



**BRANDON  
ACADEMY**  
Est 1970

QUALITY EDUCATION IN A COMMUNITY OF RESPECT

**2023/ 2024  
FAMILY HANDBOOK**

801 LIMONA ROAD | BRANDON, FLORIDA 33510 | P. 813.689.1952 | F. 813.651.4278

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[WWW.BRANDON-ACADEMY.COM](http://WWW.BRANDON-ACADEMY.COM)

Dear Brandon Academy Families,

Welcome to the 2023/24 school year. We ask all BA parents to review this handbook's contents carefully and share any pertinent information with their children. The rules, policies, procedures, and guidelines outlined here have been written as a source of information for all school families to understand the expectations and philosophy that guide the School's daily operations. While this material is significant and is referenced frequently throughout the school year, BA's mission, beliefs, and core values are the foundation for all we do.

The *BA Family Handbook* has been reformatted so that it is now one comprehensive document serving the school's two divisions, the lower and upper schools. The administration and faculty review the handbook carefully each year, and additions and revisions are added to the newest edition. The most up-to-date version of the handbook can always be found on the BA website.

Parents, we look to you to partner with us as we seek to guide and educate your children each day of the school year. We recognize and acknowledge that no one knows your children as well as you do; likewise, BA's teachers, coaches, and staff members often see them in a unique light and under different circumstances and are thus able to serve as wonderful resources as your children grow and mature.

Please let us know during the school year if we can serve you and your family. If you have any questions specific to the contents of this handbook, please contact the Administration. Thank you for entrusting us with your children's care, guidance, and education. It is an honor and a privilege that we hold sacred.

Sincerely,

Eric Miles  
Head of School

Corey Hoch  
Dean of Students

**OUR MISSION**

The mission of Brandon Academy is to educate young people in an environment of respect coupled with a commitment to quality education in a challenging program to prepare students to be leaders in the global community.

**SCHOOL ADDRESS**

801 Limona Road  
Brandon, FL 33510

**WEBSITE**

[www.brandon-academy.com](http://www.brandon-academy.com)

**PHONE & FAX NUMBER**

P. 813.689.1952  
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**BA NON-DISCRIMINATION STATEMENT**

Brandon Academy admits students of any race, religion, color, or sexual orientation, regardless of national or ethnic origin.

**TABLE OF CONTENTS**

<b>ALL SCHOOL POLICIES</b>	
<b>PHILOSOPHY OF EDUCATION</b> - Beliefs, Core Values	8
<b>THE HONOR SYSTEM</b> - BA Honor Code, BA Honor Pledge, Definitions of Terms	8
<b>ATTENDANCE</b> - Attendance, Extended Day, Attendance on School Sponsored Trips, Early Dismissal Days, Enrollment, How the Continuous Enrollment Contract Works, Probation for Disciplinary Reasons, Dismissal from BA	9
<b>BA FAMILY EXPECTATIONS</b> - Athletics Code of Conduct, Parent-School Partnership.	11
<b>BUSINESS MATTERS</b> - 1:1 Program, Food Service, Scorpion Shop, School-Sponsored Student Travel, Tuition Payment Policy.	14
<b>CAMPUS</b> - After Class Hours on Campus, Conduct, Courtesy and Decorum, Disrespect and Harassment, Electronics, Digital Recordings, Off-Limits Areas, Substance Abuse Policy, Vandalism.	14
<b>COMMUNICATION</b> - School Website, Email, Emergency Notifications, Google Classroom, Head of School Roundtable, Scorpion Scoop, Social Media.	16
<b>COMMUNICATION POLICIES</b> - Educational Technology Responsible Usage Policy (eTRUP), Visual Image Policy, Social Media Policy, Faculty and Staff Social Media Accounts, Disciplinary Action for Inappropriate Material.	18
<b>DRESS CODE</b> - Dress Code Expectations for All Divisions, Dress Code Expectations for Lower School Females, Dress Code Expectations for Upper School Females, Dress Code Expectations for Lower School Males, Dress Code Expectations for Upper School Males, Consequences for Dress Code Violations, Cold Weather Days, Frequently Asked Questions	19

HEALTH - Accidents or Illnesses, Health Information and Required Forms, Medications.	21
SAFETY AND SECURITY - Definition of a Visitor, Miscellaneous, Weapons.	22
STUDENT SERVICES - Conferences, Counseling, Tutoring.	22
TRANSPORTATION - Arrival, Dismissal, Parking.	23

<b>LOWER SCHOOL POLICIES</b>	
ATTENDANCE AND PARTICIPATION - Attendance, Fall Conferences, Illness and Injury, Make-up Work, Tardiness.	24
CAMPUS LIFE - Celebrations, Field Trips, Home Athletic Games, Lost and Found, Lunch, Snack, Welcome Desk.	25
POLICIES AND PROCEDURES - Communication, Discipline.	26
STUDENT SERVICES - Accommodations and Extended Time, Records Requests, Report Cards.	28
SCHEDULES - School Day, Lower School Office Hours.	28

<b>MIDDLE SCHOOL POLICIES</b>	
ACADEMIC POLICIES AND PROCEDURES - Advancing in Courses, Advisors, Course Changes, Course Weighting & Semester Examinations, Grading Scale and Reports, Head of School List, Honor Roll List, Incomplete Work.	32
ATTENDANCE AND PARTICIPATION - Absences, Tardies, Leaving Campus Early, Absences and Co-curricular Activities, Students Taking High School Classes.	34
CAMPUS LIFE - Student Property, Student Visitors	35
PROCEDURES AND GUIDELINES OF THE HONOR SYSTEM - The Honor Pledge, The Honor Council, Procedures for Reporting and Hearing Violations, The BA Citizenship Guide, Statement of Philosophy on Conduct and Discipline, Discipline Procedures, Merit/Demerit Program, Middle School Disciplinary Consequences, Minor and Major Infraction Minimum Consequence Guidelines, Demerit Accumulation Tiers, Student Behavior Not Previously Covered, Description of Disciplinary Consequences, Description of Honor Probation.	36
STUDENT LIFE - After Class Hours On Campus, After-School Care, Cell Phones, Dress Code, Consequences for Dress Code, Middle School Scorpion Days, Frequently Asked Questions for Middle School Dress Guidelines.	36
STUDENT SERVICES - On-Campus Tutoring During School Hours, Accommodations and Extended Time, Records Requests	43
2022/2023 DAILY SCHEDULE	44

<b>HIGH SCHOOL POLICIES</b>	
ACADEMIC POLICIES AND PROCEDURES - Advancing in Courses, Advisors, College Counseling, Course Load and Course Changes, Non-academic Course Changes, Academic Course Changes: Process, Academic Course Changes: Deadlines, Course Changes and the College Admissions Process, Grade Point System, Grading Scale, High School	45

Homework Expectations, Honors, Advanced Placement Courses, Incomplete Work, Graduation Requirements and Recommendations, Examinations.	
<b>ATTENDANCE</b> - Absences and Co-curricular Activities, Attendance on School-Sponsored Trips, Tardiness, Leaving Campus, Loss of Course Credit, Excused Absences – Full Make-up Privileges, Unexcused Absences from Class.	50
<b>CAMPUS LIFE</b> - Cell Phones, Dress Code, Student Property, Lost and Found, Student Parking and Driving, Student Visitors.	52
<b>HONOR SYSTEM</b> - The Honor Pledge, What is the Purpose of the Citizenship Guide?, What are the Responsibilities of Students?, Statement of Philosophy on Conduct and Discipline, Discipline Procedures, Merit/Demerit Program, High School Infractions, High School Disciplinary Process Minor, Intermediate, and Major Infraction, Expected Consequence Guidelines, Demerit Accumulation Tiers, Student Behavior Not Previously Covered, The Honor Council, Procedures for Reporting and Hearing Violations.	54
<b>PARTICIPATION</b> - Activities and Sports	63
<b>STUDENT SERVICES</b> - On-Campus Tutoring During School Hours, Accommodations and Extended Time, Records Requests	64
<b>2022/2023 DAILY SCHEDULE</b>	66

***ALL SCHOOL POLICIES***  
**PHILOSOPHY OF EDUCATION**

Brandon Academy aims to cultivate a passion for learning, self-discipline, and creativity in its students while fostering educated and honorable citizenship qualities. Recognizing the importance of collaboration with parents, the administration and faculty strive to establish rapport with each student to ensure a meaningful and functional education. Emphasis is placed on academic rigor with a flexible curriculum to challenge individual capabilities and promote awareness of vocational opportunities. The school provides outlets for creative expression and physical activity, fostering healthy attitudes and lifelong recreational habits. Active learning and problem-solving techniques are integrated across all subjects, fostering cooperation and teamwork. Brandon Academy is dedicated to creating an inclusive environment where dignity and respect are paramount.

**Beliefs**

- Everyone can learn and is encouraged to learn.
- Everyone in the school community will be provided with as many opportunities for learning as the School can provide.
- The School will continue to review and update its programs in all areas.
- Honor is one of the most fundamental values, and upholding the Honor Code is a valued tradition.
- Parents are an active and essential part of the life of the School.

## **BA** | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

- Each student has unique talents and capabilities, and everyone has something to give to the community.
- Each student will act consistent with the customs and courtesies of the School and its community.
- Teachers will interact with students to develop healthy professional relationships.

### **BA Core Values**

- *“Honor Above All”* - Brandon Academy embraces the development of personal honor as a lifelong pursuit in the building of character, and we require adherence to the Honor Code from all members of the school community. We honor one another and our gifts and accomplishments.
- *Leadership* - Brandon Academy encourages the development of leadership as a lifelong characteristic of our students and adheres to the concept of service to others as the ideal model that best meets the needs of our School community, our nation, and the world.
- *Commitment to Excellence* - The quest for excellence that has characterized Brandon Academy since its founding extends to all aspects of School life and is viewed as the effort to do one’s best and seek to improve continually. This quest embodies character in our School community, grounded in our commitment to creating an exceptional environment for teaching and learning.
- *Personal Responsibility* - Everyone at Brandon Academy is accountable for their actions. We all share responsibility for the welfare of the greater School community.
- *Respect for Oneself and Others* - Respect is the foundation of the Brandon Academy School community. We celebrate differences that include diverse people, cultures, and perspectives.

## **THE HONOR SYSTEM**

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Brandon Academy is a school where families of diverse backgrounds, races, religions, and nationalities share common values, practice mutual respect, and reach for academic excellence. The foundation of the Brandon Academy culture is built on an honor code that embraces the motto “Honor Above All.” The Honor Code, designed to equip students with sound ethical decision-making skills, is essential to character education at BA.

### **The BA Honor Code**

#### *Preamble*

With the following policies and procedures, students attending Brandon Academy will feel responsible for maintaining the high moral and ethical standards outlined in the student handbook. Such empowerment will promote a sense of school pride and spirit. In addition, this honor system promotes discipline and accountability based on self-respect and respect for others in the Brandon Academy community. The honor system is intended for students, faculty, staff, parents, and alums.

## **BA** | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

The Honor Code allows individuals to develop physically, emotionally, and academically in an atmosphere of trust.

### *The BA Honor Code*

On my honor, I will do my work, uphold the ideals of Brandon Academy, protect the school's good name, and see that all others do the same. I vow to leave the school greater and better than it was given to me.

I will do my own work both in and out of school. I will not plagiarize the work or ideas of others, nor will I allow another student to use any part of my work as their own.

I will not lie. I will not forge another student's signature, my parents, a teacher, or authority on notes or school documents, including reports, tests, or other communication.

I will report myself to the Honor Board for any infringement of the above rules and regulations. I will ask another student to report themselves to the Honor Board for any violation of these rules and regulations. I will report to the Honor Board, another student who fails to report himself when asked to do so.

