRIDE</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Keep your belongings to yourself--no passing items</li> <li>Always consider safety of yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Follow Honor Code</li> <li>Use the restroom quickly</li> <li>Clean up after yourself</li> </ul>
<b>I</b>	<p><b>Integrity</b> <i>Be responsible &amp; trustworthy</i></p> <ul style="list-style-type: none"> <li>Arrive on time</li> <li>Have all materials ready before the bell</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Take care of personal business between classes</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy food choices</li> <li>Take care of personal business between classes</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly</li> <li>Take care of personal business</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly</li> </ul>
<b>D</b>	<p><b>Dedication</b> <i>Show up on time, be ready to work</i></p> <ul style="list-style-type: none"> <li>Stay on "TRACK"</li> <li>Set and reach your "GOALS"</li> <li>Encourage your peers</li> <li>Be a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>Throw away all garbage--keep our school clean</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>Include others in activity or conversation</li> <li>Throw all garbage away--keep our school clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean (bring it on, Take it off)</li> <li>Be a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Throw garbage away</li> </ul>
<b>E</b>						

## Viking PRIDE Positive Behavior Rubric

## **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, discipline, individualized learning plan (if applicable), 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.

### **GRADING SCALE: Grades 1-12**

<b>A</b>	<b>93-100</b>	<b>superior</b>
<b>B</b>	<b>85-92</b>	<b>above average</b>
<b>C</b>	<b>77-84</b>	<b>average</b>
<b>D</b>	<b>69-76</b>	<b>below average</b>
<b>F</b>	<b>68 and below</b>	<b>failing</b>

## **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.

## **EXAMINATIONS**

Examinations (written, oral, project-based, etc.) will be given each semester for grades 7-12 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 for each course in which it is required.

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. 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 be issued upon request. 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.).

## **HONOR ROLL AND HEAD OF SCHOOL'S LIST**

A student achieves Honor Roll if he/she has earned no grade less than a B. Students shall be placed on the Head of School's List if no grade less than an A has been made. These

lists will be published in the local papers. Students earning all A's for the first five six weeks will receive a Gold Seal on their Honor Roll certificate given at the end of the year.

## **FIRST SEMESTER ALL “A” BREAKFAST**

Any Upper School student earning all A's for the final first semester average in each class will be invited to attend the Head of School's breakfast celebration.

## **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 faculty and administration.

## **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 Board of Directors approves their withdrawal and all financial obligations have been paid in full to the point of withdrawal.

In order to receive a BA Academic diploma, students transferring in as a Senior are required to successfully complete one BA Upper School English, Math, Science, Social Studies, and Elective approved by administration.

## **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. In K-Grade 2 a student is a candidate for retention if he/she fails Reading or Mathematics. A student in grades 3-7 is a candidate for retention if he/she has failed reading/English Lit 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. A student in 8th grade is a candidate for retention if he/she has failed three subjects. Upper School promotions and eventual graduation are based on an acquisition of credits accumulated from the 8th grade through 12th-grade year.

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.

Promotion and retention will be based on what is in the best interest of the student.

## **STAY CONNECTED**

It is important for the student, staff and parents to stay connected. Our online school management system and the school website provide the most current contact information.

The parent/guardian assigned BA email address will serve as the primary means of communication during the entire time your child is enrolled. Student assigned BA email addresses are issued to students in Grades 5-12. Contact information for all staff members can be found online or by calling the main office. All meetings or conferences should be scheduled in advance to avoid interrupting valuable instruction time.

**QuickSchools (online school management system):**

<https://brunswickacademy.quickschools.com>

**School Website:** <https://www.brunswickacademy.com>

## **PARTIES AND FIELD TRIPS**

PreK - grade 5 parties may be planned at Halloween, Thanksgiving, Christmas, Valentines, St. Patrick's Day, and Easter. These should be planned at recess or pullout period if possible.

All field 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. The eighth grade shall reserve the right to plan and execute an "end-of-the-year" trip.

No personal party invitations may be issued at school unless everyone in the classroom is included.

## **SENIOR TRIP**

All students participating in the Senior Trip must be in "good academic and social standing." Seniors must be passing all classes required for graduation. All senior year discipline records will be reviewed at the end of first semester. At any point a senior who is brought before the Multidisciplinary Team may have their Senior Trip privileges revoked. If a student is not allowed to participate in the Senior Trip due to disciplinary consequences, all monies involved in the Senior Trip will not be refunded.

## **PARENT/VISITOR 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 student, they must remain in the lobby area. Visitors will not be allowed to go to the student's classroom door and interfere with the classroom activity that is in progress. If the student is to be picked up, he/she will be called down to the lobby area by the administrative 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.

# **CURRICULUM**

Brunswick Academy's curriculum follows a traditional approach that, in accordance with our mission, prepares each student for success on whatever path they follow. While we emphasize our college preparatory program, we recognize that all students do not desire to go on to college. Therefore, our curriculum offers options to provide a well-rounded education of the mind and body to prepare all students for life in our society. In addition to basic knowledge, our educational approach fosters critical thinking, reasoning, and expression skills. A major focus in all courses is on the ability to read and express one's self both orally and in writing.

## **Lower/Elementary School**

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 8:23 A.M. to 2:50 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.

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 of Directors have agreed that each child must be five on or before September 30 for consideration of entry into kindergarten for the school year.

Pre-K-3 classes are self-contained which affords a close working relationship between teacher and students. Classes in grades 4 and 5 are departmentalized which offers concentrated study in subject fields.

## **Middle School**

Classes in grades 6-8 are departmentalized which offers concentrated study in subject fields. Eighth graders will receive one unit of credit toward graduation for each of the following subjects: Algebra A, Algebra I, Computer 8, Foreign Language, Introduction to Business and P.E. 8. Students wishing to begin a foreign language in the eighth grade must have a final average of 85 or higher in the grammar portion of English/Lit 7. There is also an expectation for new students who have transferred to Brunswick Academy. In addition, students wishing to start Honors English in 9th grade must have a final average of 95 or higher in English/Lit 8. Students wishing to pursue an Honors diploma have the option to take the Survey Grammar course rather than the Honors English during the 9th grade.

## **Upper School**

The Upper School Curriculum is divided into three programs of study: the General Program, the Academic Program and the Honors Program. In partnership with Southside Virginia Community College, students, along with a Brunswick Academy diploma, have the option of earning, or at the very least accomplishing a significant amount of work towards, a Career & Technical Education (CTE) certificate in CITE (Microsoft), Electrical, Welding, Electrical & Welding, or Precision Machining during their Junior and/or Senior years.

