

**Brunswick Academy
Student and Parent
Handbook
2024-2025**



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Brunswick Academy Student and Parent Handbook

FOREWORD

This Brunswick Academy Association, Inc. (Brunswick Academy, BA or School) Student and Parent Handbook contains information about the key policies applicable to students and parents of the School. The School expects each of its students and parents to read this Handbook carefully (or have it read to them in totality) and to understand it, as it is and will be a valuable reference in understanding the School's general expectations of each student's enrollment in the School and each parent's relationship with the School. All students and parents (for purposes of this Handbook, the phrase "parents" refers also to guardians of students) are asked to review this Handbook upon receipt, as well as any time they have a question about a School policy. It is also important that all School students and parents be familiar with all School policies, as a violation of any School policy may result in disciplinary action, up to and including separation of the student from the School.

This Student and Parent Handbook is the School's latest version. It supersedes all previously issued handbooks, manuals and inconsistent verbal or written policies or statements about policies. The School reserves the right to add to, modify and remove any of the policies contained in this Handbook, at any time, with or without notice. All such additions, modifications or deletions must be made in writing. No oral statement or communication may change any policy or provision of this Handbook. The School reserves and maintains the right to implement and interpret all of its policies, including those set out in this Handbook, as it deems appropriate. As such, while policies in this Handbook will generally apply, the School reserves the right to take actions that it determines in all situations to be in the best interests of the School and its students, faculty, staff and community.

None of the School's policies, including those contained or described in this Handbook, constitute (or are intended to constitute) an express or implied contract. Not all of the School's day-to-day policies, procedures and expectations are set forth in this Student and Parent Handbook. This Handbook summarizes some of the School's most important policies, relating to students and parents. If any student or parent has a question about this Handbook, or a policy contained in it, a question not answered by this Handbook or a question about any other School policy, procedure or expectation, they are to address their question with the School's Business Office.

NON-DISCRIMINATION

Brunswick Academy 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.

SCHOOL AUTHORITY

Upon a student's enrollment in Brunswick Academy until withdrawal, dismissal, graduation or other separation from the School, each student is under the general authority of the School at all times. All School policies, including those policies set out in this Handbook, apply anytime a student is on campus, participating in any School activity, or away from the School or any time a student is using the School's computer network, internet, email or devices owned or provided by the School. Additionally, while enrolled in Brunswick Academy, students are always representing the School and its community. As a result of this policy, students are subject to discipline for conduct taking place off campus and outside of School programs when such conduct violates the School's Honor Code, School policy or the law, or anytime a student's action reflects negatively upon the School (at the discretion of and as determined by the School).

PARTNERSHIP WITH FAMILY

Brunswick Academy affirms that the most effective education and personal development emanates from a strong partnership between the School and family. The School values the support and involvement of families who provide valuable feedback aiding student growth and development. Conversely, when a family's involvement with Brunswick Academy becomes disruptive or counterproductive, the School may determine that the relationship is not in the best interest of the School or family. In such cases, the student(s) in this family may not be invited to return to Brunswick Academy or may be dismissed during the academic year.

COMMUNICATION WITH PARENTS

The School believes in the importance of developing an effective partnership with families to support students during their enrollment at the School. To help facilitate such collaboration, the School routinely communicates with parents and guardians regarding student progress and may, at times, require specific permission of a parent in connection with certain School events or activities. For this reason, even though a student may turn 18 years old while enrolled at Brunswick Academy, the School will continue to maintain regular communication with their parents and will expect the same degree of parent involvement for all students, regardless of age, in all aspects of the School's programs. By remaining at the School following a student's 18th birthday, the student will abide by all School policies and rules and understands that the School may continue to discuss or share School information with their parents to the same extent as it would were the student still a minor, including information related to academics, enrollment, attendance, conduct, discipline, health, athletics and other programs and issues.

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

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, Smart watches, or any 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 any graded work without authorization to do so. (Note: Crib notes, either electronic or handwritten, refer to notes brought to class for illicit use during any graded work. If you have crib notes, then this will be considered cheating.)
- C. Collaboration is working with another person or persons either in or out of school or virtually in the execution of any graded assignment 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, plagiarism involves using another's work or dishonestly using one's own material to improve the 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 the owner's possessions. (Intent is not relative to deciding guilt or innocence, but may become a factor in determination of punishment.)
- G. Falsifying documents (forging signatures, changing grades on papers, tests, report cards, etc.) will be considered an honor offense.
- H. Failing to report an honor violation will result in punishment by the appropriate administrator.
- I. If there is any question about any part of the Honor Code in a particular case, the Honor Council and Administration/Advisor(s) reserve 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 the student graduates. While the School reserves the right to issue discipline for Honor Code violations at the ultimate discretion of the Head of School, the following are typical penalties for Honor Code violations.

- 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 out of school suspension. Third offense for an honor violation will result in the case being reviewed before the Multidisciplinary Team (MDT)--see page 42. The accused may be subject to probable expulsion.
- B. Stealing may result in suspension or expulsion.
- C. Lying during a trial by anyone involved will typically be considered a second offense.
- D. Any member of a Brunswick Academy organization (Student Council Organization, Class, Honor Council, Hi-Y, Honor Society, etc.) **found guilty of any** honor violation (cheating, copying, collaboration, plagiarism, lying, stealing, or failing to report an honor violation) shall be removed from that organization immediately.
- E. No one convicted of two honor offenses will be considered for the position of Junior Marshal or membership in the National Honor Society.

III. Reporting Honor Violations is mandatory.

- A. Any student or faculty member who has witnessed a breach of the Honor Code is responsible for reporting the violator to the 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 the student's 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
 - 1. the Honor Council.
 - 2. the Co-Chairpersons, Secretary, and Honor Council Advisor(s).
 - 3. at least two (2) Honor Council Advisors in the event of a case needing to be tried during examination review or examination days at the end of first or second semester.
- B. The Honor Council Advisor(s) and 7/10 of all voting members must be present during the hearing of a case.
- C. Each session is recorded to ensure a fair trial for all concerned. Proceedings are recorded by the Honor Council Advisor(s)' designated device and are heard by only an administrator, the Honor Council Advisor(s), and/or the parents of the accused. Parents may only hear the testimony given by their own child.
- D. In order for a person to be declared guilty, 6/10 of the members must vote that the person is guilty.

V. The rights of the accused will be considered:

- A. The accused may have any witness for defense.
- B. The accused has the right to remain silent if it is for the accused's own defense.
- C. The accused has the right to see that all Honor Council procedures throughout the case abide by the Honor Council Constitution contained in the Brunswick Academy Student Handbook.

VI. The membership of the Honor Council will consist of voting members and non-voting members.

- A. There will be ten (10) voting members: two (2) from the senior, junior, sophomore, freshman, and the eighth grade classes.
- B. There will be non-voting members: the Honor Council Co-Chairpersons, the Honor Council Secretary, the SCO President, one (1) administrative advisor, and the Honor Council Advisor(s).