### **The BA Honor Pledge**

“As a member of the Brandon Academy community, I am responsible for upholding and promoting honesty, trust, respect, fairness, and justice in all venues of School life. I will not cheat, lie, steal, or plagiarize to maintain personal integrity. In addition, I will do my best to raise awareness of the importance of honor to make BA a better place to learn and work. I understand the Brandon Academy School Honor Code and will uphold my HONOR ABOVE ALL.”

Please see the Middle and High School sections for specific Honor System procedures and guidelines.

### **Definitions of Terms**

*Cheating* - The act of gaining or attempting to gain an unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose. Examples include studying from old tests of friends or siblings and/or allowing someone to study from your old tests; copying another person's work (tests, quizzes, homework, etc.) or allowing someone to copy your work; asking for or giving questions and/or answers to tests or quizzes; improperly obtaining information from books, notes, or electronic devices during a quiz or test; turning in another student's work as your own.

*Lying* - The act of making a true or untrue statement intending to deceive. Examples include telling an untruth or not telling the whole truth; denying guilt when guilty; changing a grade on a paper, a



quiz, a test, or a report card; forging a parent's signature on a progress report, test, permission note, etc.; using another person's password to gain access to a website.

*Stealing* - The act of taking or being in the possession of the property of another or being the accomplice of such an act. Examples include taking/having or using another person's or the School's property without permission; taking books or equipment from a classroom without the teacher's permission.

*Plagiarism* - The act of using the ideas or words of another without crediting the source and/or the act of presenting someone else's words or ideas as your own. This topic is thoroughly addressed at the beginning of each school year so that the burden remains on the student to seek guidance from his or her teacher regarding the proper use of sources.

### ATTENDANCE

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**Attendance** - The educational program at Brandon Academy depends heavily upon the content of each school day, and all curriculum areas are considered valuable. For this reason, every student must attend every class except when excused for illness, religious observance, or other reasons deemed acceptable by the school. School vacations and holidays are planned to provide maximum conveniences in observing traditional holidays and maximum benefits to the educational process.

**Attendance on School-Sponsored Trips** - Students wishing to attend a School-sponsored trip must have a Family Form signed by a parent or legal guardian. All BA rules and expectations must be followed on School trips, including international and/or trips outside the academic year.

**Early Dismissal Days** - Early dismissal days will occasionally occur throughout the school year. The dates will be communicated via the Remind App and *Scorpion Scoop*. On these days, the school will be in session from 8:00 a.m. to noon, and all students must be picked up by 12:30 pm.

**Inclement Weather** - Brandon Academy typically follows the Hillsborough County Schools' decisions regarding severe weather days. Notice of school cancellation or late start due to severe weather conditions will be posted on the School's website, and parents will be notified via the *Remind* App.

**Enrollment** - At Brandon Academy, we recognize the value of a sustained, long-term partnership with families in their children's education. A seamless transition from elementary through high school provides a consistent, thorough progression through academic coursework. Because of this philosophy, BA is pleased to offer Continuous Enrollment. This process allows families to know that their child's seat is secure. From admission, their child will be considered enrolled at Brandon Academy through their high school graduation unless otherwise notified by the parent or guardian. Families will no longer be required to sign another contract unless enrolling a new student.

**How the Continuous Enrollment Contract Works** - Enrolled students in good standing will be invited to return for the next school year in mid-January. Families planning to attend BA for the next school year do not need to sign a new contract or do anything other than pay the re-enrollment deposit on February 15. Families will be notified by email on January 15 and weekly via the Scorpion Scoop of the February 14 deadline to opt out of attending BA for the following school year. Families deciding not to return to BA next year must alert the Head of School in writing (email or letter) by February 14 so they are not charged next year's deposit. Families that decide not to return to BA after February 15 but before May 1 will lose the \$500 deposit but will not owe the entire year's tuition. After May 1, families are responsible for the entire year's tuition.

**Probation for Disciplinary Reasons** - Disciplinary probation is incurred for repetitive, minor disciplinary problems or a single major offense. The appropriate division administrator will notify parents at the time probation is declared. Probationary periods last minimally through the balance of a school year. Further offenses for those on probation may lead to loss of re-enrollment privilege, withdrawal, or dismissal at the School's discretion.

**Dismissal from BA** - When a student must be dismissed from BA, the student forfeits the right to participate in any school activities or to be on the School campus for one year after dismissal. Exceptions may be made by the Head of School only, but such exceptions are rare, as are dismissals. Students will be required to return school-issued electronics, athletic gear, and other items belonging to the School. Transcripts will be sent after all financial obligations have been met.

**Extended Day** - Families may enroll their child in supervised care before and after school. The hours for this program are as follows:

- Before School Care: 7:00 – 7:40 am for Lower and Middle School students.
- After-school care for all lower, middle, and high school students is from 3:30 – 6:00 pm.
- Students must be picked up by 6:00 pm, or a fine of \$1.00 per minute will be imposed. This must be paid in cash at pickup. BA provides supervision until 4:00 pm daily.

## **BA FAMILY EXPECTATIONS**

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**Athletics Code of Conduct** - As a community member at Brandon Academy, we all commit to support the Mission of our Athletic Code of Conduct to include:

- Demonstrate consistency with BA's Core Values, Beliefs, and the overarching purpose of educational athletics.
- Promote accountability to the highest standards of character, honesty, and integrity.
- Treat contest officials, facility staff, opponents, and spectators with honor and respect, providing a fair play and sportsmanship model.
- Maintain a primary concern for each student-athlete's health, safety, and personal welfare.
- Practice good sportsmanship at all times.

## **BA** | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

- See and support the big picture. Interscholastic sports are integral to the student's educational growth and are not a training ground for professional or intercollegiate athletics. The coach is responsible for all the children on the team and must strive to do what is best for all. While some Brandon Academy students may successfully compete beyond high school, all athletes are integral to the team. Brandon Academy does not offer merit-based athletic scholarships, so our success depends on engaging a broad cross-section of players.
- Praise student-athletes in their attempt to improve themselves as students, athletes, and individuals by recognizing/showing appreciation for outstanding play by either team.

**Coaches** should comply with BA, TB-CAL, and FHSAA governing body rules and

- Honor all professional relationships with student-athletes, colleagues, officials, media representatives, and the public.
- Hold the student-athlete's education as foremost.
- Observe the rules and the intent behind them. Insist that student-athletes and teams under their direction do the same.
- Welcome opportunities to discuss student-athlete's development and success.
- Be responsible for returning phone calls/emails within 24 hours and, when necessary, to plan and schedule meetings with players and their parents. This includes determining who should be present at a meeting (coach, player, parent(s), advisor, teacher... etc.)

**Student-athletes** should be role models of fair play/sportsmanship by observing the sport's rules and their intent.

- Refrain from disrespectful behavior (profanity, taunting, trash-talking, and other forms of intimidation). Wish opponents "good luck" before a game and sincerely congratulate them following victory or defeat.
- Be positive and compete with enthusiasm.
- Respect the judgment of officials.
- Accept and understand the seriousness of your responsibility and the privilege to represent BA and your community.
- Be committed to the team and to giving one's best effort each day.
- Stay in contact with coaches and lead discussions regarding individual development, position assignments, coaches' expectations, and playing time. It is your responsibility to communicate with the coaching staff.
- Conduct yourself responsibly in all Internet activity. Know the pros and cons of social media use and understand that your content and interactions (likes, retweets, follows) reflect on you individually and as a representative of your team/school.
- Participation in interscholastic athletics provides learning experiences for students.

**Parents** should be positive role models through words and actions on and off the playing surface to ensure their child has the best athletic experience possible.

## BA | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

- Be respectful of officials' and coaches' decisions. Maintain composure on the sidelines.
- Be mindful of the appropriate timetable to raise questions with a coach. We advise waiting 24 hours after an athletic contest, not immediately following an athletic contest.
- Respect the chain of command when addressing a concern. In most cases, the student-athlete should be the first point of contact with his/her coach. Players and parents should always contact the coach before the Athletic Director (AD) and Head of School.
- Understand appropriate topics for discussion with coaches. Appropriate topics include: player's health and well-being, player development, concerns regarding child's behavior, enrichment opportunities (like camps, lessons, etc.) and coaches' expectations of the child and team. Inappropriate topics include: Other student-athletes, playing time, placement on teams, and team strategy or play calling.

**Spectators** should recognize and show appreciation for outstanding play by either team.

- Remember that you are attending a contest to support and cheer for your team, not jeer or denigrate your opponents. Show respect for opposing players, fans, and coaches.
- Respect the judgment and integrity of contest officials, even if you disagree.
- Refrain from all forms of harassment before, during, or after games.
- Be a positive role model through your actions by praising student-athletes in their attempts to improve themselves.

**Parent-School Partnership** - In the Parent-School Partnership, expectations include understanding that an effective partnership is characterized by clearly defined responsibilities, mutual respect, open communication, support of the Mission of the School, adherence to the Honor Code, and a commitment to the Core Values.

- *Communication* - School communications include report cards, conferences, public forums, School news/events, and information about individual student progress/difficulties, including follow-up plans, support strategies, and disciplinary actions. Parent communications include registering comments and concerns by communicating directly with the School and sharing any religious, cultural, medical, or personal information the School may need to serve their children best.
- *Modeling Behavior Based on the Honor Code and Core Values* - The School will clearly define and communicate behavior standards for all BA community members. Parents and BA Staff will model civility, integrity, and good sportsmanship at School and all School-sponsored functions. Both sides acknowledge that all members of our community are ambassadors of Brandon Academy and understand that as ambassadors, words matter. Using direct person-to-person communications and treating one another with mutual respect, courtesy, and dignity. Parents will address comments/concerns directly to the appropriate person at the School. The School will seek to answer/address comments and concerns through direct conversation with parents. When a question/concern arises for a parent, these are the steps to follow:

1. Reach out to the appropriate teacher/advisor to schedule a conversation to address the issue/concern.
2. The teacher/advisor and parent will work together to answer questions, to reconcile and resolve differences.
3. If no reconciliation or resolution is reached, involve the appropriate administrator.

*Upholding and Enforcing School Rules and Policies* - The school will uphold and enforce rules and policies detailed in this Family Handbook fairly, appropriately, and equitably. Parents will support the school's rules and policies and obey the laws of Florida. Parents will hold their children accountable for inappropriate behavior not in keeping with the Honor Code, Core Values, school policies, and expectations.

*Respecting Privacy* - The school will do its best to ensure the families' privacy rights in all communications and school business. Parents will respect the privacy of all individuals connected with the school and will refrain from disseminating confidential information about the school, its students, or its community members in any form.

## **BUSINESS MATTERS**

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**1:1 Program** - Students in third through twelfth grade participate in a 1:1 program. This technology is used daily; all electronic devices should be for academic purposes.

**Food Service** - Daily lunch is available for purchase monthly. BA uses Bubba Qs and Hungry Howies as food service providers. Monthly menus are emailed to families. Any student may bring snacks and/or lunch from home.

**Scorpion Shop** - The Scorpion Shop is our school store in the BA Business Office. Spirit gear, sweatshirts, t-shirts, middle school PE uniforms, and a limited selection of school supplies are available for purchase. The shop is open from 7:30 a.m. to 3:30 p.m. when school is in session.

**School-Sponsored Field Trips and Student Travel** - Students will regularly be involved in travel off-campus for both curricular and extracurricular events that the Administration has approved. These events may include athletics, academic competitions, or cultural events.

**Tuition Payment Policy** - Tuition and fees must be paid in full for students to attend classes each term. Brandon Academy reserves the right to deny enrollment to those students whose tuition bills are not paid by the established deadlines. Payments for technology fees, damaged or unreturned athletic equipment, and any other financial obligations must be received before releasing report

cards, transcripts, or the issuance of diplomas. No deductions will be made for class absences, and no diploma can be conferred until all debts to Brandon Academy are paid in full.