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 encouraged to take a minimum of five subjects in grades 9-11 per year until his/her senior year, when he/she may opt to take a minimum of two subjects (four if participating in athletics). Students who have a first period Study Hall or one at the end of the day are allowed to arrive late or leave early only if a parental note giving permission is submitted. With the exception of emergency situations and doctor’s appointments, students are not allowed to leave school early and then return to school.

Juniors and Seniors may take community college courses outside the Academy program; however, no course can be substituted for one offered at the Academy. 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 first ten days of the academic session. Any changes, such as a 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 by the administration.

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/she has successfully completed.

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

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	3
U.S. History - 1	
U.S. Government - 1	
World Studies - 1	
Physical Education (PE 8 & PE 9)	2
Electives	8
<b>Total Units</b>	<b>21</b>

## CURRICULUM GUIDE

	Honors	Academic	General
9th	<p>Survey of Grammar &amp; Intro to Literature (or Honors World Literature if recommended)</p> <p>Algebra B, Algebra I, Geometry, or Algebra II</p> <p>Earth Science</p> <p>World Studies (BOTH World Studies &amp; World History are required for Honors Program)</p> <p>Physical Education 9 (Driver's Education is included)</p> <p>Fine Arts (must pass BOTH Art &amp; Music in order to fulfill graduation requirements)</p> <p>Foreign Language (can be started in Grade 10 if taking 3 years of one language)</p> <p>Computer Applications (unless computer requirement met in 8th grade)</p>	<p>Survey of Grammar &amp; Intro to Literature (or Honors World Literature if recommended)</p> <p>Intro to Algebra, Algebra A, Algebra B, Algebra I, or Geometry</p> <p>Earth Science</p> <p>World Studies</p> <p>Physical Education 9 (Driver's Education is included)</p> <p>Fine Arts (must pass BOTH Art &amp; Music in order to fulfill graduation requirements)</p> <p>Foreign Language (can be started in Grade 10)</p> <p>Computer Applications (unless computer requirement met in 8th grade)</p>	<p>Survey of Grammar &amp; Intro to Literature</p> <p>Intro to Algebra, Algebra A, Algebra B, Algebra I, or Geometry</p> <p>Earth Science</p> <p>World Studies</p> <p>Physical Education 9 (Driver's Education is included)</p> <p>Elective</p> <p>Elective</p> <p>Computer Applications (unless computer requirement met in 8th grade)</p>
10th	<p>Honors World Literature or Honors American Literature</p> <p>Geometry or Algebra II</p> <p>Biology</p> <p>World History (BOTH World Studies &amp; World History are required for the Honors Program)</p> <p>Foreign Language</p> <p>Elective</p> <p>Elective</p>	<p>Survey of World Literature (or Honors World/American Literature if recommended)</p> <p>Algebra A, Algebra B, Algebra I, Geometry, or Algebra II</p> <p>Biology</p>	<p>Survey of World Literature</p> <p>Algebra A, Algebra B, Algebra I, Geometry, Algebra II, or Business Math</p> <p>Biology</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>
11th			

	Honors American Literature or Honors British Literature	Survey of American Literature (or Honors American/British Literature if recommended)	Survey of American Literature or Business Communications English or Practical English
	Geometry, Algebra II, Liberal Arts Math, Algebra III/Trigonometry, Honors Advanced Math, or Dual Enrollment PreCalculus	Algebra B, Geometry, Algebra II, Liberal Arts Math, Algebra III/Trigonometry, Honors Advanced Math, or Dual Enrollment PreCalculus	Elective
	Chemistry		Elective
	U.S. History	U.S. History	U.S. History
	Foreign Language	Foreign Language or Elective	
	Elective	Elective	Elective
	Elective	Elective	Elective
12th			
	Honors British Literature, Film Appreciation/Critique/Written Analysis, or Dual Enrollment English	Survey of British Literature, Honors British Literature (if recommended), Film Appreciation/Critique/Written Analysis, or Dual Enrollment English	Survey of British Literature, Business Communications English, or Practical English
	Liberal Arts Math, Honors Advanced Math, Dual Enrollment PreCalculus, Dual Enrollment Calculus	Geometry, Algebra II, Algebra III/Trigonometry, Liberal Arts Math, Honors Advanced Math, Dual Enrollment PreCalculus, Dual Enrollment Calculus	Elective
	Dual Enrollment Advanced Biology, Dual Enrollment Chemistry, or Dual Enrollment Physics	Dual Enrollment Advanced Biology, Dual Enrollment Chemistry, or Dual Enrollment Physics	Elective
	Government or Dual Enrollment Advanced Government	Government or Dual Enrollment Advanced Government	Government
	Foreign Language or Elective	Foreign Language or Elective	Elective
	Elective	Elective	Elective
	Elective	Elective	Elective

Enrollment in courses for credit outside the Academy to be honored by or transferred to the Academy must have prior, written approval by administration. This includes home study, tutorials, summer-school classes, and all other classes taken for credit. Only those dual-enrollment classes that are recognized by Administration and the Curriculum Committee as established SVCC and Liberty University official dual-enrollment classes will be weighted (see pages 17-19 for complete list).

Only those students who will be getting their driver's license before the completion of the 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.

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

International students will not be included in the ranking of each grade level.

Students choosing to reclass in high school should be aware of the following when making a decision:

Students who choose to reclass in high school will not be included in the ranking of the grade level at any point while enrolled as a student at Brunswick Academy.

Some scholarship applications may require a ranking for consideration; however, this information will not be provided in any situation.

Any revision of programs of study and/or policies relating to programs of study must be reviewed and approved by the faculty, the administration, and the Executive Board of Directors.

### **Curriculum Requirements for COMPUTER:**

Students are required to take one year of Computer Applications. Transfer students have the option of taking a Computer assessment which demonstrates their expected computer skills. With the successful completion of this test, said students will be exempt from having to enroll in the Computer Applications course.

### **Curriculum Requirements for ENGLISH:**

In order to qualify for Honors World Literature in 9th grade, a student must have earned a final average of 95 or higher 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 desiring a Brunswick Academy Honors Diploma are required to complete Honors World Literature, Honors American Literature, Honors British Literature, and one other English course.