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 will be non-voting members of the Honor Council.
 - 3. They (both and/or one) shall call special meetings of the Honor Council when needed.
- B. The Honor Council Secretary will have the following duties:
 - 1. The secretary shall keep accurate records of all meetings of the Honor Council which will be turned over to the Honor Council Advisor(s) immediately following each case.
 - 2. The secretary shall be responsible for operating the designated recording device during all proceedings, which will be turned over to the Honor Council Advisor(s) immediately following each case.
 - 3. The secretary will be a non-voting member of the Honor Council.
 - 4. The secretary will assume any other duties assigned by either Co-Chairpersons or the Honor Council Advisor(s).

VIII. The Co-Chairpersons and Secretary must have the following qualifications:

- A. They must have a grade average of "C" or above.

- B. The Co-Chairpersons will be a Junior and a Senior during their term of service.
 - C. The Co-Chairperson that is a Junior during the term may continue service as Chairperson during the senior year.
 - D. The Secretary will be a Junior or Sophomore during the term of service.
 - E. They shall be of extremely high character.
 - F. They shall have a strong and sincere belief in the Honor System.
 - G. They will have a commendable social and moral record.
- IX. The election of Honor Council officers will follow an orderly procedure.
- A. The present council will nominate at least three (3) candidates one week prior to the elections. Nominations for Honor Council officers shall be completed by closed ballots.
 - B. Students who have violated the Honor Code shall not be a representative or an officer of the Council.
 - C. The Co-Chairpersons must have prior experience on the Council.
 - D. The faculty may make additions to the slate of nominees to be voted on by the student body.
 - E. The faculty will screen all candidates. If three (3) or more faculty members disapprove of a candidate as an officer, that candidate shall not be on the ballot.
 - F. The faculty shall choose the final candidates.
 - G. Voting shall be by secret ballot in grade levels eighth through twelfth. The winning candidates will be Co-Chairpersons and Secretary.
 - H. No candidate will be declared a winner of any offices without a fifteen (15) vote difference. If there is no candidate with this difference, then there will be a run-off election of the top two (2) candidates. With numbers so low in some classes this may not be feasible.
 - I. The Co-Chairpersons and Secretary of the Honor Council will not hold an office in the SCO (Student Council Organization).
- 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 strong and sincere belief in the Honor System.
 - D. They must have a commendable social and moral record.
- XI. Elections of Honor Council members will follow an orderly procedure.
- A. Nominations of at least four (4) candidates will be made by each grade level.
 - B. A petition signed by 30 students shall constitute an addition to the slate.
 - C. In addition to those candidates nominated by their class, a faculty committee may nominate an additional candidate from each class to be screened and put on the ballot. The committee will consist of the Honor Council Advisor(s) and no more than five (5) faculty members. This faculty committee will be chosen by the Honor Council Representatives and Officers at the end of the school year. Candidate(s) nominated by the faculty committee shall demonstrate trustworthiness and the utmost respect for the Honor Code.
 - D. All nominees shall be screened by the faculty. If three (3) or more faculty members disapprove of a candidate as a representative, that candidate shall not be on the ballot.
 - E. No candidate will be declared a winner without a five (5) vote difference. If there is no candidate with this difference in votes, then the top two (2) will compete in a run-off election.

- F. Honor Council members will not hold an office in the SCO (Student Council Organization).
- XII. Each member of the Honor Council will be above reproach.
- A. Each member of the Honor Council will be considered 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.
 - C. A replacement Council member will be chosen from the retained ballots from the initial election of the school year. The student having received the next highest number of votes shall be named as the replacement on the Honor Council.
- XIII. The correct procedure for amending the Honor Council Constitution will be followed.
- A. Any Council member may recommend an amendment.
 - B. In order for an amendment to be adopted, three-fourths of the Council must vote in agreement.
- XIV. All punishment will be carried out by the appropriate administrator assigned to the convicted student's grade level.
- XV. All teachers/staff are required to report all violations to the Council immediately.

BA PRIDE

A school wide initiative focused on promoting positive character development of all students. (next page)

Brunswick Academy

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

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 of student records without parental 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

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

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 the senior year in order to receive a Brunswick 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, Chromebooks/chargers/cases, etc.).

HONOR ROLL AND HEAD OF SCHOOL'S LIST

A student achieves Honor Roll if the student 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.

MAKE-UP WORK

For students in Grades K-3, a student with an excused absence should make up work after returning to school at a time agreeable to both teacher and parent. As for Grades 4th-12th, it is the student's responsibility to check Google Classroom when absent for assignments posted that need to be completed.

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 will change the grade from incomplete to "0" in the teacher's gradebook. All work must be made up within time period unless special circumstances have been approved by the faculty and administration.

WITHDRAWAL AND TRANSFER

Students who transfer from Brunswick Academy for various reasons should notify the Head of School as early as practicable 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 will be retained if the student fails Reading or Mathematics. A student in grades 3-7 will be retained if the student has failed Reading/English Lit or math and one other subject, has failed three subjects in a given year, or has failed any particular subject two or more years in succession. A student in 8th grade will be retained if the student 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 4-12. 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 and 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.

CLASS DUES

Beginning in 6th grade and running up through Senior year, each class begins to raise money to support various class activities they may participate in while attending Brunswick Academy as a student. These activities include, but are not limited to, Junior/Senior Prom, Class Day, and Graduation. Each Middle School class (Grades 6-8) is allowed one school-approved class fundraiser annually in conjunction with a mandatory \$50 class due fee to be paid by each student by the last Friday in February each school year. Each Upper School student (Grades 9-11) will be required to pay a mandatory \$100 class due fee -- \$50 each semester - - to be paid the last Friday in October and the Friday before Valentine's Day in February. In addition, each Upper School class is allowed one school-approved class fundraiser each year. Failure to pay the annual class due fee by the deadline(s) forfeits the student's right to participate in said class activities for the remainder of enrollment as a student at Brunswick Academy or until the balance has been paid. Students transferring into Brunswick Academy during a given year will be responsible for paying the mandatory annual class due fee for the year, and administration will determine any additional fee(s) to be paid for said class activities the student will participate in while enrolled as a student at Brunswick Academy.

SENIOR TRIP

If a Senior Trip is planned, 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, no money paid toward the Student's participation in the Senior Trip will 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, the student 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, the visitor 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 (assessments - quizzes/tests) of English/Lit 7. This 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,

HVAC, Cosmetology, 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 School'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 the senior year, when he/she may opt to take a minimum of two subjects (four if participating in athletics). Only Seniors who have a first period Study Hall or one at the end of the day are allowed to arrive late or leave early as long as 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. When offered, the following courses will be on a Pass/Fail basis and students will receive a 0.5 credit for the entire year -- Teacher's Aide and Advanced PE.

Juniors and Seniors may take community college courses outside the School program; however, no course can be substituted for one offered at the School. Credits for online courses will be accepted with prior permission from Head of School.

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 the student 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 Geography - 1	
Physical Education (PE 8 & PE 9)	2
Electives	8
Total Units	21

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

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, Honors 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	Elective
	U.S. History	U.S. History	U.S. History
	Foreign Language	Foreign Language or Elective	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

CURRICULUM GUIDE

Enrollment in courses for credit outside the School to be honored by or transferred to the School 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 19-22 for complete list). Students are allowed to take one class to be included in the transcript in the summer following their sophomore year and one following their junior year. If special permission from administration is granted to take a class during the sophomore year, the student will not be allowed to take a class the following summer. Transcripts are updated at the end of 1st semester and at the end of the 2nd semester. 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 School 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. The successful completion of the Computer Applications Skills Test will appear on the student's transcript; however, the student will not earn a credit or grade.