## CAMPUS

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**After Class Hours on Campus** - When students are on campus after class hours to attend a specific school event or a designated activity, they are to remain at the site of the event or activity for safety and security reasons. Both students and parents should know the time and place of the activity and the expected completion time. Families need to be part of the co-curricular and sports programs available to our students as both participants and spectators. Because we are concerned for the safety of our students, parents of Lower and Middle School students are expected to be with their children whenever the students attend after-hours School activities as spectators. Faculty members and coaches who accept responsibility for the safety and welfare of the students participating in after-school activities require parents to pick up their children immediately upon completing the activity. Students may not be on campus after hours without the necessary adult supervision.

**Conduct, Courtesy, and Decorum** - Students must represent Brandon Academy and their families properly. Faculty and students should always treat one another respectfully and courteously in thought, language, and deed. Profane or vulgar language or actions are unacceptable at any time on campus and will not be tolerated. Students always look to their parents and teachers to be good role models of appropriate behavior. At assemblies and for all programs, courteous behavior is the norm. A special dress may also be required. Talking, studying, eating, and walking around during a program are rude and inappropriate behaviors. Students should listen attentively, refrain from talking, remain in their seats for the entire program, and generally provide a positive example for others in our school community. Members of the BA community deal courteously with one another. Courtesy is also extended to everyone by holding doors open for others, cleaning up after oneself, and greeting others in passing.

**Disrespect and Harassment** - All students should feel safe and comfortable on BA's campus; therefore, disrespect and harassment, sexual or otherwise, are not acceptable. Likewise, physical contact, whether it be a display of affection, roughhousing, or a means of settling disagreements, is prohibited by the School. Club and/or team initiations and/or hazing are expressly forbidden. A first offense may result in a suspension period; a second offense will be considered grounds for dismissal. Both words and deeds should demonstrate respect for others. Problems do not arise as long as people are kind to and respectful of others. It is the student's responsibility to consider how one's words, especially those intended to be humorous, may be perceived by others.

**Electronics** - Parents should not call or text their children between 8:00 a.m. and 3:00 p.m. When it is necessary to contact a student during the school day, parents should call or email the office from which the message will be relayed to the student. Under no circumstances can a student record a lecture or class meeting without the teacher's permission. The presence of electronic equipment in testing situations may prompt an Honor Council investigation. The School reserves the right to

confiscate and review any personal electronic devices of students to clarify honor or discipline situations.

**Digital Recordings** - In this digital age, students and parents may want to record (audio or video) a meeting, event, or classroom experience. Recordings are only permitted with explicit permission from the faculty member, administrator, or other school employee leading the event. Any exception to this policy for specific, short-term class projects and the like can be granted only by the Head of School, who will consult with the appropriate teacher before making a decision.

**Off-Limits Areas** - During school hours, students are to remain in the designated classroom building areas of campus unless they are involved in an activity under the supervision of a BA coach or faculty member. The parking lots, the gym, and the wooded areas of campus are examples of off-limits areas.

**Substance Abuse Policy** - Brandon Academy is a drug-free environment for people of all ages. The laws of the State of Florida prohibit anyone under the age of 21 from purchasing, attempting to purchase, consuming, or possessing alcoholic beverages. According to the Florida General Statute governing alcoholic beverage consumption, those serving alcoholic beverages to persons under the age of 21 and those young people who consume the beverages outside their homes are liable to criminal prosecution. Students, whether on campus at any time or any school function, may not possess, use, be under the influence of, sell, transfer, create, distribute, or possess with the intent to distribute illegal drugs, alcohol, drug, or vaping paraphernalia, mood-altering substances, performance-enhancing substances, tobacco or nicotine in any form, e-cigarettes, or legal substances including prescriptions and over-the-counter medication when these substances are (mis)used to induce intoxication, altering a student's mental state, or with intent or consequences creating the impression of such. The School will deem as equivalent for purposes of applying consequences any counterfeits of the substances and equipment/devices/paraphernalia mentioned above. Violating the above policy could cause a student to be dismissed.

**Pets** - Pets are not allowed on campus, in the buildings, or on the playground.

**Vandalism** - The willful destruction of the school's or others' material or intellectual property is prohibited. Acts of vandalism include, but are not limited to, defacing property with graffiti, destroying building materials or landscaping, and tampering with the building maintenance systems or information systems network and the computer programs of others. Dismissal may result from any single occurrence.

## COMMUNICATION

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**School Website** - Brandon Academy supports a public website for our external audience and BA constituents ([www.brandon-academy.com](http://www.brandon-academy.com)). The school's website is intended for the BA community's

use. The school's website is the primary place to look for school information, including calendars, news, and announcements - both all-school and department/grade specific, resources such as the Family Handbook, publications, forms and policy documents, athletics information, photos, and parent resources.

**Email** - The school will email parents with time-sensitive and essential information throughout the school year. Parents are requested to keep their contact information current.

**Emergency Notifications** - The school will notify families via email and the *Remind* App in case of an emergency. We will test the emergency system in the first two weeks of the school year and inform families to change their notification preferences if necessary. Emergency notifications include school delays and closings due to inclement weather.

**Google Classroom** - In the upper school, teachers use Google Classroom to provide an overview of each class, showing assignments, quizzes, and tests. Lower School classroom page formats vary by grade.

**Scorpion Scoop** - Each Friday, the school publishes the *Scorpion Scoop*. This communication gives families a heads-up about what is happening next week. The *Scoop* is a macro-look at school events with links for additional information and related forms.

**Social Media** - Members of the BA community are encouraged to follow school posts on Instagram and Facebook for new and event updates.

### COMMUNICATION POLICIES

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**Educational Technology Responsible Usage Policy (eTRUP)** - BA regularly reviews this policy to remain current in its technology practices. Its principles apply to all members of the BA community during the current School year. The following core principles continue to guide technology use at BA:

- Both school and personal technology are always to be used in ways that support the school's Core Values.
- The school's computers and iPads will be used exclusively for educational purposes.
- Responsible use of technology entails, among other things, prioritizing academic work and a healthy school community over the many distractions available on personal devices.

**Visual Image Policy** - Photographs and videos of persons on campus or at school events should only be taken and shared when it is in good taste to do so and with respect for the school and members of the Brandon Academy community. Inappropriate use of the visual image of someone in the BA community is a serious issue. It may result in disciplinary action by the school or even legal action—by the school or by the person whose image was misused or misappropriated. Visual images



of BA students, families, and personnel at BA-related events and/or campus facilities should not be sold, published, posted online, or used for any purpose other than school-approved uses or approved personal use.

**Social Media Policy** - The Social Media Policy is written to guide the increasing use of these tools by all members of the Brandon Academy community. The following list details the school's official social media presence:

- Facebook: The School has an official Facebook page that typically features news and video stories about members of the BA community.
- Instagram: The School has an Instagram account that displays photos that describe the BA experience.

Social media can be a powerful way to communicate with others; it also can be disruptive and potentially harmful to individuals and groups. We ask that community members use social media carefully and act according to the guidelines outlined.

**Student, Faculty, and Staff Social Media Accounts** - The school respects the rights of students, faculty, and staff to engage in free and open communication of their personal information through the use of websites, blogs, Facebook, Twitter, LinkedIn, Vimeo, and other forms of online discourse. However, when these Personal Online Activities contain content that could be detrimental to the School, its faculty, or its students, they become an appropriate focus of the school's Social Media Policy. Students, faculty, and staff are personally responsible for the content of their Online Activities. They must follow these guidelines:

1. Students, faculty, and staff may have personal social media accounts but must be mindful of privacy settings. Because every student, faculty, and staff member represents the school, content posted on personal social media pages must be in good taste and reflect Honor Above All. Personal photos, especially, need to be filtered for appropriateness. Unless privacy settings are manually changed, everyone must realize that anyone on the Internet can access his or her personal information. To change Facebook privacy settings, please visit Account > Privacy on your Facebook page. Brandon Academy recommends changing all settings to "Friends Only" to ensure privacy.
2. The content of Personal Online Activities may not contain
  - a. any reference to confidential or privileged information or activities of school students or their families, whether by name or implication;
  - b. any reference to confidential school information;
  - c. any reference to school students, faculty, staff, or administrators, whether by name or implication, that would in any manner defame such individuals;
  - d. any reference to confidential or privileged information or activities of school faculty, staff, or administrators,
  - e. any material that in the sole discretion of the school is considered obscene, defamatory, threatening, harassing, illegal, or abusive to any person or entity associated with the school;

- f. photographs of classroom or student activities, unless explicit permission has been granted for this purpose (however, individuals may link to school photos on BA's official social media platforms and website).
3. Faculty, staff, and administrators may not request or accept current students as "friends" on their personal social media accounts. Only upon graduation may faculty, staff, and administrators request or accept alumni as "friends."
4. If a faculty member or department wishes to create a Facebook page/group, an Instagram account, or another public site for school use, a request must be made through the Administration.

**Disciplinary Action for Inappropriate Material** - Students, faculty, and staff represent Brandon Academy. All personal online activities posted on BA's pages need to comply with the Honor Code and the school's Social Media Policy. Brandon Academy reserves the right to monitor publicly posted material for compliance with this Social Media Policy. Students, faculty, and staff who violate this policy are subject to administrative disciplinary action leading up to and including expulsion or job termination. This Social Media Policy does not prohibit lawfully protected communications regarding an employee's off-duty political, recreational, or other legally protected activities.

### DRESS CODE

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The goal of the BA Dress Code is to have a student body that is neat in appearance and appropriately dressed. Appropriate dress is a sign of respect to those with whom one interacts. It is also a sign of respect for excellence in education for which we are all striving. The Dress Code Policy was developed under the following guidelines:

- To provide an environment that enhances academic excellence and builds pride and respect;
- To take into account cost to parents, ease of enforcement, and appropriateness;
- To take into account different physical, emotional, and social developmental needs of each age level, providing increasing opportunities for individual choice and responsibility.

Students must arrive at school well-groomed, clean, neat, and appropriate attire. Clothing should be in good repair and appropriate for normal school activities and movement. Clothing, jewelry, or distracting or suggestive grooming (such as too long or too short) is not permitted. Brandon Academy reserves the right to determine appropriate dress and appearance for its students. Brandon Academy expects parents and guardians to cooperate fully in upholding the requirements of the Dress Policy. Spirit Day is observed on Fridays, and students may wear jeans and any shirt with a BA logo on it, including the Friday Shirt. On designated field trips, students should wear shirts with a BA logo.

**Dress Code Expectations for All Divisions**

- All clothing with a waistline will be worn at the waist. No clothing may be worn that exposes any undergarments.
- Hats, hoods, or caps may not be worn inside buildings unless they are for religious purposes or designated special dress days.
- All hair must be kept clean, neatly groomed, and out of the eyes. No style, color, or hairstyle should distract the students or others.
- No bottoms that are torn or have holes and no baggy sweatpants.
- No frayed hems are allowed.

**Dress Code Expectations for Lower School Females**

- Plaid jumper, navy, khaki, or grey jumper or skort. Skirt and short lengths should be to the end of the child's hand or longer.
- Navy blue, khaki, black, or grey uniform-style shorts, pants, or capris.
- Navy blue polo dress.
- Navy blue, khaki, white, or grey short or long-sleeve polo shirt with school monogram. Polo shirts must be purchased at Brandon Academy.
- Navy blue or grey cardigan.
- Closed-toe shoes or saddle oxfords or sneakers. Flip-flops, crocs, or sandals are not permitted.
- White, navy, or black socks or leotard tights.
- BA uniform sweatshirts are permitted.