### **Curriculum Requirements for FOREIGN LANGUAGE:**

Foreign languages are offered to eighth grade students and above. Students wishing to begin a foreign language in the eighth grade must have a final average of 85 or higher in the grammar portion of English/Lit 7. 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 level, a student must have a final average of 81/C or higher. Otherwise the student will be scheduled to repeat the foreign language.

### **Curriculum Requirements for MATH:**

Any student enrolling in Algebra A must have a final average of 81/C or above in Pre-Algebra OR a final average of 81/C or above in Math 8.

Any student enrolling in Algebra I must have a final average of 81/C or above in Pre-Algebra.

Any student enrolling in Algebra B must have a final average of 81/C or above in Algebra A.

Any student enrolling in Geometry or Algebra II must have a final average of 81/C or above in Algebra B OR a second semester average of 81/C or above in Algebra I and successfully have passed the course.

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

Students completing an Academic diploma must have successfully completed three math credits which follow a forward progression, one of which is either Geometry or Algebra II.

Students taking only these two math classes: Intro. to Algebra and Business Math will receive a General Diploma.

### **Curriculum Requirements for SCIENCE:**

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

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

### **Curriculum Requirements for SOCIAL STUDIES:**

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

### **Brunswick Academy High School Online Courses available through Liberty University Online Academy (LUOA)**

A comprehensive list is available in the Guidance Office and/or online through LUOA.

Students taking online classes at school may be required to have assessments proctored by a faculty member.

## **DUAL ENROLLMENT COURSES**

Students interested in taking dual enrollment courses may do so through our partnerships with Southside Virginia Community College (SVCC) and Liberty University (LU) after successfully completing their sophomore year. These courses will be weighted eight points and are only available to students in the event that an equivalent class is not taught on the Brunswick Academy campus by a faculty member. Students will receive SVCC or LU and Brunswick Academy credit for successful course completion; therefore, students must pay SVCC/LU tuition, fees, and must purchase college texts in addition to Brunswick Academy tuition and fees. It is the responsibility of the student and his/her parents to check with the colleges/universities to which transfer credit is desired to make sure the courses will transfer.

Any additional requests for a college course through either SVCC or LU to be designated as Dual Enrollment (with the added 8 points benefit) needs to be reviewed and approved by the Head of School, the Curriculum Committee, and the Guidance Counselor.

Brunswick Academy will pay for one (1) three credit college class per academic school year in which a student has earned at least a B- using the college's grading scale. If they are taking courses from both SVCC and Liberty, Brunswick Academy will reimburse the lesser of the two tuitions.

## Southside Virginia Community College (SVCC)

The following classes are the “official” dual enrollment classes offered through Brunswick Academy and SVCC. Students are recommended to have a “B” in the prior classes to the ones they desire to take. Students who want to take dual enrollment classes in their junior or senior years must have a 3.00 GPA and take a placement test administered by SVCC personnel.

### MATHEMATICS

**MTH 161 Precalculus I** = 3 semester hours of credit \*\*\* (BA—Precalculus = 0.5 credit)

**MTH 162 Precalculus II** = 3 semester hours of credit \*\*\* (BA—Precalculus = 0.5 credit)

**MTH 263 Calculus I** = 4 semester hours of credit \*\*\* (BA—Calculus = 0.5 credit)

**MTH 264 Calculus II** = 4 semester hours of credit \*\*\* (BA—Calculus = 0.5 credit)

### SCIENCE

**BIO 101 General Biology I and Labs** = 4 semester hours of credit \*\*\* (BA—Advanced Biology = 0.5 credit)

**BIO 102 General Biology II and Labs** = 4 semester hours of credit \*\*\* (BA—Advanced Biology = 0.5 credit)

**CHM 101 Introductory Chemistry I** = 4 semester hours of credit \*\*\* (BA -- Advanced Chemistry I = 0.5 credit)

**CHM 102 Introductory Chemistry II** = 4 semester hours of credit \*\* (BA -- Advanced Chemistry II = 0.5 credit)

**CHM 111 General Chemistry I** = 4 semester hours of credit \*\*\* (BA -- Advanced Chemistry I = 0.5 credit)

**CHM 112 General Chemistry II** = 4 semester hours of credit \*\* (BA -- Advanced Chemistry II = 0.5 credit)

(Students are allowed to enroll in this Dual Enrollment course assuming it is provided by SVCC and allows for students to complete all Brunswick Academy graduation diploma requirements.)

**PHY 101 Introduction to Physics I** = 4 semester hours of credit \*\* (BA -- Intro to Physics I = 0.5 credit)

**PHY 102 Introduction to Physics II** = 4 semester hours of credit \*\* (BA -- Intro to Physics II = 0.5 credit)

### ENGLISH

**ENG 111 College Composition I** = 3 semester hours of credit \*\*\* (BA—English Grammar and Composition = 0.5 credit)

**ENG 112 College Composition II** = 3 semester hours of credit \*\*\* (BA—English Grammar and Composition = 0.5 credit)

### POLITICAL SCIENCE

**PLS 135 U. S. Government I** = 3 semester hours of credit \*\*\* (BA—Advanced Government = 0.5 credit)

**PLS 136 U. S. Government II** = 3 semester hours of credit \*\*\* (BA—Advanced Government = 0.5 credit)

Other classes at the community college may be taken. Approval will need to be received from the Head of School for grades to be counted on the Brunswick Academy transcript.

Junior or Senior students interested in Career & Technical Education (CTE) may choose to pursue classes in this area - CITE (Microsoft), Electrical, Welding, Electrical & Welding,

and Precision Machining. These classes are offered through SVCC at an off-campus location during the morning hours, 8:00 a.m. until 11:00 a.m. Students will return to Brunswick Academy for required afternoon classes.

### **Liberty University (LU)**

The following classes are the “official” dual enrollment classes offered through Brunswick Academy and LU. Students must have a 3.0 grade point average OR two letters of recommendation from their teachers indicating their readiness to take college-level courses.

#### **MATHEMATICS**

**MATH 126 Elementary Calculus for Business and Science** = 3 semester hours of credit\*\*\* (BA—Calculus = 0.5 credit)

**MATH 201 Introduction to Probability and Statistics** = 3 semester hours of credit\*\*\* (BA—Intro. to Prob. And Statistics = 0.5 credit)

For the above course, there is a prerequisite of Algebra III/Trig or Honors Advanced Math at BA—LU prerequisite is Math 110: Intermediate Algebra with a grade of “C” or higher OR 520 on SAT Math OR 21 on ACT Math OR pass section 2 of online math assessment with a 15 or higher.