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 pursuing an Honors diploma may choose to enroll in the Survey of Grammar class during their 9th grade year and begin the Honors courses the following year.

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 (assessments -- quizzes/tests) 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 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 89/B or above in Math 8.

Any student enrolling in Algebra I must have a final average of 89/B 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, Algebra II, or Honors 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, Honors Algebra II, and one other higher-level math class. It is recommended students in the Honors program take Geometry before Honors Algebra II.

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, the student must have taken World Geography and World History. Students in the Honors program are required to pass both World Geography and Honors 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. Core courses (English, math, science, and social studies) 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 com-

pletion of approved courses listed below, and the courses will appear on the BA transcript. Students are responsible for the separate SVCC/LU tuition and any required fees and must purchase college texts (if required for a particular course). Students will remain obligated for the separate Brunswick Academy tuition and fees. It is the responsibility of the student and the student's parents to check with their future college/university choices 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 tuition fees.

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 may be required to 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)

MTH 241 Statistics I = 3 semester hours of credit *** (BA—Statistics = 0.5 credit)

MTH 242 Statistics II = 3 semester hours of credit *** (BA—Statistics = 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 and Labs = 4 semester hours of credit *** (BA -- Advanced Chemistry I = 0.5 credit)

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

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

CHM 112 General Chemistry II and Labs = 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 and Labs = 4 semester hours of credit ** (BA -- Intro to Physics I = 0.5 credit)

PHY 102 Introduction to Physics II and Labs = 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)

ENG 246 American Literature = 3 semester hours of 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)

ELECTIVES

Electives are not eligible for the additional 8 point weight.

ADJ 100 Survey of Criminal Justice

SOC 200 Introduction to Sociology

PSY 200 Principles of Psychology or PSY 230 Developmental Psychology

(student may take one or the other to be included in the transcript but not both)

HLT 230 Principles of Nutrition

HLT 215 Personal Stress Management

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, HVAC, Cosmetology, 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 letters of recommendation from two teachers indicating their readiness to take college-level courses.

MATHEMATICS

MAT1200 PreCalculus = this is an LU High School course*** (BA—PreCalculus = 0.5 credit)

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)

BIOL 102 Principles of Human Biology = 3 semester hours of 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—English 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)

ELECTIVES

These classes are not eligible for the additional 8 point weight.

CUUS 200 Criminal Justice

SOCI 200 Introduction to Sociology

PSYC 200 General Psychology

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 distinction, a student must be formally accepted as a BA 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 BA student prior to the first semester of the student's 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 typically 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 note taking	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.

MANDATORY ABUSE AND NEGLECT REPORTING

All Brunswick Academy employees must follow Virginia’s mandatory reporting obligations for suspected child abuse and neglect. Any School employee who, in their professional or official capacity, has a reason to suspect that a child is an abused or neglected child must immediately notify the Head of School, who will then take responsibility for immediately reporting that suspicion of abuse or neglect. If the School employee with the suspicion of abuse and neglect is, for any reason, unable to escalate their suspicion to the Head of School, that employee must report their suspicion of abuse or neglect to the local department of social services where the child resides or to the Child Abuse and Neglect Hotline (1-800-552-7096) within 24 hours. Any School employee who makes or receives a report of suspected child abuse and neglect must inform the Head of School the day they make or receive the report. In compliance with the law, a notice outlining child abuse and neglect reporting requirements in Virginia is posted in the School.

Va. Code § 63.2-100 defines an abused or neglected child as any child under 18 years of age:

- Whose parents or other person responsible for their care inflicts or threatens to inflict a non-accidental physical or mental injury;
- Whose parents or other person responsible for their care has a child present during the manufacture or attempted manufacture of a controlled substance or during

the unlawful sale of such substance where such activity would constitute a felony violation;

- Whose parents or other persons responsible for their care neglects or refuses to provide care necessary for the child’s health, including adequate food, clothing, shelter, emotional nurturing or healthcare;
- Whose parents or other person responsible for their care abandons the child;
- Whose parents or other person responsible for their care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material;
- Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child’s parent, guardian, legal custodian or other person standing in loco parentis;
- Whose parents or other person responsible for their care creates a substantial risk of physical or mental injury by knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000 and in the Justice for Victims of Trafficking Act of 2015.

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 of unexcused absences first semester and 16 days of unexcused absences second semester during the 2024-2025 school year. Administration reserves the right to excuse absences based on circumstances. Notes for absences should be turned in to the office of your child’s building. 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 the student's 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 or texts will not be accepted as an excuse for early dismissal.** Only Seniors who have a first period Study Hall or one at the end of the day are allowed to arrive late or leave early as long as a parental note giving permission is submitted. 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 or responding to emergency service calls.

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 may include doctor or dentist appointments, court, 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 main 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 five (5) tardies (excused or unexcused), the student will be assigned one absence in that class period.

TEXTBOOKS

All textbooks are owned by Brunswick Academy and issued to students at the beginning 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 the textbook 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 the student 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 personal property brought onto School property by any student or parent which may be lost, damaged, or stolen. Students and parents should not bring valuables, large sums of money or family “collectibles” to school. No student or parents are to go into another student’s locker or personal items without the permission of the student assigned to the locker. Students are not allowed to sell or trade items while at school.

A student’s books are the student’s 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. Bookbags are not to be carried to the cafeteria for any reason. No rolling bookbags are allowed.

PROPERTY DAMAGE

Any student or parent who causes property damage in any area of School campus is required to promptly report that damage to the School’s administration. Students or parents causing damage to School property are generally required to cover the costs of the damage. Failure to report the property damage will result in discipline.

ACCEPTABLE USE OF TECHNOLOGY

Purpose and Scope. This Acceptable Use of Technology policy describes Brunswick Academy’s commitment to ensure the legal, ethical, and appropriate use of technology resources at and provided by the School. This policy applies to all students and parents who use Brunswick Academy’s technological resources (Users), including but not limited to, the Brunswick Academy network, School computers and equipment, personal computers and electronic devices whether connected to the School network or not, voice systems, email and all other software and hardware owned, leased or licensed by the School (Technology). Use

of these resources is a privilege and not a right and may be revoked at any time by the School for inappropriate use.

Authorized Use. An authorized User under this policy is any student or parent who has been granted permission by the School to access the School's Technology. Unauthorized use of the School's Technology is strictly prohibited. By accessing the School's Technology, Users consent to the School's authority and rights as set out in this policy. The School's Technology is the property of the School. Users who are provided access to School's Technology assume responsibility for the Technology's appropriate use. The School expects Users to be careful, honest, responsible, civil and compliant with all School policies and applicable laws when utilizing the School's Technology. The School's Technology is provided to support the School's educational and business operations. When a student is withdrawn, dismissed or otherwise separated from the School, that student's and their parents' permission to access the School's technological resources terminates immediately.

In Lower School, teachers/staff will actively supervise students' use of Technology. Students will access online resources that the teacher has previously explored and selected. Teachers/staff will take reasonable efforts to ensure that students are directed to sites with only material and resources the teachers/staff deem to be age- and topic-appropriate.