**Dress Code Expectations for Upper School Females**

- Navy blue, grey, black, or khaki uniform style skirt, skorts, shorts, pants, or capris.
- Navy blue or grey short or long-sleeve polo shirt with school monogram. Polo shirts must be purchased at Brandon Academy.
- Navy blue or grey cardigan.
- BA uniform sweatshirts are permitted with a BA polo underneath.
- Closed-toe shoes or saddle oxfords or sneakers. Flip-flops, crocs, or sandals are not permitted. Shoes must have a back and be closed-toe.
- Solid white, navy, or black socks or white, navy, or black tights.
- Excessive jewelry is inappropriate, and make-up (light) may be worn.
- Shorts and skirts must be moderate in length and can be no shorter than reaching the tips of fingers if standing with arms down at the side. Undergarments should not be visible at any time.

**Dress Code Expectations for Lower School Males**

- Navy blue, khaki, black, or grey uniform style pants or shorts (Cargo shorts or pants are not permitted).

- Navy blue, khaki, grey, or white short or long-sleeve polo shirt with school logo. Polo shirts must be purchased at Brandon Academy.
- BA uniform sweatshirts will be permitted. Hoodies: Must be a BA Hoodie.
- Shoes must be closed-toed.

### Dress Code Expectations for Upper School Males

- Navy blue, grey, black, or khaki uniform style pants or shorts (Cargo shorts or pants are not permitted).
- Navy blue or grey short or long-sleeve polo shirt with school logo. Polo shirts must be purchased at Brandon Academy.
- BA uniform sweatshirts are permitted. Hoodies: Must be a BA Hoodie. BA sweatshirts must be worn with a BA polo underneath.
- Shoes must have a back and be closed-toe. No flip-flops, slides, crocs, sandals, or shoes with holes similar to Yeezy Foam Runners.
- Shorts must be moderate in length. Undergarments should not be visible at any time.

**Consequences for Dress Code** - Students who are out of the dress code **three** or more times during a semester will be subject to disciplinary action outlined in subsequent sections of this handbook. Further disciplinary action will be taken if corrective action is not taken.

**Cold Weather Days** - The administration will determine when there are cold weather days. Families will be informed via the *Remind App* and email. On cold weather days, students are allowed to wear a **solid color coat/jacket over a BA sweatshirt**. The solid color coat/jacket should have no writing, emblems, or designs of any kind and can only be worn if a BA sweatshirt alone does not keep the student warm.

### Frequently Asked Questions for Dress Guidelines

- **Are athletic shorts allowed on game days?** No. Students are permitted their jersey or sports t-shirt but must wear school-approved, non-athletic shorts or pants.
- **Can students wear leggings and yoga pants (or that style of clothing) on campus?** Female students can wear leggings as long as their shirt covers their bottoms. BA does not permit students to wear yoga pants as this style of clothing is inappropriate for a professional, learning environment.
- **What does a faculty member do if he or she sees a student not adhering to the dress guidelines?** The teacher should speak to the student in a private setting and use the discussion as a learning moment. If time is not available or the situation is not comfortable, the faculty member should voice his or her concern with a member of the Administration.
- **Will there be consequences for students who do not adhere to the dress guidelines?** Yes. Students will be issued detention (lunch or after-school) for every dress code violation after exhausting their 3 warnings. Disciplinary action will continue to escalate if corrective action is not taken.

- **What are the rules for shorts?** It is difficult to mandate a certain length for shorts, so we ask that students exercise good judgment and refrain from wearing shorts that are too short. “Short-shorts” above mid-thigh are not consistent with our dress guidelines. Faculty and administrators reserve the right to determine when a student’s shorts are inappropriate for an academic environment.

## HEALTH

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**Accidents or Illnesses** - In the event of an accident or illness involving a student on campus or off campus while participating in a school-sponsored activity, every attempt will be made by BA to contact a parent. Parents must provide current contact information on their child’s Student Health Form. If a parent cannot be reached, the emergency contacts listed on the Health Form will be contacted if possible. If neither a parent nor an emergency contact can be reached, the Head of School or his representative will determine the course of action to provide needed assistance to the student.

### Health Information and Required Forms

- New students are required to have an Annual Physical Examination Form, a copy of the student’s birth certificate, and a Certificate of Immunization Form submitted to the office before the start of school.
- A new Certificate of Immunization Form is required for all kindergarten and seventh-grade students, due to Florida’s requirement of a booster Tdap vaccine and meningococcal vaccine. All students with medical exemptions need to submit appropriate paperwork annually.
- An Annual Physical Examination Form must be submitted annually for each student participating in the Brandon Academy athletics program. The forms are available on the Athletics webpage on the school’s website.
- Each student’s Family Form must be updated each year.

**Medications** - If a child is to receive any medications (over-the-counter or prescription) while at school, a parent will need to submit the *Medication Administration Form*, which must be signed by the parent and the child’s healthcare provider. These forms can be found on the school’s website. Prescription medicines must be brought to the office in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given to the child. Medications are kept in the office. A parent/guardian must notify the office in writing of any changes regarding the change of treating physician, medication, dosage, time, and/or discontinuation.

## SAFETY AND SECURITY

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**Definition of a Visitor** - A visitor is anyone not assigned specifically to work at Brandon Academy. Each contractor must be identifiable with a company identification or contractor identification obtained at the main reception desk in the Main Office. The front entrance is the preferred access

point for parents, other members of the Brandon Academy community and visitors. The Administration routinely walks and inspects external access to the buildings, grounds, and parking lots of Brandon Academy.

**Weapons** - Weapons may not be brought on campus or on school-sponsored trips or activities. Dismissal may result from any single occurrence. The school retains the right to search students and/or their belongings for articles that may threaten the safety and security of themselves or others. Students who are aware of any kind of weapon on campus should report it immediately to a member of the BA faculty or staff. Anyone in possession of an item resembling a weapon or a facsimile thereof, even if the item is not itself dangerous, will face administrative action.

### STUDENT SERVICES

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**Conferences** - Conferences with individual teachers, groups of teachers, advisors, or counselors may be scheduled as needed. When a parent has a concern or question about a course or the student's progress, he or she should first contact the teacher or the advisor before calling an administrator. Conferences are scheduled through the teacher or advisor and will occur generally at the end of the school day. The teachers want to help and often can when everyone comes together with realistic expectations. Students may schedule a conference by speaking to the teacher, advisor, or counselor. Parents may set up a conference by leaving a voice or email message for the teacher, advisor, or counselor.

**Counseling** - Brandon Academy offers a school-wide counseling program with an on-site personal counselor for all students in Grades K through 12. Limited counseling services are also available for parents and faculty. Referrals to outside resources are made as needed.

**Tutoring** - BA believes that the great majority of academic problems can be addressed by student-teacher or student-student interaction, without recourse to a third party. Establishing meaningful communication between teachers, parents, and students is the first and best step toward effective remediation. Brandon Academy seeks to cultivate student-teacher relationships which ultimately result in increased student independence. To foster such a philosophy and commitment, procedures have been established per division to guide parents and students with regard to tutoring services. Please see the appropriate Division section for specifics.

### TRANSPORTATION

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The school's primary concern with carpools is the safety of our students. We also are aware that parents have busy schedules, and therefore we make every attempt to move the carpool lines as quickly as possible. For safety, please adhere to these guidelines:

- Turn off cell phones while moving through the carpool.
- Pay close attention to school personnel directing traffic and follow their directions.

## BA | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

- Pull all the way forward so that several cars can unload (in the morning) or load (in the afternoon) simultaneously.
- Do not leave an unattended car in a carpool lane, as these are all fire lanes.
- There are two carpool lines:
  - Main School Entrance: Students in pre-kindergarten, kindergarten, 1st grade, and high school should be dropped off and picked up using the main school entrance off of Bates Street.
  - Student Life Center Entrance: Students in 2nd through 8th grades should be dropped off and picked up using the back school entrance off of Telfair Road.

### Arrival (7:40-8:00 am)

- Enter the campus using the appropriate carpool entrance. School personnel will direct cars to pull up to unload.
- Should you need extra time unloading to help children with projects, please park in the visitor spaces and assist your children inside from there.
- Students must walk directly to Before Care or to class.
- In the case of students with driver's permits, driver exchanges are not to take place in the carpool line.

### Dismissal (3:00-3:30 pm)

- School staff will meet drivers to call their child(ren)'s name for dismissal.
- If using the main school entrance, if space is available, pull off of Bates Street and pull forward as much as possible. We must keep Bates open to thru traffic as much as possible.
- For safety reasons, students not picked up by 3:30 p.m. will go to Extended Day, and parents will be billed at the extended day hourly rate starting at 4:00 pm.

**Parking** - Parent parking is available on a first-come, first-served basis in the front of the school.

## LOWER SCHOOL POLICIES

### ATTENDANCE AND PARTICIPATION

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**Attendance** - When a Lower School student is ill, parents must call the office to report the absence by 8:30 am. For planned absences, if a student must arrive late (i.e., a doctor's appointment) or leave early, send a note or email to the teacher and the lower school director. With the generous holidays during the school year, we hope these absences will not be necessary.

**Fall Conferences** - Fall parent/teacher conferences will be communicated through the *Scorpion Scoop*, on the school calendar and via Lower School classroom communications. It is difficult to accommodate requests for conference times to be scheduled around family travel plans; we ask that you not use conference days for family vacations.

**Illness and Injury** - If your child cannot participate in P.E. and playground due to illness or injury, please send a note/email to the Lower School Director. Students with casts, braces, stitches, crutches or concussions will not be allowed to participate in either physical education class or playground activities until the Administration receives a doctor's release, indicating no restrictions.

**Make-up Work** - It is the responsibility of the family of the absent child to contact the teacher in the morning for any make-up work and missing assignments. Assignments and books will be sent to the Main Office and available for pick up after 2:30 p.m.

**Tardiness** - A BA student learns to be punctual. Occasional circumstances may cause tardiness, but habitual late arrival at school is not permissible. Not only does it defeat the learning of punctuality, but also is disruptive to the child, teacher, and other children in the classroom. Parents will be called if tardiness becomes a serious concern. Students arriving after 8:00 a.m. will be considered tardy.

## CAMPUS LIFE

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**Celebrations** - Lower School has a long tradition of celebrating children's birthdays. At the beginning of the year, grade-level teachers will share ways to celebrate each child's birthday. Parents are welcome to join their children for lunch on their special day. Parents may provide treats for the entire class. Students or parents may not distribute invitations to private parties at school unless all class members (or all boys/girls) receive an invitation.

**Field Trips** - Field trips are planned to enhance the classroom learning experience and coordinate with each grade level's curriculum. Before the start of each school year, parents are asked to sign the Family Form before the start of each school year, giving their child permission for off-campus field trips. Parent permission is required for a child to go on a field trip. Your child's teacher will notify you before any off-campus event or trip. Please inform the Lower School Director before the trip if there are any changes in your child's health information.

**Home Athletic Games** - Lower School students and their families are encouraged to support the Scorpions at all athletic events. Lower School students should sit with or in the near vicinity of their parents. Parents need to know exactly where their children are and keep an eye on them.

**Lost and Found** - Lost and Found is located in the Business Office. It is helpful to have names in all clothing articles, especially jackets, sweatshirts, and other outerwear, as well as books and notebooks. Any item unclaimed at the end of each semester will be donated to a charitable organization.



**Lunch** - Students may bring their lunch from home or participate in the school lunch program provided by BA. Many of our parents enjoy coming to school occasionally to enjoy lunch with their children, and we are delighted you do. So that other students do not feel left out or excluded, when parents visit for lunch, we ask that they enjoy that time with their child only.

**Snack** - Grades 1-5 students should bring their own snack each day. We recommend a nutritious snack such as fruit, cheese, crackers, and snack packs. Snacks should not include candy or soft drinks. Chewing gum is not allowed in school.

**Welcome Desk** - BA has a Welcome Desk at the school's main office. An Office Assistant is on hand daily from 7:30 am - 3:30 pm to assist people in signing in and out of school, provide directions to classrooms, receive phone messages, deliver items to the classroom, etc. The Welcome Desk phone number is 813.689.1952. Anytime parents come on campus, or if you need to pick your child up from school or drop off an item, we ask that you check in at the Welcome Desk.