#### **SCIENCE**

**BIOL 101 Principles of Biology and 103 Principles of Biology (Lab)** = 4 semester hours of credit\*\*\*(BA—Principles of Biology & Lab = 0.5 credit)

#### **ENGLISH**

**ENGL 101 Composition and Rhetoric** = 3 semester hours of credit\*\*\*(BA—Composition and Rhetoric = 0.5 credit)

**ENGL 102 Composition and Literature** = 3 semester hours of credit\*\*\* (BA—Composition and Literature = 0.5 credit)

**ENGL 202 American Literature II** = 3 semester hours of credit\*\*\*(BA—American Literature II = 0.5 credit)

**ENGL 216 English Literature II** = 3 semester hours of credit\*\*\*(BA—English Literature II = 0.5 credit)

For the ENGL 202 and ENGL 216 courses listed above, there is a prerequisite of ENGL 101 & ENGL 102.

**ENGL 221 World Literature I** = 3 semester hours of credit\*\*\*(BA—World Literature I = 0.5 credit)

#### **POLITICAL SCIENCE**

**GOVT 200 Constitutional Government and Free Enterprise** = 3 semester hours of credit\*\*\* (BA— Constitutional Government and Free Enterprise = 0.5 credit)

**GOVT 220 American Government** = 3 semester hours of credit\*\*\* (BA—American Government = 0.5 credit)

### **REGULATIONS FOR GRADUATION**

Valedictorian - Highest grade point average for 9th grade through the first semester of 12th grade. The 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.

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 can be averaged at the midterm of the Senior year.

3. 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.

## **STUDENT SUPPORT TEAM**

Brunswick Academy has designed a team of teachers, counselors, and administrators whose purpose is to enhance the learning environment of all of our students. This team works with the entire staff to ensure that all students have an education designed to their learning style and needs. The school has resource teachers who provide services for our students. Our resource teachers join our regular education teachers in their classrooms and offer co-teaching and remedial opportunities, as well as small-group learning sessions. Students who have accommodations will receive an Individualized Learning Plan (ILP) written specifically for their learning style and needs. All teachers will implement accommodations within classroom sessions and utilize the assistance of the resource teacher.

Kindergarten through Fifth grade students will have the opportunity for small-group remediation/enrichment sessions with K-5 resource staff. The resource teachers also offer specialized in-classroom sessions to enhance curriculum. The resource teachers focus on reading and mathematics curricula.

The Sixth through Twelfth grade resource program is designed specifically for each student requiring services. Based on availability, the resource teacher will work in the classroom to offer immediate remediation opportunities. A quiet location is made available to complete tests, quizzes, and other graded assignments in alignment with individual accommodations.

New students with accommodations, who are enrolling at Brunswick Academy, will submit their accommodations and educational plans to the Admissions Director. The parent(s)/guardian(s) and student(s) will meet for an interview with the Head of the Student Support Team (SST). The Admissions Director, along with the Admissions Team, will review the information to determine eligibility of enrollment.

After consultation with parents, students of any grade level can be referred to an SST member or resource teacher based upon academic performance or observed behaviors by regular education teachers. A referral team made up of classroom teachers, the building director, the resource teacher, the guidance counselor and the Head of SST will review the referral to determine eligibility.

Individualized Learning Plans (ILP) will be reviewed at the beginning and end of each school year with the parent(s)/guardian(s) on campus. During the initial meeting, the parent(s)/guardian(s) will meet with the resource teacher(s), the building director, and classroom teacher(s). The resource teacher will send a mid-year update via email or letter. Upon leaving Brunswick Academy, ILPs will be included with transcript requests.

The Brunswick Academy Association may require that students be re-evaluated every three years upon the recommendation of the Head of SST. Accommodations will be reviewed annually.

## Available Accommodations

Textbook for at-home use, if available	Scribe for testing provided by resource teacher	Use of computers and calculators	No penalty for spelling errors or sloppy handwriting (excluding English/Foreign Language/Word Study)
Additional time for assignments per discretion of the SST	Physical/mental breaks-frequent breaks	Graphic organizers*	Time Management Skills*
Clarification of directions	Study guides/review	Quiet testing environment	Oral testing (Read Aloud)
Restate information	Visual and verbal cues and prompts	Preferential seating	Modified assignments
Copy of notes—after student attempts notetaking	Highlighted instructions*	Reduction of distractions	Small-group testing
Organizational assistance	Graph paper to assist in organizing or lining up math problems	Use of manipulatives*	

\*Specifically utilized in K-5

Additional accommodations shall be reviewed by the SST.

## PROGRESS REPORTS

Access to student grades is made available to parents through the parent portal of our online school management system. It is the parent’s responsibility to regularly check their child’s progress on QuickSchools. 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 once final grades are posted. 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.

## ATTENDANCE REQUIREMENTS

The student must have been in attendance 83.33% of the total number of days in each semester in order to be issued a semester grade. Therefore, students are not allowed to miss more than 14 days first semester and 16 days second semester during the 2020-2021 school year. Attendance is transferable 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 at least three full class periods. Twenty minutes tardy (excused or unexcused) to a class is considered an absence. Excessive tardiness will not be tolerated.

## **EARLY DISMISSAL**

### **PreK-8**

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. Lower, Elementary, and Middle School students must be signed out in the office.

PreK-8 students are not allowed to stay after school without adult supervision. A note stating the name of the supervising adult must be brought from home to the child's home-room teacher if the child is to stay after school. Arrangements must be made prior to coming to school.

### **Upper School**

If a student is to leave school after being counted present, a parental note is required. Except in emergencies, telephone calls will not be accepted as an excuse for early dismissal. Any student who leaves the building without a pass will be guilty of skipping. Parents who pick up students or discharge students for doctor appointments, etc. must report to the Upper School office in person to excuse the student unless a note has been previously written.

Students who are being dismissed early 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. No student is allowed to sign out for the purpose of picking up food.

## **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. Notes from parents or doctors excusing an absence are to be brought to the office on the day of return.

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.

## **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 considered as skipping class if they have no pass or an excessive amount of time has been taken since the student has left class; these students will be disciplined according to the guidelines in the handbook.

## **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. For every 5 tardies (excused or unexcused) the student will be assigned one absence in that class period.

## **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, then 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. Report cards are not issued until all books are returned or paid for.