In Middle School, teachers/staff will supervise appropriate use of Technology. Students will continue to have Internet access only under teacher/staff supervision; however, students will be guided in their use of the Internet to help them learn to become independent, responsible Internet users. Teachers will demonstrate skills needed to search for information within an area of study to filter information for credibility and worth and to recognize Internet sites that contain inappropriate information sources to which access would be inappropriate. Teachers/staff will make every effort to ensure that students are directed only to sites with material and resources the teachers/staff deem to be age- and topic-appropriate.

In High School, students will engage in supervised Internet usage with teachers assuming less of a monitoring role and more of an advisory role.

Prohibited Activities. The following is a non-exhaustive list of conduct prohibited by the School in relation to Users' use of School Technology.

- Use of the School's Technology by any User may not violate any School policy.
- Users who are assigned School network accounts are responsible for how those accounts are used. Account login and password information may not be shared with others.
- Users may not access the personal or confidential accounts or files of others without their permission or a legitimate academic reason and are prohibited from acting in ways that are unethical, illegal or invade others' privacy.
- Users may not impersonate another individual through any electronic communications.
- Users may not use Technology (including through the use of computers, cell phones, the Internet and social networking sites) to discriminate against, harass, bully, haze, demean or threaten others.
- Users may not view, download, upload, record, produce, store, print or distribute electronic content determined by the School to be profane, obscene, lewd, offensive, degrading, demeaning or otherwise inappropriate to an educational institution, including pornography, sexually descriptive or explicit material or messages, hate material or other objectionable material that may damage the reputation of the School or its employees or students.

- Users may not knowingly or recklessly post false or defamatory information about a person or organization.
- Any material any User posts onto social media must be consistent with all School rules and regulations. Brunswick Academy's standards for conduct, honor and privacy apply to student behavior online and in all forms of electronic media and electronic communications, including email, text messages and in the use of YouTube, TikTok, Instagram, Snapchat, Facebook, Twitter, Twitch, WhatsApp, Reddit, Tumblr and other social media platforms.
- Users may not use the name or seal of Brunswick Academy in any social media post without permission from the Head of School.
- Users may not tamper with, attempt to gain unauthorized access to or change any settings to any School-owned Technology in any manner whatsoever.
- Users must at all times maintain the confidentiality of the School's confidential information and other sensitive information of members of the School's community, including students, parents, employees, vendors, alumni and donors.
- Users may not use School resources for any profit-making venture or business.
- Users must limit their participation in high bandwidth computing (excessive downloading or streaming of movies or music) to preserve network resources for others. The School's Network Administrator will determine what constitutes excessive bandwidth use.
- Users must abide by all copyright and other applicable laws governing intellectual property and are prohibited from using School Technology for the acquisition, storage or distribution of any digital content that they do not have the legal right to use, including through the unauthorized downloading of software, images, music, movies or other media, or other forms of intellectual piracy.
- Users may not engage in academic plagiarism, including through the use of online sources. Plagiarism is an Honor Code violation.
- Users may not make or attempt to make an audio or video recording or take photos of private, non-public conversations or meetings at the School without the knowledge and consent of all participants subject to such recordings. Likewise, cameras in mobile phones, tablets and laptops may not be used in areas where privacy is reasonably expected, such as locker rooms or bathrooms. The use of undisclosed hidden recording devices is prohibited, as is the transmission and distribution of any such recordings or pictures.
- Users may neither author nor forward any type of electronic communication intended for any entire grade, School population (such as all faculty or staff) or the entire school without the express written authorization of the Head of School.
- Users may not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
- Users are required to have updated virus protection software on their computers when connecting to the School network.
- Users must comply with any School Technology security update processes and directions for end-user devices, including maintaining required security updates on their computers.
- Users should use caution when opening email attachments or other Internet files which may contain malicious software or links to malicious websites. Any computer found to be infected with a virus or malware, to the extent that it may negatively affect School resources, will have access to the School's network revoked

until such virus and malware have been removed and updated antivirus software has been installed. The Network Administrator must be notified immediately if a User knows or suspects that any student computer or device has contracted a virus or malware.

Investigation and Discipline. Depending on the circumstances in which the School receives a report of a violation of this Acceptable Use of Technology policy, the School may conduct an investigation. Students and parents must cooperate in any investigation into violation of this Acceptable Use of Technology policy, including answering any question posed to them by any School employee or agent truthfully, providing all relevant information and omitting none. Violations of this Acceptable Use of Technology policy may constitute an Honor Code violation. Any student or parent who violates this policy will be subject to discipline, up to and including prohibition from attending School activities, dismissal from School and removal of access to the School's network or other Technology and confiscation of certain electronic devices. Violations of the Acceptable Use of Technology policy and any subsequent discipline are handled on a case-by-case basis. Student spaces, including but not limited to rooms and vehicles, and possessions, including but not limited to personal computers and other electronic devices, may be searched in efforts to investigate or stop any reported violation of this policy.

STUDENT EMAIL

Brunswick Academy provides e-mail accounts to students in grades 4 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 and staff, parents and staff, and between students. 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 Academy'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

All students will be required to leave cell phones, Smart watches, AirPods, and other personal electronic devices with their homeroom teacher upon entering the classroom at the beginning of the school day. Cell phones will be turned off or silenced, brought to the office by the homeroom teacher at the conclusion of homeroom, and kept secure for the entire day. If a student arrives late to school, these devices will be turned into the office upon the student's arrival to school. Students are not allowed to use cell phones throughout the day, including for communication with parents. School phones will be used for parental communication. Only School-issued Chromebooks or other approved laptop computers may be used for instructional purposes. Students are not allowed to use any electronic device, including school-issued Chromebooks, in a classroom during testing or graded work unless authorized by a teacher.

Students and parents 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

The School recognizes the many benefits afforded by technology, but also recognizes there are risks associated with Internet use. The School respects the right of students to use social media platforms, personal websites and blogs, including but not limited to YouTube, TikTok, Instagram, Snapchat, Facebook, Twitter, Twitch, WhatsApp, Reddit and Tumblr. Students should manage their online privacy carefully and ensure their online activities are consistent with School policy, rules and behavioral expectations. If a student's activity on the Internet or social media violates any School policy or rule, the student will be required to cease such activity. Depending on the circumstances, the student may be subject to discipline.

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 Brunswick 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. The School reserves the right to issue discipline on a case-by-case basis at the ultimate discretion of the Head of School. 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 the student 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 the student 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 a 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). The student 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, the student 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. The student will receive a 0 on all in-class assignments during the suspension period; however, all assessments (tests and quizzes) must be completed within 3 school days of a student’s return. The 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 School 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. The 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 School 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 separated from the School 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, HAZING, HARASSMENT AND SEXUAL MISCONDUCT

Brunswick Academy is committed to being a socially diverse community that values mutual respect, human dignity and individual differences, and that sustains a school environment in which students and employees can study and work in an open atmosphere, unhampered by bullying, hazing, harassment and sexual misconduct. It is essential for the School to be a safe and supportive environment that cultivates learning and personal growth. Bullying, hazing, harassment and sexual misconduct interfere with this goal. The School will not tolerate any form of bullying, hazing, harassment or sexual misconduct of any student, employee, parent, vendor or community member by another student, employee, parent, vendor or community member, whether on or off campus and whether online, orally or in writing. Such acts undermine the School's standards of its community and contribute to a negative educational and developmental environment. The School, at its sole discretion, determines whether conduct rises to the level of bullying, hazing, harassment or sexual misconduct under this policy. The School will take appropriate action to prevent and address conduct that violates this policy, including disciplinary action and other consequences. Any violation of the School's bullying, hazing, harassment and sexual misconduct policy by a parent will be considered a violation of the School's behavioral expectations of its parents and may be grounds for discipline of the offending parent's child(ren), up to and including dismissal from the School.