## **POLICIES AND GUIDELINES OF THE HONOR SYSTEM**

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**Communication** - Each teacher has a voicemail and email. To leave a message, call the Office at 813.689.1952 and ask to be transferred to the teacher's voicemail. Messages, both voicemail and email, will be checked daily. For teachers to maximize time with students, we ask that you limit emails that require detailed written responses. Phone calls and in-person conferences allow for better two-way conversations between parents and teachers.

**Discipline** - The school aims to help each student develop self-discipline. This includes learning from one's mistakes by taking responsibility for one's actions and moving forward. Each BA student is expected to demonstrate personal responsibility and respect for others, including showing consideration for others, demonstrating honesty, being invested in learning, and allowing others to learn and make a meaningful contribution to the school community. The circumstances of disciplinary problems vary; failure to meet these standards will be handled individually. Initially, the school's response may involve only the student and teacher. Still, it may also expand to include parents and, in serious or chronic cases, the Lower School Director, the Dean of Students and/or the Head of School. Enrollment may be withheld should behavior take away from the learning of others or if misbehavior is repetitive. In all matters involving personal discipline, cooperation and support from parents are essential to achieving satisfactory growth and positive citizenship.

**Lower School Infraction Minimum Consequence Guidelines** - The Infraction Minimum Consequence Guidelines identify the minimum consequences for infractions should a student be found culpable. The Administration can assign additional consequences as needed.

Minor Infractions	Minimum Consequences
Being excessively tardy to school in the morning.	<i>1st Infraction (on the 5th tardy):</i> Parent Contact <i>2nd Infraction (on the 8th tardy):</i> Lunch Detention, Parent Contact <i>3rd Infraction (on the 10th tardy per semester):</i> Ineligibility to Honor Societies & Honor Roll, Parent Contact
Using an unauthorized cell phone or texting during class.	<i>1st Infraction:</i> Phone confiscated for the school day, Parent Contact <i>2nd Infraction:</i> Phone confiscated for 24 hours; Lunch Detention, Parent Contact <i>3rd Infraction:</i> Phone left at home, After School Detention, parent conference with Counselor
Using profanity or other inappropriate language.	<i>1st Infraction:</i> Lunch Detention, Parent Contact <i>2nd Infraction:</i> After School Detention, Parent Contact <i>3rd Infraction:</i> Ineligibility to Honor Societies & Honor Roll, Parent Contact
Behaving inappropriately, disruptively, or disrespectfully to teachers or peers.	<i>1st Infraction:</i> Lunch Detention, Parent Contact <i>2nd Infraction:</i> After School Detention, Parent Contact <i>3rd Infraction:</i> Ineligibility to Honor Societies and Honor Roll, Parent Contact
Teasing, name-calling after being told to stop.	1st Infraction: Lunch Detention; Parent Contact 2nd Infraction: ISS, Parent Contact 3rd Infraction: OSS, Parent Contact
Major Infractions	Minimum Consequences
Willfully disobeying, lying to, or disrespecting a faculty or staff member.	<i>1st Infraction:</i> Lunch Detention, Parent contact <i>2nd Infraction:</i> Ineligibility to Honor Societies and Honor Roll, Parent Contact <i>3rd Infraction:</i> ISS, Ineligibility to Honor Societies and Honor Roll, Parent Contact
Plagiarizing/Cheating (such as copying someone else's work, from the internet, or other source or collaborating with others in unauthorized ways)	<i>1st Infraction:</i> Zero on assignment, Parent contact <i>2nd Infraction:</i> Zero on assignment, Parent contact, & ISS <i>3rd Infraction:</i> Zero on assignment, Parent contact, & OSS
Accessing a cell phone during an in-class assessment.	<i>1st Infraction:</i> Zero on assessment, Parent Contact <i>2nd Infraction:</i> ISS; Ineligibility to Honor Societies and Honor Roll, Parent Contact <i>3rd Infraction:</i> OSS, Ineligibility to Honor Societies and Honor Roll, Parent Contact
Bullying & Harassment including Sexual Harassment, Cyber-bullying, Hazing.	<i>1st Infraction:</i> Lunch Detention(s), Parent Conference, meeting with School Counselor <i>2nd Infraction:</i> ISS, Parent Contact <i>3rd Infraction:</i> OSS, Parent Contact

<p>Fighting or physical aggression includes but is not limited to hitting, kicking, pushing, or any other act of physical aggression, or intimidation.</p>	<p><i>1st Infraction:</i> ISS, Parent Conference  <i>2nd Infraction:</i> OSS, Parent Contact  <i>3rd Infraction:</i> Dismissal from BA, Parent Contact</p>
<p>Stealing</p>	<p><i>1st Infraction:</i> ISS; Loss of Freedoms (Break, Lunch, Extracurriculars), Parent Contact  <i>2nd Infraction:</i> OSS, Parent Contact  <i>3rd Infraction:</i> Dismissal from BA, Parent Contact</p>

## STUDENT SERVICES

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**Accommodations and Extended Time** - Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. A licensed clinical psychologist determines eligibility for accommodations during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations to be considered for accommodations at school. Typical accommodations offered at BA may include the following: preferential seating in the classroom (near the front of the class or closer to the teacher), extended time (time and one/half or 50% more), testing in a separate setting, use of a computer for writing assignments and copies of notes from the teacher or peer. These accommodations may be informally offered to students in the Lower School who demonstrate difficulty with assignments or tests and are consistently available to students who meet the above criteria. Students in Grades 4-5 are offered extended time on the Stanford Achievement Test annual achievement testing if they qualify based on current psychoeducational testing and parent consent.

**Records Requests** - Parents and students should request records and teacher recommendations two weeks before they are required. Parents needing school records should direct their request to the Lower School Director.

**Report Cards** - Lower School report cards are available online four times a year: in October, in January, in late March, and at the end of the school year.

## SCHEDULE

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**School Day 8:00 a.m. - 3:00 p.m.** - It is crucial that students be in class and ready to begin by that time. Students are allowed to enter their classrooms at 7:45 a.m. we encourage parents to get their children to school early to allow them to settle in, focus, and be ready for the day. Students arriving after 8:00 a.m. must sign in before reporting to class. The day ends at 3:00 p.m. Any student leaving school early (for any reason) must have a parent sign him or her out. To protect the integrity of the school day, we ask that you do not schedule after-school activities that would make it necessary for your child to be dismissed before 3:00 p.m.

**The Lower School Administration Office Hours** - The Lower School Office is open from 7:30 a.m. until 3:45 p.m.

## **MIDDLE SCHOOL POLICIES**

### **ACADEMIC POLICIES AND PROCEDURES**

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**Advancing in Courses** - In English, Spanish, and mathematics courses, a final grade of “D” or higher is required for advancing to the next level. If the year-end grade is below “D,” a student must attend summer school in that subject, retake the class via FLVS, engage in an approved tutorial program, or repeat the course the following year.

**Advisors-** Each Middle School student is assigned a faculty member to serve as the student’s advisor. A student should look to his or her advisor, the counseling staff, and other teachers for counseling on academic and other matters. The advisor is responsible for following the student’s progress and communicating with the student and parents as needed.

**Course Changes** - The course registration process in the spring of each year is comprehensive, and students are urged to use that period and the counsel of teachers and advisors to ensure that the registration form contains a definite and final selection of desired courses. Once the new academic year begins, a course change or withdrawal can be made only if it is determined by the School to be in the student’s best interest and not detrimental to other students or the school. Any student pursuing a change in course selection will first speak with their advisor and then the Upper School Director. Course changes/withdrawals must be made within the first two weeks of the school year (or of the second semester in the case of one-semester electives). The Upper School Director may approve these changes if they are feasible in the master schedule and if they do not over- or under-enroll a class section.

### **Course Weighting & Semester Examinations**

- 6th Grade Core Classes: History, Math, Science, & Spanish.
- 6th-grade students will take their History and Science semester exams in the fall and Math and Spanish exams in the spring. Semester exam grades will count as 10% towards the final semester grade.
  - Q1 (45%) + Q2 (45%) + E1 (10%) = S1 Grade
  - Q1 (45%) + Q2 (45%) + E1 (10%) = S1 Grade
- Final Course Grade = S1 Final Grade (50%) + S2 Final Grade (50%)

Semester 1 (S1)	Weighting % of Final S1 Grade	Semester 2 (S2)	Weighting % of Final S2 Grade
Quarter 1 (Aug-Oct)	50%	Quarter 3 (Jan - Mar)	50%
Quarter 2 (Oct-Dec)	50%	Quarter 4 (Mar-May)	50%

7th Grade Core Classes (English, History, Math, Science, Spanish) Semester Weighting

- 7th-grade students will take semester exams in all of their core subjects.
- Semester exams will count for 10% of the final semester grade.
- Final Course Grade = S1 Final Grade (50%) + S2 Final Grade (50%)

Semester 1 (S1)	Weighting % of Final S1 Grade	Semester 2 (S2)	Weighting % of Final S2 Grade
Quarter 1 (Aug - Oct)	45%	Quarter 3 (Jan - Mar)	45%
Quarter 2 (Oct - Dec)	45%	Quarter 4 (Mar - May)	45%
S1 Exams (Dec)	10%	S2 Exams (May)	10%

8th Grade Core Classes (English, History, Math, Science, Spanish) Semester Weighting

- 8th-grade students will take semester exams in all of their core subjects.
- Semester exams will count for 20% of the final semester grade.
- Final Course Grade = S1 Final Grade (50%) + S2 Final Grade (50%)

Semester 1 (S1)	Weighting % of Final S1 Grade	Semester 2 (S2)	Weighting % of Final S2 Grade
Quarter 1 (Aug - Oct)	40%	Quarter 3 (Jan - Mar)	40%
Quarter 2 (Oct - Dec)	40%	Quarter 4 (Mar - May)	40%
S1 Exams (Dec)	20%	S2 Exams (May)	20%

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More information about these assessments including dates, times, and recommended study habits will be provided by the course instructor.

### Grading Scale and Reports

The Brandon Academy curriculum is specifically designed for average to above-average students who have completed the basic skills of reading, language arts, and mathematics. During the Upper School years, students develop an independent mindset. While continuing to provide an environment for academic excellence, we strive to help nurture a positive self-image. English grammar, literature, vocabulary, written composition, mathematics, science, social studies, and Spanish form the core of the curriculum. Our curriculum is open-ended so that the child's abilities and initiative are the only limits to learning.

#### *Middle School Grading and Evaluation (Grades 6-8)*

The numerical score range that corresponds to the grading system of "A" through "F", used in grades 3-12, is listed below. A score above 60 is passing.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 -0

Report Cards will be distributed four times during the academic year: two in the first semester and two in the second. An Interim Report for each core academic course will be emailed home halfway through each grading period. Parents should also expect an emailed narrative report from each core teacher after the first quarter and from the advisor after the third quarter.

**Head of School List** - At the end of each semester, middle school students who have achieved a semester grade of all As in the core academic courses and are named to the Head of School List. The calculations for the Head of School List are done at the end of each semester and are not affected by a student's record in past semesters.

**Honor Roll List** - At the end of each semester, middle school students who have achieved a semester grade of all As and Bs in the core academic courses are named to the Honor Roll. The calculations for Honor Roll are done at the end of each semester and are not affected by a student's record in past semesters.

**Incomplete Work** - Students are responsible for making up any missed assignments. An "incomplete" grade on the report card is to be made up as soon as possible. A grade of "F" for the course may be recorded for any "incomplete" not made up within a reasonable amount of time.