## **LOCKERS (Grades 6-12)**

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 should remain closed. If habitually left open, then locker privileges may be revoked. A student is to use only the locker to which he or she has been assigned. The unauthorized switching of lockers will result in disciplinary action. Removable shelves are allowed. Students may not apply any stickers or make any changes that may damage the lockers.

## **PERSONAL PROPERTY**

Neither the school nor its employees are responsible for any property of an individual which may be lost, damaged, or stolen. Students should not bring valuables or family “collectibles” to school. Excess money is an added responsibility for the child and should not be brought to school. No student is to go into another student’s locker or personal items without the permission of the owner of the locker. Students are not allowed to sell or trade items while at school.

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 and appropriate disciplinary action taken. No rolling bookbags are allowed.

## **STUDENT EMAIL**

Brunswick Academy provides e-mail accounts to students in grades 5 through 12, parents, and faculty/staff as an important resource tool for communication. As a part of Brunswick Academy’s Google Apps domain, these accounts will be used to promote communication and collaboration between student-to-staff, parent-to-staff, and student-to-student. Brunswick Academy reserves the right to scan and monitor student email use. As comparable to school lockers, school provided email accounts will be treated as school property, subject to control, inspection, and monitoring. Students will be held accountable for any and all activity associated with their accounts. Failing to adhere to the Acceptable Use Policy or inappropriate use will result in disciplinary action. All Brunswick Academy students must sign and accept this policy before they are given access to the school’s Google Apps domain or to the Internet in general. Use of these services is a privilege. Immediately upon withdrawal or disciplinary action, these services offered through Brunswick Acad-

emy's Google Apps domain will be terminated, and accounts will be deleted. Two weeks following graduation, all school email accounts belonging to the Senior class and their parents/guardians will be closed.

## **ELECTRONIC DEVICES**

Students are permitted to have electronic devices, such as cell phones, ipods, tablets, headphones, 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 a 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 in a classroom during testing or graded work unless authorized by a teacher.

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 school hours or on school sponsored events. Students will not be allowed to take videos or record audio of teachers presenting lessons to a class. Improper use of cell phones or other electronic devices will necessitate disciplinary actions.

## **SOCIAL MEDIA**

Comments related to Brunswick Academy, its employees, staff, and events related to BA, should always meet the highest standards of discretion. Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.

When posting, even on the strictest settings, students and parents should act on the assumption that all postings are in the public domain. Before posting photographs, thought should be given as to whether the image is considered appropriate. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.

Under no circumstance should offensive comments be made about students, faculty/staff, administrators or the Academy in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense. Posts and comments should help build and support the school community. Do not comment on or forward unsupported information, e.g. rumors. Before posting photographs and videos of others, permission should be sought from the subject.

## **DISCIPLINE**

The Brunswick Academy faculty, staff, and administration care about each student and want to provide a safe, wholesome, positive atmosphere for learning. The Discipline Rubric allows students and parents to understand what is expected while the student is enrolled at Brunswick Academy. Our goal is for the student to learn to make good choices about behavior through communication, modeling, and offering opportunities for reflection. Our discipline system is one that is consistent, progressive in nature, and focuses on helping students learn to change their behavior and take responsibility for the choices they make. To ensure that the discipline policy is easy to understand and consistent, we will be utilizing a rubric system. Actions to be taken by the teacher or administrator include, but are not limited to the following:

### **OVERVIEW OF DISCIPLINARY MEASURES**

**The Time Out Option:** The student may be removed from the classroom to a supervised

location for a brief time during the class period to reflect on disruptive behavior. (Pre K- 5 ONLY)

**Lunch Detention** – The student will serve detention during the lunch period in a designated location under faculty/staff supervision. When serving detention, a student must bring a packed lunch from home. Food deliveries will not be allowed.

**In-school Suspension – Isolation (ISS)** - The student will be removed by isolating him/her from the school environment. 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.” Student will need to bring packed lunch. Student will NOT be allowed to attend any school sponsored events. This includes but is not limited to games, field trips, dances, practices, or fundraisers.

**Student Probationary Periods** - This is a period of time where further disciplinary actions by the student could result in suspension or possible expulsion. During this probationary period the student is NOT allowed to participate in any school sponsored events.

**After School Detention** – The student will be detained after school hours for a period of ninety minutes (from 3:00 pm to 4:30 pm). He/she must report to the office at 3:00 pm and must be signed out at the conclusion of detention by a parent/guardian. Student drivers may sign themselves out. 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 detention periods. Failure to do so will result in in-school suspension, one day for every day of detention missed. The student will NOT be allowed to attend any school sponsored events. This includes but is not limited to games, field trips, dances, practices, or fundraisers. A \$25 fee will be charged for each day.

**Out-of-school Suspension (OSS)** - When a student is suspended out-of-school, that student is considered “unexcused” for all classes missed. All work sent home by the teacher(s) must be returned the day the student returns to school. All assessments must be completed within 3 school days of a student’s return. Suspension period begins at the end of the school day 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 8:23 A.M. on the day the student returns.

**Expulsion** - A student will be permanently removed from the Academy in severe or habitual disciplinary cases. Once expelled the child will NOT be allowed to attend any school sponsored events.

**Emergency Expulsion** - A student will be removed immediately from school provided there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, classmates, school personnel, or is an immediate and continued disruption of the class, subject, activity, or educational process of the school.

**The above does not limit the administration from resorting to other actions if deemed necessary. All disciplinary actions will become part of the student’s record.**

## **BULLYING**

The definition of bullying adopted by Virginia's 2013 General Assembly (§ 22.1-276.01 the Code of Virginia) is the following:

“Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.”

Bullying means systematically and chronically inflicting physical hurt or psychological distress on another person. Bullying involves physical and emotional behaviors that are intentional, controlling, and hurtful, thus creating harassing, intimidating, hostile or otherwise offensive educational environments. Bullying behaviors include unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with an individual's school performance or participation; or creates a disruption in the educational environment.

Bullying is characterized by the following:

- Intentionally aggressive behavior designed to inflict harm;
- Repetitive behavior planned into the future;
- Interpersonal relationship marked by an imbalance of power.

Bullying behavior often occurs without apparent provocation, and is considered a form of abuse (i.e., peer abuse). Such peer abuse may be manifested both openly and directly or subtly and indirectly. Bullying may be communicated directly, in person, or via other communication method, including via technology (cyberbullying). Bullying may be physical or emotional.