A. Definitions

Bullying. Va. Code § 22.1-276.01 defines bullying as "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." The School also considers unwanted behavior that involves written, verbal or electronic communications, or physical acts or gestures, directed by one or more individuals to another to be bullying under this policy when those incidents cause physical harm to person or property, cause emotional distress, interfere with educational opportunity or employment or disrupt School operations. Bullying may take the form of one event or a series of events. Bullying may be motivated by an individual's association with another individual and that individual's characteristics, behaviors or beliefs. Examples of bullying include, but are not limited to, pressuring another to do something they do not want to do, pressuring others to be mean to or ignore another person, teasing or name-calling, spreading rumors, threatening, taunting, embarrassing someone in public, assault and battery, extortion and intentionally taking or breaking someone's property. Cyber bullying is a form of bullying conducted through phones, computers, email, text message, social media or other electronic systems or media. All bullying is prohibited by the School.

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,

and administrators if they witness an incident or they feel they have been a victim of bullying.

Hazing. Va. Code § 18.2-56 defines hazing as “to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.” For purposes of this policy, hazing need not involve pressure or acts relating to a formal School club or group. Hazing may assume numerous forms, including any type of physical activity that may adversely affect the mental or physical health or safety of the community member, physical brutality, any activity that may intimidate or threaten a community member, verbal abuse or social pressure. In Virginia, depending on the severity, hazing could rise to the level of criminal activity. All hazing is prohibited by the School.

Harassment. Harassment refers to conduct or behavior that has the effect of impairing morale, interfering with a student’s educational performance or an employee’s employment or creating an intimidating, hostile or offensive educational or work environment. Harassment can assume numerous forms and may include verbal, written, visual and physical conduct. Harassment includes, but is not limited to: making disparaging statements, telling jokes or using epithets, slurs, stereotypes, insults or labels based on classifications identified by this policy; threats of physical harm; intimidating conduct, such as unwanted touching of a person or a person’s property; and assault or blocking or impeding a person’s movement. Harassment may include comments on a person’s appearance, including dress or physical features, dress consistent with gender identification or making jokes or inappropriate comments focusing on race, color, national origin, sex, sexual orientation, gender identity, status as a veteran, marital status, pregnancy, childbirth or related medical conditions including lactation, age, disability or genetic information, whether communicated in-person or electronically. All harassment is prohibited by the School.

Sexual Misconduct. Sexual misconduct is a broad term encompassing any behavior of a sexual nature that violates this sexual misconduct policy or Virginia law. The School will not tolerate any form of sexual misconduct, whether occurring on or off campus and whether occurring online, in writing or in person. Sexual misconduct includes, but is not limited to, the following:

- **Sexual assault.** Sexual assault is non-consensual sexual penetration or sexual contact of one person by another.
- **Sexual harassment.** Sexual harassment is unwelcome sexual advances, requests for sexual favors and other visual, verbal, nonverbal or physical conduct of a sexual nature when:
 - submission to such conduct is an explicit or implied term or condition of an individual’s employment, educational or School-related opportunity
 - submission to or rejection of sexual conduct by an individual is the basis for any employment, educational or School-related decision affecting that individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual’s work, educational or School-related performance by creating an intimidating, hostile or offensive working or educational environment.

- **Sexual exploitation.** Sexual exploitation is taking non-consensual, unjust or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to: engaging in, permitting, reproducing or facilitating non-consensual viewing, photographing, video-recording or audio-recording of obscene, pornographic, sexual or intimate activity (such as nudity, sexual contact, sexual conduct, sadomasochistic abuse, dressing, showering, toileting or similar activity); prostituting another person; or knowingly infecting another person with a sexually transmitted infection or disease.
 - **Stalking.** Stalking is a course of conduct directed toward a specific person that is unwanted, unwelcomed or unreciprocated and would cause a reasonable person to fear for their own or a third party's safety, security or wellbeing, or feel material emotional distress due to repetitive contact or the perception of such conduct. Stalking behaviors may include: non-consensual communication by any means; use of surveillance in-person or via social media or other electronic means without obtaining consent; collecting information about a person's routine, friends, family or co-workers without their consent; and uninvited visits to a residence, workplace, classroom, place of worship or other locations where an individual is commonly found.
 - **Dating abuse.** Dating abuse is a pattern of behaviors one person uses to gain and maintain power and control in a personal relationship. Dating abuse can include emotional and verbal abuse, isolation, manipulation, abuse through digital media, written or oral communications, stalking and more.
- All sexual misconduct is prohibited by the School.

B. Reporting Bullying, Hazing, Harassment and Sexual Misconduct

If a student, parent or community member witnesses or otherwise becomes aware of bullying, hazing, harassment or sexual misconduct of any kind, or feels they are a victim of bullying, hazing, harassment or sexual misconduct, they should report this information to any employee of the School with whom they are comfortable. The employee will then report the matter to the Head of School. Under state law, School employees have mandatory child abuse and neglect reporting obligations, which may apply based on the nature of the report. Any report of bullying, hazing, harassment or sexual misconduct should be specific and include all relevant information so that the School may conduct an appropriate investigation.

When the School receives a report of bullying, hazing, harassment or sexual misconduct, the School will strive to protect the identity of the reporting party, if appropriate under the circumstances, and, to the best of its ability, conduct an investigation of the alleged misconduct brought to its attention. Students considering reporting misconduct to the School, and their parents, should understand that the School can conduct an investigation into alleged misconduct only upon the information it has received about the incident. While the School does not limit the time period for reporting, immediate reporting is important, as the School may not be able to fully investigate or consider as wide a range of corrective actions the more time has passed between the alleged misconduct and the report. The passage of time impacts the effectiveness of an investigation.

Interim measures. Upon receipt of a report of alleged bullying, hazing, harassment or sexual misconduct, the School may request additional information and conduct an initial inquiry to determine whether the report alleges a potential violation of policy. The School may meet with the individual(s) who made the report, the individual(s) who were reportedly

subjected to the misconduct and others. If the school determines that the report pertains to behavior that may violate this Bullying, Hazing, Harassment and Sexual Misconduct policy, the School will undertake an investigation related to the reported conduct.

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular circumstances of a report of misconduct, to protect against further acts of misconduct or retaliation, to provide a safe educational environment and to protect the integrity of an investigation. The School reserves the right to suspend a student accused of bullying, hazing, harassment or sexual misconduct on an interim basis if deemed appropriate by the School based on considerations such as ongoing safety risks to others and the extent of the School's ability to separate the alleged victim and accused during any investigative process. The School will, in its sole discretion and judgment, determine the necessity and scope of any interim measures, including whether and when to contact the parents of the alleged victim, the accused, a witness or others.