### **ATTENDANCE AND PARTICIPATION**

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**Absences** - In all cases of absence or unexpected tardiness, parents must call or email the Office prior to 8:30 a.m. on the day of the absence. Students should realize that being absent is always to

their disadvantage and that teachers will not be able to re-teach the lessons missed. Following are the conditions and procedures for excused absences: sickness or injury, medical or dental appointments, family emergencies involving serious illness, injury, or death: parents should call the school as soon as possible, and religious holidays: students should bring a note from home at least one day prior to the holiday.

**Tardiness** - Middle School students who arrive at school after 8:00 a.m. must sign in with the office before going to class. Every 5 tardies will count as an absence whether excused or unexcused. Disciplinary action will incur on the 5th tardy and for each following tardy. Disciplinary action will continue to escalate if corrective action is not taken.

**Leaving Campus Early** - Students must have permission from a parent or guardian to leave campus early. Parents must notify the office via email, note, or phone call for a student to be released by the school. Students that are excused from class must sign out in the office before departure. Parents that need to pick up a student without prior notification must sign the student out of the office. Parents should not pick up children or give them permission to leave school without speaking to a school official. Sign-out in the office is also required unless the student is too ill to do so, in which case the school official will notify the office.

**Absences and Co-curricular Activities** - To participate in co-curricular activities (including practices and contests), students must be on campus for at least four hours during their absence.

**Students Taking High School Classes** - Middle School students enrolled in High School classes are expected to attend classes whenever they are in session, including days when the Middle School is not in session. All students should return to the Middle School building when a High School class is dismissed.

## CAMPUS LIFE

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### Lockers and Student Property

Lockers will be assigned to students in the Middle School at the beginning of each year. Students are responsible for valuables left in their lockers. We strongly discourage students from bringing unnecessary valuables or excess money to School. Students should not go into other students' lockers. Students whose lockers have excessive damage will be charged a damage fee. Magic markers, gummed stickers, and other items that damage the painted surface (interior or exterior) warrant a damage fee for removal and repainting.

### Student Visitors

Students are not allowed to have guests on campus during the school day, including having visitors for lunch. Only student guests who are visiting formally through the Admissions Office or other departments may attend class. With a written request from a parent in advance for a specific day or special occasion, the school may grant permission for a student to have a guest on campus.

## STUDENT LIFE

### After Class Hours On Campus

Middle School students are not permitted to be on campus after school without the supervision of an adult, coach, parent, or teacher. While we understand the desire to attend sporting events as spectators, they may only attend if they have adult supervision.

### After-School Care

Students who are unable to be picked up after school may go to the After-School Care for a small fee. Students must be picked up no later than 6:00 p.m.

### Cell Phones

Cell Phones are not to be used during the school day. Students who bring phones to school should store them in a backpack or locker. All phones should be turned off or silenced during the school day. Students who need to use a cell phone to contact parents may ask a teacher for permission to use the phone in the office.

## PROCEDURES AND GUIDELINES OF THE HONOR SYSTEM

### The Honor Pledge

As part of Upper School advisory activities at the beginning of the year, students read and recite the Honor Pledge and sign their names in the BA Honor Code Book. This is done after reviewing the material on honor, types of violations, skits, and other teachable moments.

### The BA Citizenship Guide

Brandon Academy is committed to providing an environment of academic excellence that is safe, inclusive, and respectful, allowing students to develop to the maximum of their potential. Students must be held accountable for their actions and recognize that there are consequences for their choices, both good and bad. This document clearly defines the expectations on how to be an outstanding citizen at Brandon Academy. We acknowledge that generating a culture of respect is the responsibility of all members of our community. Every student at BA plays an important role in shaping our school climate. Therefore, all students agree to abide by the school's rules, and along with their parents firmly support the following expectations:

- I agree my academic development is my first priority.
- I agree to be courteous and respectful to fellow students and adults at all times.
- I agree to be responsible for my behavior and accept the consequences for that behavior.
- I agree to follow and understand the basic principles of the Honor Code.

BA believes strongly in the value of every student and maintains high expectations for each student's success that are guided by our four **Core Principles**:



**Character: Integrity, Respect, Resilience, Accountability**

Brandon Academy believes that strength of character is essential to success. We foster good decision-making, interacting with others with compassion and empathy, tackling challenges with optimism and diligence, delivering on commitments, and taking responsibility for actions.

**Community**

Brandon Academy believes that students thrive in a close-knit community that nurtures and challenges the individual. We value personal connections and service to others; building supportive relationships; and celebrating diverse talents, perspectives, and backgrounds.

**Opportunity**

Brandon Academy believes that participating in a broad range of opportunities stimulates personal growth. We develop the whole child by encouraging participation in athletics, arts, and other extracurricular activities. We challenge students to discover and develop their passions and strengths by providing a wealth of opportunities in and outside the classroom.

**Academic Excellence**

Brandon Academy believes that our graduates will face an increasingly competitive, rapidly evolving world. We prepare our students by teaching them to think critically and creatively, communicate and collaborate effectively, achieve technological fluency, and become engaged members of our global society. We set high academic expectations and provide a path to success through diverse teaching methods and dynamic learning experiences.

Statement of Philosophy on Conduct and Discipline

The belief that students can learn from their mistakes and should be given the opportunity to do so forms the framework of consequences for misconduct. Students will be disciplined with compassion, appropriate speed, and the intent to educate. Disciplinary action will be fair, firm, unbiased, and effective based on clearly stated behavioral expectations and consequences. A student who violates the general standards of conduct may be subject to disciplinary action, which could include a warning, consequences, or even suspension or dismissal. These school rules are established to ensure a safe and productive learning environment. All disciplinary matters are handled on an individual basis. The school expects parental support and cooperation.

The Upper School

For the middle school hearings, the Upper School Honor Council is composed of five High School students and two 8th-grade students. The Dean of Students serves as the faculty advisor during a hearing. All Honor Code cases in the Upper School will be heard and adjudicated by the Honor

Council.

## Procedures for Reporting and Hearing Violations

The student or teacher who has observed an honor offense being committed should choose one of the following actions:

- Inform the offender that he/she has seen the offense, and give the offender the opportunity to report himself/herself to the Honor Council.
- Report the offense directly to the teacher involved or to the Honor Council. After the student has been notified and all accounts of the incident have been collected, the Honor Council will hold a hearing to review the facts and to recommend a course of action. All decisions and evidence will be held in strict confidence and will not be discussed outside the Council meeting. A report of the hearing will be submitted to the administration, the student, and the parents.

## Discipline Procedures

In disciplinary matters, students' individual circumstances and the impact on the total school environment are carefully considered. As an independent school, Brandon Academy is not subject to the same rules as public schools. Our discipline system is not intended to be a "trial" as contemplated by a court system, nor does it follow the procedures of our judicial system. Our aim is to be educational rather than purely punitive and to help students develop a high degree of personal responsibility. BA's behavioral expectations reflect the developmental levels of students in each division. Violations of school rules are divided into three types of infractions (Minor, Intermediate, and Major) in high school and two types of infractions (Minor and Major) in middle school.

## Merit/Demerit Program

The merit and demerit program aims to promote students to attain high standards of behavior and respect as a student of Brandon Academy. This is a system to monitor individual student's conduct and help hold students accountable for their actions, both good and bad. Merit points are meant to recognize students for remarkable performance and behaviors while demerits will discourage inappropriate behavior. All behavior events will be recorded in RenWeb.

Individual merits will add up and can also be individually redeemed for rewards. Individual demerits will accrue but do not subtract from individual merit points. Accumulating demerits will lead to disciplinary action that can include detention, suspensions, and Honor Council hearings. The Dean of Students will address and meet with students and the Honor Council as needed to address behavior events, provide feedback, award merit/demerits, and discuss consequences. Demerits can be classified as minor or major. Minor demerits result in -1 and major demerits result in -2 or -3 and can include additional consequences. The awarded demerit is based on the judgment of the teacher and the Dean of Students.

## Middle School Disciplinary Consequences

When an academic or disciplinary violation is reported, the Dean of Students will conduct an investigation. If the investigation determines that a major violation did occur, the Head of School will be consulted and the parents will then be informed of the incident and the ensuing consequences.

If it is found that the student violated BA Code of Conduct, the Honor Council will consider the Consequence Guidelines and make its recommendations to the Dean of Students. The Dean of Students will inform the parents, student, and the Head of School of the recommendations of the Honor Council within 24 hours of the hearing. All appeals will go to the Head of School. The Head of School will hear appeals based on either or both of the following considerations:

1. **Unreasonable consequences.** If the student and parents feel the consequences decided upon by the Honor Council are unduly harsh, they may appeal the decision based on these grounds.
2. **Procedural challenge.** If the student and parents feel the school did not follow its stated procedures, then an appeal can be made on the grounds that not doing so negatively impacted the outcome.

In all cases, the decision of the Head of School will be final and not subject to further review. In cases of particularly egregious misconduct, such as distribution of drugs, possession of a firearm, or physical/ sexual assault, the Upper School Director and Head of School have the authority to act unilaterally and immediately for the benefit of the school.

Middle School Infraction Minimum Consequence Guidelines

The Infraction Minimum Consequence Guidelines identify the minimum consequences for infractions should a student be found culpable. The Administration can assign additional consequences as needed.

Minor Infractions	Minimum Consequences	Reportable	Demerits
Being excessively tardy to school in the morning.	<i>Tier 1 (on the 5th tardy):</i> Lunchtime Detention <i>Tier 2 (on the 10th tardy per semester):</i> Loss of freedoms during break, lunch, and other extracurriculars.	No	-1 for each occurrence after the 5th
Being excessively tardy to any class.	<i>Tier 1 (on the 5th tardy):</i> Lunchtime Detention <i>Tier 2 (on the 10th tardy per semester):</i> Loss of freedoms during break, lunch, and other extracurriculars.	No	-1 for each occurrence after the 5th
Using an unauthorized cell phone or texting during class.	<i>1st Infraction:</i> Phone confiscated for the school day <i>2nd Infraction:</i> Phone confiscated for the day; After School Detention <i>3rd Infraction:</i> Phone left at home, After School Detention, parent conference	No	-1 to -3

Using profanity or other inappropriate language.	<i>1st Infraction:</i> Lunchtime Detention <i>2nd Infraction:</i> After School Detention <i>3rd Infraction:</i> Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.	Yes, after 2nd Infraction.	-1 to -3
Behaving inappropriately, disruptively, or disrespectfully to teachers or peers.	<i>1st Infraction:</i> Lunchtime Detention <i>2nd Infraction:</i> After School Detention <i>3rd Infraction:</i> Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.	No	-1 to -3
Teasing, name-calling after being told to stop.	1st Infraction: Afterschool Detention; Parent Contact; Honor Probation 2nd Infraction: ISS 3rd Infraction: OSS	Yes, after 1st Infraction.	-1 to -3
<b>Major Infractions</b>	<b>Minimum Consequences</b>	<b>Reportable</b>	
Skipping class.	<i>1st Infraction:</i> Zero on assigned work; Honor Probation <i>2nd Infraction:</i> Zero on assigned work; ISS; Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll. <i>3rd Infraction:</i> Zero; OSS; Ineligibility to Honor Societies and Honor Roll.	Yes, 1st infraction.	-3
Willfully disobeying, lying to, or disrespecting a faculty or staff member.	<i>1st Infraction:</i> After School Detention, Honor Probation, Parent contact <i>2nd Infraction:</i> ISS, Ineligibility to Honor Societies and Honor Roll. <i>3rd Infraction:</i> OSS, Ineligibility to Honor Societies and Honor Roll.	Yes, 1st infraction.	-1 to -3
Plagiarizing/Cheating (such as copying someone else's work, from the internet, or other source or collaborating with others in unauthorized ways)	<i>1st Infraction:</i> Honor Probation; Zero on assignment. <i>2nd Infraction:</i> Zero on assignment & ISS <i>3rd Infraction:</i> Zero on assignment & OSS	Yes, 1st infraction	-3
Accessing a cell phone during an in-class assessment.	<i>1st Infraction:</i> Zero on assessment; Honor Probation <i>2nd Infraction:</i> ISS; Ineligibility to Honor Societies and Honor Roll. <i>3rd Infraction:</i> OSS, Ineligibility to Honor Societies and Honor Roll.	Yes, after the 1st infraction.	-3