Bullying is addressed under our Discipline Rubric -- please see rubric for details. Throughout the school year, the staff and students will be educated on how to identify, prevent and report incidents. Students are instructed to share information with faculty/staff, administrators, and/or Bully Prevention Coordinator if they witness an incident or they feel they have been a victim of bullying.

# BA DISCIPLINE RUBRIC

<p style="text-align: center;"><b>Category I Minor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Failure to bring materials required by teacher</li> <li><input type="checkbox"/> Inappropriate public display of affection                             <ul style="list-style-type: none"> <li>- Unexcused tardies</li> <li>- Failure to bring a note for an absence or a tardy</li> <li>- Failure to sign in/out (after receiving permission to leave school)</li> <li>- Remaining in or at vehicles once doors are opened to students</li> <li>- Leaving books in hallway, commons, classroom</li> <li>- Returning to car without permission</li> <li>- Eating/drinking on bus or in class without permission from teacher</li> <li>- Parking infractions</li> </ul> </li> </ul>	<p style="text-align: center;"><b>First Office Referral</b></p> <p>Verbal warning and ask student to change behavior. Student fills out reflection form. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Second Office Referral</b></p> <p>State and discuss the behavior. Have student call parent. Student fills out reflection form. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Third Office Referral</b></p> <p>State and discuss the behavior. Have student call parent. 1 day of Lunch Detention Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Fourth Office Referral</b></p> <p>MDT will develop individual plan. Document</p>
<p style="text-align: center;"><b>Category II Interfering with Own Education/Safety</b></p> <p><b>LEVEL 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sleeping in class</li> <li><input type="checkbox"/> Interruption of the teaching process</li> <li><input type="checkbox"/> Improper use of pass</li> <li><input type="checkbox"/> Staying after school without adult supervision</li> <li><input type="checkbox"/> Distracting the bus driver</li> <li><input type="checkbox"/> Not staying in bus seat or standing/obstructing aisle</li> <li><input type="checkbox"/> Body parts not remaining in bus</li> </ul>	<p style="text-align: center;"><b>First Office Referral</b></p> <p>State the behavior. Have student call parent. 1 day of Lunch Detention Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Second Office Referral</b></p> <p>State the behavior. Have student call parent. 3 days of Lunch Detention Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Third Office Referral</b></p> <p>State the behavior. Have student call parent. 1 day of After School Detention Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p style="text-align: center;"><b>Fourth Office Referral</b></p> <p>MDT will develop individual plan. Document</p>

## BA DISCIPLINE RUBRIC

<p><b>LEVEL 2</b> Cell Phones/Electronic Devices Violations During Instructional Time</p>	<p>Check cell phone/electronic device into the office for the remainder of the day. Verbal Warning Document</p>	<p>Check cell phone/electronic device into office for 5 days. 1 day of Lunch Detention Document</p>	<p>Check cell phone/electronic device into office for 15 days. Document</p>	<p>MDT will develop individual plan. Document</p>
<p><b>LEVEL 3</b> Failure to abide by the Brunswick Academy Honor Code</p>	<p>State the behavior. Have student call parent. 3 days of After School Detention \$ 0 on work, if applicable Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>State the behavior. Have student call parent. 3 days of In-School Suspension 0 on work, if applicable Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan. Document</p>	
<p><b>Category III</b> <b>Interfering with Others</b> <b>Education/Safety</b></p>				
<p><b>LEVEL 1</b> <input type="checkbox"/> Dress Code</p>	<p>Ask student to comply with school rule, if they comply student is given a verbal warning. If they do not comply, student will call parent and be sent home and a parent conference will be required before student can return. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p><b>First Office Referral</b> Ask student to comply with school rule, if they do not comply, student will call parent and be sent home and a parent conference will be required before student can return. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p><b>Second Office Referral</b> State and discuss the behavior. Have student call parent. 1 day of After School Detention \$ Student fills out reflection form Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document If they do not comply, student will call parent and be sent home.</p>	<p><b>Third Office Referral</b> State and discuss the behavior. Have student call parent. 3 days of After School Detention \$ Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document If they do not comply, student will call parent and be sent home.</p>
			<p><b>Fourth Office Referral</b> State and discuss the behavior. Have student call parent. 3 days of After School Detention \$ Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document If they do not comply, student will call parent and be sent home.</p>	<p>MDT will develop individual plan. Document</p>

## BA DISCIPLINE RUBRIC

<p><b>LEVEL 2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Failure to respect others and their property</li> <li><input type="checkbox"/> Failure to respect school property</li> <li><input type="checkbox"/> Failure to comply with a staff member request/disrespect (back talk)</li> <li><input type="checkbox"/> Leaving class or campus without permission (skipping)</li> <li><input type="checkbox"/> Vulgar, disrespectful language and gestures directed at others</li> <li><input type="checkbox"/> Lying</li> <li><input type="checkbox"/> Roughhousing/Horseplaying</li> </ul>	<p>State and discuss the behavior. Have student call parent. 1 day of After School Detention \$ Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>State and discuss the behavior. Have student call parent. 3 days of After School Detention \$ Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>State and discuss the behavior Have student call parent 2 Days of In School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan. Document</p>
<p><b>LEVEL 3</b></p> <p>Physical confrontation/Fighting</p>	<p>State and discuss the behavior. Have student call parent. 1 day of In School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>State and discuss the behavior. Have student call parent. 3 days of Out of School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan. Document</p>	
<p style="text-align: center;"><b>Category IV</b></p> <p style="text-align: center;"><b>Unacceptable Use of the School Network</b></p>	<p style="text-align: center;"><b>First Office Referral</b></p>	<p style="text-align: center;"><b>Second Office Referral</b></p>	<p style="text-align: center;"><b>Third Office Referral</b></p>	<p style="text-align: center;"><b>Fourth Office Referral</b></p>
<p>Unacceptable use of school network</p>	<p>MDT will develop individual plan. Document</p>			
<p style="text-align: center;"><b>Category V</b></p> <p style="text-align: center;"><b>Bullying</b></p>	<p style="text-align: center;"><b>First Office Referral</b></p>	<p style="text-align: center;"><b>Second Office Referral</b></p>	<p style="text-align: center;"><b>Third Office Referral</b></p>	<p style="text-align: center;"><b>Fourth Office Referral</b></p>