Investigation process. The School's investigation into alleged misconduct includes one or more investigators who may meet with the alleged victim, the accused, witnesses and other relevant individuals and gather information about the reported misconduct. In the School's sole discretion, and depending on the conduct alleged, the investigator may be the Head of School, a School employee designated by the Head of School or an outside investigator. Students and parents must cooperate in any investigation, including meeting with the investigator and truthfully answering any questions posed to them by the investigator, providing all relevant information and omitting none. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School or as required by law. Any individual who discusses the content of an investigation or who otherwise fails to cooperate with the investigation may be subject to discipline.

At the conclusion of the investigation, the investigator will issue a written recommendation concerning the allegations. The Head of School, in his or her ultimate discretion, will determine if the alleged misconduct amounts to a violation of School policy. The School will then communicate to the reporting party, the accused party and their parents or guardians, if possible, as to whether the report of misconduct was substantiated such that the School found the act to have violated School policy, whether the School found no violation of School policy to have occurred or whether further investigation is warranted. If the Head of School determines that bullying, hazing, harassment or sexual misconduct has occurred, the Head of School will determine what remedial action, if any, is needed to end the misconduct, remedy its effects and prevent recurrence, as well as determine appropriate disciplinary action against the perpetrator and any other involved party, up to and including dismissal.

No retaliation. The School prohibits retaliation against anyone who, in good faith, complains or participates in the reporting or investigation process under this policy, regardless of the outcome of the investigation. Retaliation may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning an individual or making real or implied threats of intimidation toward an individual because that individual reported bullying, hazing, harassment or sexual misconduct or participated in an investigation related to a report of misconduct. In addition, anyone who knowingly makes a false claim of bullying, hazing, harassment or sexual misconduct will be subject to discipline, up to and including dismissal.

BA DISCIPLINE RUBRIC

Category I Minor	First Office Referral	Second Office Referral	Third Office Referral	Fourth Office Referral
Category II Interfering with Own Education/Safety LEVEL I <input type="checkbox"/> Sleeping in class <input type="checkbox"/> Interruption of the teaching process/disruption <input type="checkbox"/> Improper use of pass <input type="checkbox"/> Staying after school without adult supervision <input type="checkbox"/> Distracting the bus driver <input type="checkbox"/> Not staying in bus seat or standing/obstructing aisle <input type="checkbox"/> Body parts not remaining in bus	Verbal warning and ask student to change behavior. Possible loss of bus privilege and/or driver to assign seat as appropriate Document	State and discuss the behavior. Have student call parent. Possible loss of bus privilege and/or driver to assign seat as appropriate Document	State and discuss the behavior. Have student call parent. 1 day of Lunch Detention Possible loss of bus privilege and/or driver to assign seat as appropriate Document	MDT will develop individual plan. Document
	First Office Referral State the behavior. Have student call parent. 1 day of Lunch Detention Possible loss of bus privilege and/or driver to assign seat as appropriate Document	Second Office Referral State the behavior. Have student call parent. 3 days of Lunch Detention Possible loss of bus privilege and/or driver to assign seat as appropriate Document	Third Office Referral State the behavior. Have student call parent. 1 day of After School Detention Possible loss of bus privilege and/or driver to assign seat as appropriate Document	Fourth Office Referral MDT will develop individual plan. Document

BA DISCIPLINE RUBRIC

<p>LEVEL 2</p> <p><input type="checkbox"/> 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>LEVEL 3</p> <p><input type="checkbox"/> 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 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 Out of School Suspension 0 on work, if applicable 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;">Category III</p> <p style="text-align: center;">Interfering with Others</p> <p style="text-align: center;">Education/Safety</p> <p>LEVEL 1</p> <p><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>State and discuss the behavior. Have student call parent. 1 day of After School Detention \$ 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>State and discuss the behavior. Have student call parent. 3 days of After School Detention \$ 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 style="text-align: center;">Fourth Office Referral</p> <p>MDT will develop individual plan. Document</p>
	<p style="text-align: center;">First Office Referral</p>	<p style="text-align: center;">Second Office Referral</p>	<p style="text-align: center;">Third Office Referral</p>	<p style="text-align: center;">Fourth Office Referral</p>

BA DISCIPLINE RUBRIC

<p>LEVEL 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failure to respect others and their property <input type="checkbox"/> Failure to respect school property <input type="checkbox"/> Disrespect to a staff member to include backtalk <input type="checkbox"/> Failure to comply with a staff member request <input type="checkbox"/> Leaving class or campus without permission (skipping) <input type="checkbox"/> Vulgar, disrespectful language and gestures directed at others <input type="checkbox"/> Lying <input type="checkbox"/> Roughhousing/Horseplaying 	<p>State and discuss the behavior. Have student call parent. 3 days of After School Detention \$ 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. 5 days of After School Detention \$ 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 Out of School Suspension Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan with the possibility of expulsion. Document</p>
<p>LEVEL 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical confrontation/Fighting 	<p>State and discuss the behavior. Have student call parent. 3 days of Out of School Suspension 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. 5 days of Out of School Suspension Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan with possibility of expulsion. Document</p>	
<p style="text-align: center;">Category IV Unacceptable Use of the School Network</p>	<p style="text-align: center;">First Office Referral</p>	<p style="text-align: center;">Second Office Referral</p>	<p style="text-align: center;">Third Office Referral</p>	<p style="text-align: center;">Fourth Office Referral</p>
<p><input type="checkbox"/> Unacceptable use of school network</p>	<p>MDT will develop individual plan with possibility of expulsion Document</p>			
<p style="text-align: center;">Category V Bullying</p>	<p style="text-align: center;">First Office Referral</p>	<p style="text-align: center;">Second Office Referral</p>	<p style="text-align: center;">Third Office Referral</p>	<p style="text-align: center;">Fourth Office Referral</p>

BA DISCIPLINE RUBRIC

<p>Physical Includes but not limited to: <input type="checkbox"/> Hitting, kicking, pinching <input type="checkbox"/> Taking property</p> <p>Verbal Includes but not limited to: <input type="checkbox"/> Name calling <input type="checkbox"/> Written <input type="checkbox"/> Teasing <input type="checkbox"/> Cyber <input type="checkbox"/> Insults <input type="checkbox"/> Intimidation</p> <p>Indirect Includes but not limited to: <input type="checkbox"/> Cyber <input type="checkbox"/> Written <input type="checkbox"/> Exclusion <input type="checkbox"/> Nonverbal gestures</p> <p>Harassment Includes but not limited to: <input type="checkbox"/> Sexual <input type="checkbox"/> Racial <input type="checkbox"/> Disability <input type="checkbox"/> Rumors</p>	<p>State and discuss the behavior. Have student call parent. 3 days of Out of School Suspension 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. 5 days of Out of School Suspension Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan with possibility of expulsion. Document</p>	
<p>Category VI Illegal</p> <p>LEVEL 1 <input type="checkbox"/> Driving Infractions</p>	<p>First Office Referral</p> <p>State the behavior. Have student call parent. Student receives warning. Driving privilege could be suspended. Document</p>	<p>Second Office Referral</p> <p>State the behavior. Have student call parent. 3 days of After School Detention Driving privilege could be suspended. Document</p>	<p>Third Office Referral</p> <p>State the behavior. Have student call parent. 5 days of After School Detention Driving privilege will be revoked. Document</p>	<p>Fourth Office Referral</p> <p>MDT will develop individual plan. Document</p>