Bullying & Harassment including Sexual Harassment, Cyber-bullying, Hazing.	<i>1st Infraction:</i> Honor Probation, Detention(s), Parent Conference, meeting with School Counselor <i>2nd Infraction:</i> ISS <i>3rd Infraction:</i> OSS	Yes, 1st infraction.	-3
Violating BA's Substance Abuse Policy.	<i>1st Infraction:</i> OSS; Honor Probation <i>2nd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Fighting or physical aggression includes but is not limited to hitting, kicking, pushing, or any other act of physical aggression, or intimidation.	<i>1st Infraction:</i> ISS, Honor Probation <i>2nd Infraction:</i> OSS, Honor Probation <i>3rd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Retaliating, intimidation, threats, reprisal, false accusations, and/or making false charges.	<i>1st Infraction:</i> ISS, Honor Probation <i>2nd Infraction:</i> OSS, Honor Probation <i>3rd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Possessing unsafe objects including but is not limited to: guns, ammunition, knives, air rifles, slingshots, paintball guns, razors, chemical irritants (i.e. pepper spray), box cutters, and other similar devices. Carrying a replica or facsimile of any of the above would also be considered a major disciplinary Infraction.	<i>1st Infraction:</i> OSS, Honor Probation <i>2nd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Acting with reckless endangerment; engaging in dangerous pranks or activities that pose a threat to them or other members of the community.	<i>1st Infraction:</i> OSS, Honor Probation <i>2nd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Violating fire regulations - using a lighted flame on campus or illegally pulling a fire alarm.	<i>1st Infraction:</i> Honor Probation, OSS <i>2nd Infraction:</i> Dismissal from BA	Yes, 1st infraction.	-3
Stealing	<i>1st Infraction:</i> ISS; Honor Probation; Loss of	Yes, 1st	-3

	Freedoms (Break, Lunch, Extracurriculars) <i>2nd Infraction:</i> OSS <i>3rd Infraction:</i> Dismissal from BA	infraction.	
Using discriminatory language including but not limited to racial slurs, LGBTQ slurs, and other individual characteristic derogatory terms that may reference nationality, gender, etc..	<i>1st Infraction:</i> ISS; Honor Probation; Loss of Freedoms (Break, Lunch, Extracurriculars) <i>2nd Infraction:</i> OSS <i>3rd Infraction:</i> Dismissal from BA	Yes, 1st infraction	-2 to -3

*Note:* Any criminal or morally inappropriate or offensive behavior, irrespective of where or when such behavior occurred, is subject to discipline at the discretion of the School and, in the case of criminal activity, may necessitate a referral to law enforcement personnel. In cases of particularly egregious misconduct, the Head of School has the authority to act unilaterally and immediately for the benefit of the school. Cases involving substance abuse may include as part of the decision, and as a condition of continued enrollment, a requirement that the student and parents meet with an off-campus substance abuse professional to obtain an assessment of the problem and recommendations for treatment.

Demerit Tiers

Accumulation of demerits will result in additional disciplinary measures separate from specific behavior event disciplinary action.

Accumulation of -8	Lunch Detention & Meeting with Dean of Students
Accumulation of -12	After School Detention & Meeting with Parents and Dean of Students
Accumulation of -15	ISS & Meeting with Parents and Dean of Students,
Accumulation of greater than -15	OSS & Meeting with Parents and Dean of Students

Student Behavior Not Previously Covered

Any action on the part of a student that would jeopardize the health, safety, welfare of our school community, not previously cited, may result in that student being removed, suspended, or dismissed.

Description of Disciplinary Consequences

Students found responsible for violating the BA Honor Code or other school policies governing student conduct may be subject to disciplinary consequences. The fundamental principle guiding the imposition of sanctions is founded in the school’s effort to balance upholding community standards with the educational development of its students in addressing individual behavior. The consequences listed below are not meant to be exhaustive.

*Afternoon detention* - An afternoon detention will be assigned from 3:30 p.m. to 4:30 p.m. This will be a time of silent reflection. The use of electronics is not permitted. Participation in an after-school activity (athletics, theater, etc.) does not excuse the student from attending detention.

*In-School Suspension (ISS)* - A student assigned to in-school suspension is prohibited from participating in any extracurricular activities for the day(s) assigned. Students will be able to make up their academic work.

*Out-of-School (OSS)* - A student assigned to out-of-school suspension is prohibited from participating in any extracurricular activities for the day(s) assigned. Students will **not** be able to make up their academic work.

#### Description of Honor Probation

Honor Probation is a consequence reserved for serious and/or repeated violations of the BA Honor Code. It is intended to make it clear to the respondent that their ability to remain a student, and part of the school community, is in serious jeopardy. If a student is on Honor Probation and involved in another Honor Code violation, separation from BA is a possibility, and suspension, either ISS or OSS is the minimum consequence.

#### Citizenship Award

Students that have not received any demerits and who have received at least one merit in that academic quarter will be recognized with a Citizenship award. This award is solely based on behavior rather than academics and seeks to recognize students who contribute positively to the culture here at Brandon Academy.

### **STUDENT SERVICES**

#### On-Campus Tutoring During School Hours

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. Establishing meaningful communication between teachers, parents, and students is the first and best step toward effective remediation. BA wants to cultivate student-teacher relationships which ultimately result in increased student independence. To foster such a philosophy and commitment, the following procedures have been established to guide parents and students in requesting on-campus tutoring:

1. If a student is struggling with organization, study skills, written expression, or a particular subject area, the student, advisor, parent or the subject-area teacher may request consideration for additional tutorial assistance for the student.

## BA | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

2. The subject-area teacher and/or advisor will meet with the Counselor and Upper School Director to determine if on-campus tutoring is warranted and if an outside evaluation is needed.
3. After on-campus tutoring has been approved, the Upper School Director will coordinate the time and place for tutoring to occur on Tuesday or Wednesday mornings.
4. Non-BA tutors must be on BA's approved tutorial list and have a recent background check through the Business Office.
5. Tutors are to sign in at the office when on campus.

No student will be allowed to leave campus during the school day to see an off-campus tutor. All off-campus tutoring must be completed beyond school hours.

### Accommodations and Extended Time

Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. Eligibility for accommodations is determined by a licensed clinical psychologist during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations in order to be considered for accommodations at school. Typical accommodations offered at BA may include the following: preferential seating in the classroom (near the front of the class or closer to the teacher), extended time (time and one/half or 50% more), testing in a separate setting, use of a computer for writing assignments, and copies of notes from the teacher or peer.

In Middle School, a 504 Educational Plan is created to document the appropriate accommodations for each school year based on recommendations in the psychoeducational evaluation (current within three years) and the needs of the student. Middle School students are offered extended time on the Stanford Achievement Test (SAT) if extra time is included on their current 504 Educational Plan and extra time is used regularly in the classroom. Parents are given the option to choose regular or extended time on the SAT for their students with 504 Plans. Other testing accommodations must be recommended in the psychoeducational evaluation, used regularly in the classroom, and determined to be necessary by the administration.

### Records Requests

Parents and students should always request records a minimum of three school days in advance of the need, and ten school days in advance if school or teacher recommendations are required. The School can provide a Consent for Disclosure form as needed if the parent does not have a transcript request form from another school or program. In Middle School, parents needing to request school records at any time should direct their request to the Upper School Dir

### DAILY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Day X
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8:00 - 8:50	P1	P2	P1	P1	P1	P1
8:50 - 9:40	250 minutes/ week Core Classes	250 minutes/ week Core Classes	P2	P2	P2	P2
9:40 - 10:10	Break & Clubs	Advisory	Break & Clubs	Break & Clubs	Break & Clubs	Break
10:10 - 11:00	P3 250 minutes/ week Core Classes	P3	P3	P3	P4	P3
11:00 - 11:50	P4 250 minutes/ week Core Classes	P4	P4			P4
11:50 - 12:35 45 minutes daily	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch
12:35 - 1:25	P5 200 minutes/ week Electives & SH	P5	P6	P5	P5	P5
1:25 - 2:15	P6 250 minutes/ week Core Classes	P6		Advisory & Assembly	P6	P6
2:15 - 3:00	P7 225 minutes/ week Electives & SH	P7	P7	P7	P7	P7

**HIGH SCHOOL POLICIES**

## **ACADEMIC POLICIES AND PROCEDURES**

### Advancing in Courses

In English, history, mathematics, science, and Spanish courses, a grade of “D-” or higher is required for advancing to the next level. If the year-end grade is an “F”, a student must attend summer school in that subject or repeat the course the following year.

### Advisors

Each high school student is assigned a member of the faculty who will serve as the student’s advisor. A student should look to his or her advisor, the counseling staff, and other teachers for counseling on academic and other matters. The advisor’s responsibility is to follow the student’s progress and communicate with the student and parents as needed.

### College Counseling

The philosophy of our College Counseling Office is student-focused, stressing self-analysis, skill-building, and decision-making. A four-year sequence of seminars, through the advisory program, provides group counseling to students on a wide variety of topics including essay-writing and interviewing skills. Individual student counseling commences in January of the junior year, with the counselors providing significant individual advice as students develop their college lists and complete their applications.

Our College Counseling Office recognizes the importance of communication with parents throughout the college search process. In addition to presenting informational sessions for parents as early as the freshman year and conducting individual parent-student advising sessions, they communicate periodically with parents through email and letters. They are also available as a resource regarding such issues as course selection, standardized testing, and financial aid. Juniors and seniors are encouraged to take advantage of meeting with the college representatives who visit BA each year. A schedule of visits is posted on the BA website, *Scoir*, and in the weekly *Scoop* editions.

BA is a member of the National Association for College Admission Counseling and abides by the “Statements of Principles and Good Practice.” The BA policy on reporting disciplinary infractions (academic or behavioral) is that if a college inquires on its application (which is true of most colleges), the student must answer honestly, reporting any disciplinary actions beginning with ninth grade. The counselor may also provide a corroborating statement. Should a senior incur a disciplinary offense following submission of applications, all colleges that inquired on their applications must be notified promptly by the student.

All colleges are sent mid-year senior grades; mid-semester grades are sent only if requested by the student or college. A final transcript, including verification of high school graduation, is sent to the college where the student plans to matriculate. All financial obligations to BA must be met before this transcript is released.

## Course Load and Course Changes

All students in the High School must carry at least six courses each semester, four of which must be from four different academic areas (English, math, science, history, foreign language, academic electives). Students are encouraged to carry courses in five different academic areas each semester. The course registration process in the spring of each year is comprehensive, and students are urged to use that time period and the counsel of teachers, advisors, college counselors, and, if necessary, the Upper School Director to ensure that the registration form submitted in March contains a definite and final selection of desired courses. Once the new academic year begins, a course change or withdrawal can be made only if it is determined by the School to be in the student's best interest and not to be detrimental to other students or to the School as a whole. Any student who must pursue a change in course selection will first speak with their advisor and College Counselor.

## Non-academic Course Changes

Course changes/withdrawals involving only non-academic elective courses and/or the dropping of a sixth class (Grades 10-12) must be made in writing within the first three weeks of the school year (or of the second semester in the case of one-semester non-academic electives). Students will be asked to speak to and obtain written acknowledgment prior to the change from the teacher of the course they will be departing or changing a non-academic elective. The College Counselor may approve these changes if they are feasible in the master schedule and if they do not over-or under-enroll a class section (juniors and seniors should see the paragraph below headed "Course Changes and the College Admissions Process").