# BA DISCIPLINE RUBRIC

<p><b>Physical</b></p> <p><b>Includes but not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hitting, kicking, pinching</li> <li><input type="checkbox"/> Taking property</li> </ul> <p><b>Verbal</b></p> <p><b>Includes but not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name calling</li> <li><input type="checkbox"/> Written</li> <li><input type="checkbox"/> Teasing</li> <li><input type="checkbox"/> Cyber</li> <li><input type="checkbox"/> Insults</li> <li><input type="checkbox"/> Intimidation</li> </ul> <p><b>Indirect</b></p> <p><b>Includes but not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cyber</li> <li><input type="checkbox"/> Written</li> <li><input type="checkbox"/> Exclusion</li> <li><input type="checkbox"/> Nonverbal gestures</li> </ul> <p><b>Harassment</b></p> <p><b>Includes but not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sexual</li> <li><input type="checkbox"/> Racial</li> <li><input type="checkbox"/> Disability</li> <li><input type="checkbox"/> Rumors</li> </ul>	<p>State and discuss the behavior.</p> <p>Have student call parent.</p> <p>1 day of In School Suspension</p> <p>Student fills out reflection form and review with BPC (Bullying Prevention Coordinator)/administration. Follow recommendations.</p> <p>Possible loss of bus privilege and/or driver to assign seat as appropriate</p> <p>Document</p>	<p>State and discuss the behavior.</p> <p>Have student call parent.</p> <p>3 days of Out of School Suspension</p> <p>Student fills out reflection form. and review with BPC (Bullying Prevention Coordinator)/administration. Follow recommendations.</p> <p>Possible loss of bus privilege and/or driver to assign seat as appropriate</p> <p>Document</p>	<p>MDT will develop individual plan.</p> <p>Document</p>	
<p><b>Category VI</b></p> <p><b>Illegal</b></p> <p><b>LEVEL I</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driving Infractions</li> </ul>	<p>State the behavior.</p> <p>Have student call parent.</p> <p>Student receives warning.</p> <p>Student fills out reflection form.</p> <p>Driving privilege could be suspended.</p> <p>Document</p>	<p>State the behavior.</p> <p>Have student call parent.</p> <p>3 days of After School Detention</p> <p>Student fills out reflection form.</p> <p>Driving privilege could be suspended.</p> <p>Document</p>	<p>State the behavior.</p> <p>Have student call parent.</p> <p>5 days of After School Detention</p> <p>Student fills out reflection form.</p> <p>Driving privilege will be revoked.</p> <p>Document</p>	<p><b>Fourth Office Referral</b></p> <p>MDT will develop individual plan.</p> <p>Document</p>

## BA DISCIPLINE RUBRIC

<p><b>LEVEL 2</b> Tobacco Use or Possession</p>	<p>Have student call parent. 1 day of Out of School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>Have student call parent. 3 days of Out of School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan. Document</p>	
<p><b>LEVEL 3</b> <input type="checkbox"/> Theft/Possession of Stolen Goods <input type="checkbox"/> Forgery/Misrepresentation of a Parent <input type="checkbox"/> Vandalism</p>	<p>State the behavior. Have student call parent. 2 days of After-School Detention \$ Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document Vandalism requires restitution.</p>	<p>State the behavior. Have student call parent. 3 days of Out of School Suspension Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document Vandalism requires restitution.</p>	<p>MDT will develop individual plan. Document</p>	
<p><b>LEVEL 4</b> <input type="checkbox"/> Threats <input type="checkbox"/> Sexual Harassment</p>	<p>Have student call parent. 2 days of Out of School Suspension Notify Police. Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document Parent conference required for student to return to regular classes.</p>	<p>Have student call parent. 4 days of Out of School Suspension Notify Police. Student fills out reflection form. Check in with administration to review reflection form and follow recommendations. Possible loss of bus privilege and/or driver to assign seat as appropriate Document Parent conference required for student to return to regular classes.</p>	<p>MDT will develop individual plan. Document</p>	

## BA DISCIPLINE RUBRIC

<p><b>LEVEL 5</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alcohol Use or Possession</li> </ul>	<p>Have student call parent. Notify Police. MDT will develop individual plan. Document</p>			
<p><b>LEVEL 6</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drug Use or Possession</li> <li><input type="checkbox"/> Chemical Abuse</li> </ul>	<p>Have student call parent. Notify Police. Immediate expulsion Document</p>			
<p><b>LEVEL 7</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Threat to Do Bodily Harm to a Staff Member or Guest</li> <li><input type="checkbox"/> Assault</li> <li><input type="checkbox"/> Sexual Assault</li> <li><input type="checkbox"/> Sale/Intent to Distribute Drugs/Alcohol</li> <li><input type="checkbox"/> Other Criminal Acts</li> </ul>	<p>Have student call parent. Emergency expulsion pending investigation Notify Police. MDT will develop individual plan. Document</p>			
<p><b>LEVEL 8</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Firearm Possession/Weapons/Other Destructive Devices</li> </ul>	<p>Have student call parent. Notify Police. Mandated state and federal one calendar year expulsion MDT will develop individual plan. Document</p>			

\*The BA Discipline Rubric applies to student behavior on campus, on school transportation, and at all school sponsored events.  
\*BA reserves the right to adjust discipline based on severity of the offense. Multiple offenses in the same or different categories/levels can have an impact.

\*The Multidisciplinary Team (MDT) reserves the right to review a student's record to determine course of discipline.  
\*The Multidisciplinary Team (MDT) will consist of Head of School, Building Director, and Faculty/Staff Member(s).

\* A \$25.00 fee will be charged for each day of After School Detention.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection will be deemed inappropriate at the discretion of faculty, staff, and administrators.

## **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. Cheating is a violation of the Honor Code, disciplinary actions will be taken and the parents notified.

## **PROFANE LANGUAGE**

The students are expected to express themselves adequately without resorting to vulgar or profane language. Language will be deemed inappropriate at the discretion of faculty, staff, and administrators. This rule applies at all school sponsored events including but not limited to games, practice, field trips, social events and fundraisers.

## **DRESS CODE**

Students are expected to dress appropriately on campus and at all school sponsored events.