BA DISCIPLINE RUBRIC

<p>LEVEL 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tobacco Use or Possession/Vaping 	<p>Have student call parent. 5 days of Out of School Suspension Possible loss of bus privilege and/or driver to assign seat as appropriate Document</p>	<p>MDT will develop individual plan with possibility of expulsion. Document</p>		
<p>LEVEL 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theft/Possession of Stolen Goods <input type="checkbox"/> Forgery/Misrepresentation of a Parent <input type="checkbox"/> Vandalism 	<p>State the behavior. Have student call parent. 3 days of After School Detention \$ 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 Possible loss of bus privilege and/or driver to assign seat as appropriate Document Vandalism requires restitution.</p>	<p>MDT will develop individual plan with possibility of expulsion. Document</p>	
<p>LEVEL 4</p> <ul style="list-style-type: none"> <input type="checkbox"/> Threats <input type="checkbox"/> Sexual Harassment 	<p>Have student call parent. 4 days of Out of School Suspension Notify Police. 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 with possibility of expulsion. Document</p>		
<p>LEVEL 5</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol Use or Possession 	<p>Have student call parent. Notify Police. MDT will develop individual plan with possibility of expulsion. Document</p>			
<p>LEVEL 6</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drug Use or Possession <input type="checkbox"/> Chemical Abuse 	<p>Have student call parent. Notify Police. Immediate expulsion Document</p>			

BA DISCIPLINE RUBRIC

<p>LEVEL 7</p> <ul style="list-style-type: none"> <input type="checkbox"/> Threat to Do Bodily Harm to a Staff Member or Guest <input type="checkbox"/> Assault <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Sale/Intent to Distribute Drugs/Alcohol/Vape/Tobacco Products <input type="checkbox"/> Other Criminal Acts 	<p>Have student call parent. Emergency expulsion pending investigation Notify Police. MDT will develop individual plan. Document</p>			
<p>LEVEL 8</p> <ul style="list-style-type: none"> <input type="checkbox"/> Firearm Possession/Weapons/Other Destructive Devices 	<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 School 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 effectively 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, practices, 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 a non-natural hair color also is NOT allowed.
- Boys will wear their hair so that it does not touch a dress shirt 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).
- No bathing suits 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, including gym/cafeteria.
- 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 concerns, PreK-2 students wearing sandals, flip-flops, or slides must have straps on the heel.
- For safety concerns, no elevated shoes should be worn to school by PreK-5 students.

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, the student may not leave the building until departing the event. Students who leave the building will not be permitted to re-enter and must leave the School 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 without the prior written approval of the class or club sponsor and the 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. Community service is described as unpaid work performed by a student for the betterment of the community and not for personal gain. 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. Community service forms may not be signed by a family member.

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 School 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 a faculty/staff member or administration. Student drivers are not permitted to leave campus during the lunch period.

LUNCH CHARGE ACCOUNTS

Please contact Laura Scott at school or via email at the following address: scottl@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 may 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 the School. Service animals may be allowed in accordance with applicable law.

GIFTS/FLOWERS

No gifts or flowers will be delivered to students at Brunswick 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 at School, students must leave vehicles at once and not return to them until the end of the day unless Admin approved. 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, the student does not drive on campus unless the student possesses a learner's permit and abides by the laws of the Commonwealth 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. An atmosphere will be maintained in each S/H whereby each student can complete work without a disturbance.

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 periodically, except when abused.
5. No phones, cards, games, toys, etc. brought to S/H.
6. No food or drinks allowed.

ATHLETICS

Refer to the BA Athletic Handbook on the School website for more information or clarification. Brunswick 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, cross country, cheer, track, tennis, fishing, and dance. 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 Brunswick Academy and leaves the previous school in good standing will be accepted as eligible for a full grading period or until BA grades can be awarded for work completed. However, at the end of the period, the student 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 Brunswick 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 checked out. If another student needs the book, it must be returned to the library so that the student can check it out in the other student’s 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 nota-

alized. 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. Human Papillomavirus Vaccine (HPV) - all students are required to present proof of their first dose of this vaccine prior to entering seventh grade. A written waiver from a parent or guardian is needed to the Admissions Office if you choose not to have your child vaccinated.

3. Meningococcal Conjugate Vaccine (MenACWY) - all students are required to present proof of their first dose of this vaccine prior to entering seventh grade. The final dose should be administered prior to entering 12th grade.

4. 4 Polio Vaccine - at least one dose after 4th birthday.

5. 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.

6. 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.

7. 2 Measles – 1st dose on/after 12 months (365 days) of age; 2nd dose prior to entering kindergarten.

8. 1 Mumps – on/after 12 months (365 days) of age.

9. 1 Rubella – on/after 12 months (365 days) of age.

10. 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 the student:

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 while symptomatic or until 24 hours of antibiotic treatment has been completed.
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

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

PREGNANT STUDENTS

Brunswick 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 the student is in such condition. All tuition obligations must be met. The Head of School will discuss alternative education options. The student may apply for re-admission once a physician has certified that the student is no longer pregnant.

PROHIBITED SUBSTANCES

Prohibited Substances. Brunswick Academy strives to create a safe and healthy environment for all community members and works to educate students and parents on the dangers associated with alcohol, nicotine products, electronic nicotine delivery systems (such as e-cigarettes, hookah pens and other vapor-emitting devices, with or without nicotine content), illegal drugs including marijuana and other cannabis products, the misuse of legal drugs and other chemical substances and the use of prescription drugs not fully in compliance with a valid prescription (each, a Prohibited Substance). A student's use of a Pro-

hibited Substance is generally unlawful, can have damaging effects on their physical and mental development, places the wellbeing of the student and their community in jeopardy and is incompatible with the mission and values of the school.

Prohibition Against Certain Substances. Student use, possession, manufacture, distribution, sale, transfer, purchase or being under the influence of any Prohibited Substance, and any student's possession, manufacture, distribution, sale, transfer or purchase of any paraphernalia associated with any Prohibited Substance, is prohibited at all times, whether on- or off-campus. Likewise, any student found in the presence of the use, possession, manufacture, distribution, sale, transfer or purchase of any Prohibited Substance may be found to be in violation of this policy.

Reporting Prohibited Substances. Students and parents are required to immediately report all known violations of this Prohibited Substance policy to any School employee. The School also expects students to take immediate action to obtain School assistance when they may be at risk from their own association with a Prohibited Substance. Making an intentionally false report or failure by any student to report their knowledge of another student's association with a Prohibited Substance may be considered a violation of this Prohibited Substance policy and the School's Honor Code. If a student who has violated this Prohibited Substance policy initiates contact with a School employee and seeks help related to their own use of a Prohibited Substance, the School will consider those circumstances when determining next steps, including in any resulting discipline.

Investigation and Discipline. Depending on the circumstances in which the School receives a report of a violation of this Prohibited Substance policy, the School may conduct an investigation. Students and parents must cooperate in any investigation into a suspected violation of this Prohibited Substance policy, including answering any question posed to them by any School employee or agent truthfully, providing all relevant information and omitting none. Any student or parent who violates this policy will be subject to discipline, up to and including prohibition from attending School activities or dismissal of the student from School. A student may be dismissed from the School as a result of that student's parent's conduct. Violations of the Prohibited Substance policy and any subsequent discipline are handled on a case-by-case basis. A student found to have violated this Prohibited Substance policy must disclose the location of any remaining Prohibited Substance and paraphernalia that may be on campus. Failure to do so may subject the student to elevated or additional discipline. Student spaces, including but not limited to vehicles and possessions, including but not limited to backpacks, wallets and clothing, may be searched in efforts to locate and remove any Prohibited Substance and paraphernalia from School property or activities.

Prohibited Substance Testing. Brunswick Academy reserves the right to test students for any Prohibited Substance at any time for any reason, including (1) suspicion that a student is using, possessing, manufacturing, distributing, selling, transferring, purchasing or under the influence of any Prohibited Substance, (2) the student has a history of Prohibited Substance use, (3) the student is displaying signs of psychological distress and (4) upon written request from the parent or guardian of the student. All Prohibited Substance testing will be conducted at the expense of the parents whose student is the subject of the testing. If a student has been found to have violated the Prohibited Substance policy, the student will typically be required to undergo regular or random Prohibited Substance testing. Testing may be conducted using a Breathalyzer, urine sample, hair sample, saliva sample or any other method deemed appropriate by the School. If a student's Prohibited Substance test

results register positive for a Prohibited Substance, the student will be subject to discipline, and the School may further recommend the student be placed on a care plan or on medical leave. If a student denies using any Prohibited Substance and tests positive for a Prohibited Substance, the School may consider the matter to be an Honor code violation in addition to a violation of this Prohibited Substance policy.

Medical Leave and Care Plans. At the School's discretion, and depending on the circumstances of the violation, the School may require a student who has been found to have violated the Prohibited Substance policy to be placed on medical leave in accordance with the Medical Leave of Absence policy. The School may also require any student found to have violated the Prohibited Substance policy to be placed on a care plan. Care plans are created by the School with the goal of improving the student's overall wellbeing and reaching their full educational and developmental potential at Brunswick Academy. Care plans typically involve the student participating in outside medical, psychological or psychiatric care. If required by the School, parents of a student on a care plan must sign release of information forms with non-School affiliated medical care providers in order to facilitate communication between the student's medical care providers and the School. Whether a student completes the requirements of a care plan depends on the actions taken by the student, but successful completion is at the sole discretion of the Head of School. In making such a determination, the Head of School may consult with medical care providers, including those who may be treating the student, School faculty members as deemed appropriate, as well as the student, parents, caretakers of the student and others. Students placed on a care plan and their parents are required to cooperate in all aspects of the care plan. A student or parents' failure to fulfill the requirements of the care plan may result in discipline, up to and including the student's separation of student from the School. A student's compliance with a care plan does not exempt the student from any disciplinary consequences arising from future violations of this Prohibited Substance policy.

WEAPONS AND OTHER PROHIBITED ITEMS

The possession of weapons in or on the School's campus, grounds, buildings, vehicles (including in locked trunks) or property, or in personal vehicles on School property or being used during School activities, is strictly prohibited. A weapon is any object or substance used, attempted to be used, or intended to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, explosive agents, chemicals, air or canister propelled guns, knives, martial arts weapons or any other weapon as described in Va. Code § 18.2-308. Prohibited items under this policy also include lighters, matches, fireworks, mace and pepper spray. Possession of any prohibited item will result in the item's confiscation and may result in a student's suspension or separation from School.

MEDICAL LEAVE OF ABSENCE

Brunswick Academy cares deeply about the wellbeing of its students. It is important that School students be able to function effectively and participate fully in all School programming. Occasionally, illnesses or injury may require a student to take time away from School obligations. In those situations, a medical leave of absence will enable a student to receive medical, psychological or psychiatric treatment away from School and officially remain an enrolled student. Medical leave may be considered when a student is unable to fulfill their academic obligations as a full-time student of the School as a result of a diagnosed medical issue. In some situations, parents will request that the School place their child on medical leave. In other situations, a student's medical condition or behavior may

create undue disruption in the classroom or School community or may cause the student to be a threat to the safety of themselves or others. Should such a situation arise, the School may require the student to be placed on medical leave. A medical leave of absence is not a punishment; it is intended to be a caring, interventional response and an attempt to help a student get necessary treatment so that they can return to full participation in School programming, if and to the extent possible.

Placing a Student on Medical Leave. Whether a student is placed on medical leave is at the sole discretion of the Head of School or their designated alternate. In making such a determination, the Head of School or their designated alternate may consult with medical care providers, including those who are treating the student, School faculty members as deemed appropriate, as well as parents and caretakers of the student. Circumstances which may warrant a medical leave of absence include but are not limited to attempted or threatened suicide, severe depression or mood dysregulation, self-harming behavior, signs of alcohol or drug addiction, eating disorders, emergency medical care, surgery, serious physical injury or any other situation requiring immediate or extended medical, psychological or psychiatric care. The School reserves the right to temporarily or permanently prohibit any individual from School property or activities, including students who are deemed an imminent threat of harm to themselves or others or whose medical, psychological or psychiatric needs exceed the School's capabilities.

While on Medical Leave. Typically, a medical leave of absence lasts at least the majority of one grading period, but may be longer or shorter, at the School's ultimate discretion, depending on the nature of the medical leave and student progress. A student on medical leave may only visit campus or attend a School activity with the prior written consent of the Head of School or their designated alternate, and then, only when accompanied by a parent or guardian. Students on medical leave may be required to undergo medical, psychological or psychiatric evaluations in order to assess their condition and readiness to return to School. To maintain enrollment, parents of students on medical leave must sign release of information forms with non-School affiliated medical care providers in order to facilitate communication between the Student's medical care providers and the School. While students are on medical leave, they are still members of the School community and bound by the School's policies. If appropriate, students on medical leave may be expected to complete assigned schoolwork, and in those circumstances, students will generally be expected to keep current on schoolwork.

Re-Entry Procedure. When a student is ultimately permitted to return to School following a period of medical leave, and any condition upon which a student may be allowed to return to campus following a period of medical leave, is at the sole discretion of the Head of School or their designated alternate. In making such a determination, the Head of School or their designated alternate may consult with medical care providers, including those who are treating the student, School faculty members as deemed appropriate, as well as the student, parents and caretakers of the student. Prior to a student's return to school from a medical leave of absence, parents must provide the School with information and access to the student's treating medical care providers and relevant medical records. The School reserves the right to require the student's medical care provider, or an independent medical care provider designated by the School, to submit a certification that the student is able to return to campus and fully participate in a regular course of study. This return to campus certification may be required to follow a recent or contemporaneous medical, psychological or psychiatric evaluation, as determined by the School and paid for by the parents. A student's

return to campus following medical leave may be conditioned upon the student continuing to obtain medical, psychological or psychiatric treatment or other factors, as determined by the School and communicated to the student's parents. In order to help facilitate a smooth transmission back into regular School life and programming, upon receiving permission to return to the School, the student and parents will be required to meet with the Head of School or their designated alternate to review the conditions of the student's return, if any, and expectations of the student's enrollment, work, conduct and treatment (if any) moving forward.