- 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.
- 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. Boys’ faces must be clean-shaven, and boys are not to wear mustaches and/or beards.
- 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.
- Skirts, dresses and shorts must be mid-thigh or fingertips (whichever is longer) as measured at the complete circumference of the hem of the garment.
- Pants and jeans must fit properly and be worn at waist level. Ragged jeans/pants that expose skin will not be allowed.
- No pajama pants will be allowed (unless school sponsored).
- Undergarments must be covered at all times.
- Any single dress or top that is sleeveless must have straps at least 2 inches wide.
- Necklines may not reveal cleavage.
- No midriffs, open back shirts/dresses, or off the shoulder dresses allowed.
- No sheer, mesh or see-through clothing allowed.
- No hats, caps or hoods worn inside school buildings.
- Boys must wear shirts with sleeves.
- Tank tops are not to be worn by boys or girls.
- Only girls may have ears pierced. All other piercings are prohibited.
- 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.
- No leggings, yoga or stretch pants unless dress, shirt or skirt hits mid-thigh or fingertip length.

- Clothing should not be revealing.
- For safety PreK-2 students wearing sandals, flip-flops, or slides must have straps on heel.
- No elevated shoes should be worn to school by PreK-5 students for safety reasons.

Any current fashion not previously described in the dress code is subject to review by the administration.

## **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, he/she may not leave the building until he/she 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.

## **FUNDRAISERS**

No fundraiser 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 administration.

## **COMMUNITY SERVICE**

Each high school student is required to perform a MINIMUM of ten (10) hours of community service each year for four years in order to graduate. Ten (10) hours must be completed the summer before or during the senior year. All community service hours must be pre-approved. Extracurricular activities at Brunswick Academy will not count towards community service hours.

## **EMERGENCY DRILLS**

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.

## **LUNCH**

Students may select from a variety of food and drink items from the cafeteria. A monthly lunch menu will be posted in each homeroom as well as on the school website stating available options for entrees and side items.

All students must report to the cafeteria during their designated time period unless given written permission by faculty/staff member or administration. Student drivers are not

permitted to leave campus during the lunch period.

## **LUNCH CHARGE ACCOUNTS**

Please contact Kristine Thompson at school or via email at the following address: thompsonk@brunswickacademy.com to apply for charging privileges in the cafeteria. The preferred method is monthly auto-draft from checking/savings or credit card. Prepay and monthly billing are available upon approval. Students are allowed to charge up to \$150.00 towards their account. Charging is a privilege and if a student's account is habitually delinquent, charging privileges will be revoked.

## **DRINKS AND SNACKS**

Snack machines are available in various areas around campus. 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.

## **GUM/CANDY**

### School

PreK-5: No gum or candy permitted

Grades 6-12: Staff discretion

### Bus

PreK-12: No gum or candy permitted

## **PETS/ANIMALS**

No pets of any kind are to be brought to school. Specially trained guide animals may be allowed under special circumstances and upon approval by administration.

## **GIFTS/FLOWERS**

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

## **BUS**

Please contact the administration office for information about riding the bus and bus routes. Riding the bus is a privilege – see Discipline rubric for more information.

## **STUDENT DRIVERS**

Driving to school is a privilege. All cars must be registered and have a valid parking permit. 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 closest to the Upper School building. 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. If at any time a student is considered operating a vehicle on or near school grounds in a dangerous, illegal or irresponsible manner, then the driver's parking permit will be reviewed, and the discipline rubric will be followed.

The school campus is not a practice driving course; 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 are not permitted to drive cars near buses that are unloading or loading. This includes before, during, and after school hours. Students are not to move cars until the last bus has left the campus.

## **PARKING PERMITS**

Each student driving to school must apply for a parking permit. Permits are \$10 each school year for each driving student and include one vehicle. The student driver must register all vehicles driven to school. All student drivers must apply for and receive a parking permit by the end of the first day driving on campus. Permits must be placed on registered vehicle(s) and renewed each school year. All permit stickers must be placed in the bottom left-hand corner of the rear window. Day passes are free and may be requested when a student is driving a different vehicle for a short period of time. Day passes can be obtained in the main office or the upper school building and must be requested by lunch. If you have more than one student driver per household, each driver must apply for a permit even if they register the same vehicle. Unregistered vehicles will be charged \$15.

## **WEATHER AND EMERGENCY NOTICES**

In the event of 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. Closings and delays will also be posted on BA social media sites as well as local news channels.

## **STUDY HALLS**

Unless given special permission, underclassmen may take one study hall while 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 administration and S/H teachers that an atmosphere will be maintained in each S/H whereby each student can complete work without a disturbance.

## **ATHLETICS**

Refer to the BA Athletic Handbook for more information or clarification. The Academy offers 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. Participation requirements vary based on the sport - please see Athletic Handbook.

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.

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 certain disciplinary actions have been issued (see Discipline Rubric). Weekends are no exception.

## 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 or 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.

## LIBRARY SERVICES

1. The Academy library is open during school hours.
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. Costs 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. Books in the Reference section may not be checked out except by special permission of the librarian.
7. 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.
8. 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.
9. 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 and disciplinary action will be followed.

10. 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.

## **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, 2019, a TDaP/TDP booster is required for all students entering 7th grade. Students who received a TDap immunization at age ten will not need another TDap vaccine to enter seventh 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-dose 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 of 100.4° or higher (must be fever-free without fever-reducing medication 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 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.**

## **MARRIED STUDENTS**

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

## **PREGNANT STUDENTS**

The Academy does not admit pregnant individuals. Any student who becomes pregnant must cease attendance and unenroll 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.

## **DRUGS AND ALCOHOL**

Brunswick Academy is alcohol and drug-free. The school recognizes that the use of illicit drugs, unlawful possession and use of alcohol is harmful and a serious health problem. It is expected that students shall not possess, use, manufacture, transfer, conceal, sell, attempt to sell, deliver or be under the influence of narcotics, alcohol, other drugs, or materials/substances represented to be a drug. Our policy also covers prescription medications that are distributed illegally. This policy will be in effect on property owned, leased or maintained by BA and at all school sanctioned activities, on and off campus, in vehicles used to transport students to and from school or at other school related activities.

Students in violation of this policy will be subject to appropriate discipline procedures, up to and including sanctions for expulsion and referral for prosecution to be imposed on students who violate this standard of conduct.

BA reserves the right to require students to submit to mandatory drug testing. Random drug testing may also be required for student athletes.

## **TOBACCO**

Smoking or the use of other tobacco products, including but not limited to E-Cigarettes (such as vapes and juuls) and Vapor Devices, shall be prohibited on school property. In addition, all students, regardless of their age, shall not be in possession of tobacco products on school property, in buildings or during school sponsored events.

## **WEAPONS**

One of our primary concerns is to provide a safe environment for faculty, staff, and students. It is a violation of school policy and federal/state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. This includes all school sponsored events.