## Academic Course Changes: Process

Course changes involving academic courses are discouraged unless absolutely necessary. Approval of any such changes will balance the desirability of making a switch as early in the term as possible against the need to ensure that student and teacher have had the time to adjust to the course, establish a relationship that includes regularly scheduled help sessions, and seek a reasonable level of success in the course. At the time a student applies for a change, he or she should make an appointment with his or her college counselor and the Upper School Director. The Course Change Request form must be signed by the student and parent, the current teacher, the teacher whose course a student would join, the student's advisor, and the student's college counselor prior to the Upper School Director. Upon considering the recommendations of the current teacher and the college counselor as well as the meeting with the student, the Upper School Director will make a determination concerning the course change.

## Academic Course Changes: Deadlines

Students should give careful consideration to any request for a schedule change and seek the advice of teachers, advisors, and college counselors as necessary before making an application for a change in an academic course. That said, students should submit any such applications as soon as possible once they are sure they wish to make a change. Students who apply for an academic change no later than the end of the third week of school will have the original course dropped from the report card and transcript if the change is approved. For one-semester academic courses, this deadline is the end

of the first full week of the semester. Students who apply after the third week of school but before the end of the first quarter will, if the change is approved, retain the original course on the report card and transcript with the notation WP (withdraw/passing) or WF (withdraw/failing). For one-semester academic courses, this deadline is the end of the fourth week of the semester. This is the final deadline; schedule changes after the end of interim 1 (end of week four for one-semester academic courses) will be entertained only if extraordinary circumstances apply.

### Course Changes and the College Admissions Process

All changes in academic courses, as noted above, will require a meeting with a college counselor. Juniors and seniors are advised to meet with their college counselors concerning any potential schedule change in order to fully understand the effect that the change may have on the college process. Depending on the nature of the request, a change may alter a student's prospects for admission. If a senior who has applied to college is then approved for a schedule change, he or she must immediately notify each college in writing, as the initial transcript sent reflects the curricular choices for the entire year. In the case of a senior who has already been admitted to college and is seeking a curricular change, the student is highly encouraged to contact each college that has admitted him/her in order to ascertain the impact the course change may have on the admissions decision. The college counselor will work with the student throughout this process.

### Grade Point System

High School courses taken while students are in Grades 9-12 are used to compute grade point averages. Only courses completed during the academic year at Brandon Academy will be included in GPA calculations. Honors and AP courses receive an additional quality point (see "Honors and Advanced Placement Courses" below). High School courses taken by Middle School students (languages beyond Level 1, Upper School Math and Science) are included on the Upper School transcript but do not count toward graduation credits and are not part of the GPA calculations.

In High School, all students receive report cards twice each semester. Students who are performing below their abilities and/or below the teacher's expectations may receive written reports more frequently. Progress Report links will be sent by email to students and parents, and a copy of the progress report will be kept in the appropriate office. Students in High School with final grades below "C-" in English, Spanish, or mathematics must be remediated in a manner and at a time deemed satisfactory by the School. Extensive information regarding the BA curriculum, course placement, and the registration process are updated annually in the Upper School Course Catalog.

### Grading Scale

The Brandon Academy curriculum is specifically designed for average to above-average students who have completed the basic skills of reading, language arts, and mathematics. Students are ready to expand and refine these skills as well as use them in other subject areas. The learning experiences are based upon the student's level of development and needs. During the High School years, the student develops an independent mindset. While continuing to provide an environment for

academic excellence, we strive to help nurture a positive self-image. English grammar, literature, vocabulary, written composition, mathematics, science, social studies, and Spanish form the core of the curriculum. Our curriculum is open-ended so that the child’s abilities and initiative are the only limits to learning. The numerical score range that corresponds to the grading system of “A” through “F”, used in grades 9-12, is listed below. A score of 60 is passing.

A+ = 100-97	B + = 89-87	C + = 79- 77	D += 69-67	F = 59-0
A = 96-93	B = 86-83	C = 76-73	D = 66-63	
A- = 92-90	B- = 82-80	C - = 72-70	D- = 62-60	

High School Homework Expectations

Students in grades 9 -12 should expect two to two in a half hours of homework nightly. Exceptions to this may be make-up work or long-term projects. Homework is work, which a student is capable of doing independently. Students who spend more time than that specified may be completing daily classwork. Parents should contact the teacher when there are concerns.

Honors

*Headmaster’s List* - The Headmaster’s List recognizes High School students who have achieved an academic grade point average of 3.50 or better, with no grade below an “A-”, and be in good citizenship standing with the school. Grade point average calculations for the Headmaster’s List are done each semester and are not affected by a student’s performance in past semesters.

*Honor Roll List* - The Honor Roll List recognizes High School students who have achieved an academic grade point average of 3.25 or better, with no grade below a “B-”, and be in good citizenship standing with the school. Grade point average calculations for the Honor Roll’s List are done each semester and are not affected by a student’s performance in past semesters.

*Valedictorian* -The graduating senior who has completed at least six consecutive full semesters at Brandon Academy and whose cumulative BA academic grade point average is the highest in the graduating class at the end of the senior year will be named Valedictorian of the class during Commencement exercises. Calculation of the cumulative academic average will be carried out to as many decimal places as necessary to determine the recipient of this honor.

*Salutatorian* -The graduating senior who has completed at least six full semesters at Brandon Academy and whose cumulative BA academic grade point average is the second-highest in the graduating class at the end of the senior year will be named Salutatorian of the class during Commencement exercises. Calculation of the cumulative academic average will be carried out to as many decimal places as necessary to determine the recipient of this honor.

To qualify for Valedictorian or Salutatorian, a student must be in good standing.

# BA | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

## Advanced Placement Courses

Courses labeled “AP” are Advanced Placement courses designed to be the equivalent of college-level courses. These courses will be labeled “AP” on the permanent records and will be given one additional quality point when calculating GPA. AP courses prepare students for the College Board Advanced Placement examinations, and the scores from these exams may result in college credit. The AP exam is required of all students enrolled in an AP course and the College Board charges a fee for each AP exam. Students must take and complete each AP exam that corresponds to their course enrollment. A student who engages in any type of misconduct during the exam, including but not limited to failing to take the exam seriously as reported by the proctor, may be subject to score cancellation by the College Board and may be subject either to a deduction from the final course grade or to an additional second-semester exam in the subject that will figure into the final course grade.

## Incomplete Work

Students are responsible for making up any missed assignments. An “incomplete” grade on the report card is to be made up as soon as possible. A grade of “F” for the course may be recorded for any “incomplete” not made up within a reasonable amount of time.

## Field Trip Eligibility Policy

To participate in school-sponsored field trips, students must meet specific academic criteria. Eligibility is contingent upon maintaining good academic standing and demonstrating the ability to manage coursework effectively, including timely completion of assignments. Students deemed eligible for field trips should have earned **no more** than one grade of D or F in the grading period preceding the trip.

## Graduation Requirements & Recommendations

Subject	Required	Additional Details	Recommended
English	4	English in each grade 9-12.	4
Math	4	Math in each grade 9-12.	4
Social Studies	4	Must include World History, Government, Economics, US History.	4
Science	3	Must include Biology, Chemistry, Physics.	4
World Language	2	Minimum “2” must be two successive courses of the same language.	3
HOPE	1		1

Arts	1	Fine Arts, Performing Arts, or Computer Design	1
Electives	4		4

It is the student’s responsibility to ensure that each year’s schedule incorporates the number of courses by department appropriate to meet all graduation requirements. The School will accept credits toward graduation requirements from another high school for a student who is enrolled at BA after Grade 9. Once a student is enrolled, only credits earned at BA count toward graduation requirements and for advancement with the BA curriculum.

Examinations

Two-hour semester examinations will be given at the end of each semester. Examinations are not scheduled in the non-academic subjects or semester courses. There will be no exams in English courses. Students should, however, expect substantial cumulative assessments at the end of each semester. Pending final approval from the teacher, a senior may be granted an exam exemption for the spring semester if he or she has a “B” average in the subject for the semester with at least a “B” in the course for the fourth grading period, no honor offenses during the school year, no dress code violations, and less than 8 absences during the second semester. There are no exam exemptions for students in Grades 9-11. Students who have special exam scheduling needs must see the Upper School Director make the necessary arrangements. Semester exams will not be given early. Exams should be made up as early as possible during the first week of summer break.

**ATTENDANCE**

In High School, it is very difficult, and in certain situations virtually impossible, to make up work missed due to absence. While every effort will be made to ensure that a student is in the best position possible to move ahead with his or her peers, the classroom experience cannot be duplicated and teachers cannot re-teach entire lessons to students who frequently miss classes. It should also be noted that in a school with BA’s student-teacher ratio, patterns of absence on major due dates become conspicuous and will be addressed appropriately.

Absences and Co-curricular Activities

In order to participate in co-curricular activities (including practices and contests), students must be in attendance for 4 hours on that day. If a student is not well enough to attend ALL classes, he or she may not take part in afternoon or evening athletic practices or games or other school-related activities (even as a spectator).

Attendance on School-Sponsored Trips

Students wishing to attend a School-sponsored trip must have on file a Field Trip and Treatment Permission Form signed by a parent or legal guardian. No student, however, may take a School-sponsored trip, including trips for athletic contests, if the trip involves missing a class in which the student has received an “F” or an “I” (incomplete) on his or her last report card, beginning with the student’s first interim of the school year. If, however, on the next regular, mid-point Progress Report of the new interim, the cumulative grade listed is a passing grade and all

work is indicated as having been turned in, the student may resume his or her normal travel activities. Students may not leave School for a School-sponsored trip if they have work overdue to a teacher, nor may a student rearrange his or her schedule to place earlier in the day a class in which he or she has a failing grade, as this change would defeat the intent of the regulation. An example would be a term paper or a book report that was due on a specific date that has not been turned in by the time of the trip. Exceptions can be made only by the Upper School Director. Students going on School-sponsored trips should tell teachers at least two days in advance that they are going, and, when possible, should turn in all assignments before they depart.

### Tardiness

High School students who arrive at school after 8:00 a.m. must sign in with the office before going to class regardless of whether their absence is excused or unexcused. After the **fifth** tardy to school per semester, the student will be issued a lunch detention. Repeated problems in this area will be addressed with increasingly stringent measures until the problem is corrected. Parents may assist the school with this by encouraging their students to allow ample time for traffic and parking.

### Leaving Campus

Students who wish to leave campus (except on School-sponsored trips or emergencies) must have a written note, email, or phone call from a parent. Without advance notice from home, the student may not leave. Students who leave school without appropriate administrative clearance prior to the event are subject to Unexcused Absences and penalties which attach thereto. Students who are ill and wish to leave school during the day must first go to the office. A school official will then contact a parent for the necessary permission. Parents should not pick up children or give them permission to leave school without speaking to a school official.

### Loss of Course Credit

Students who miss more than 18 class periods in a full-year course (9 classes in a semester course) are liable to lose credit in that course, whether the absences are excused or unexcused. A written excuse from a physician will be required when a student's absence exceeds the limit.

### Excused Absences – Full Make-up Privileges

In all cases of absence or unexpected tardiness, parents of students in Grades 9-12 must call the BA Office (813.689.1952) or email Mrs. Sparks ([sparks@brandon-academy.com](mailto:sparks@brandon-academy.com)) prior to 8:30 a.m. on the day of the absence. Students should realize that being absent is always to their disadvantage and that teachers will not be able to re-teach the lessons missed. Following are the conditions and procedures for excused absences:

- Sickness or injury: a parent must call the School before 8:30 am; students should bring a note from home upon return to school.
- Medical or dental appointments: students should bring a note from home prior to the appointment.
- Family emergencies involving serious illness, injury, or death: parents should call the school as soon as possible; students should bring a note from home upon return to school.
- Religious holidays: students should bring a note from home at least one day prior to the holiday.
- College visits: A reasonable number of days are allowed for juniors and seniors only to go on college visits. Each visit, which cannot exceed two consecutive school days, must be pre-approved by the college counselor as “appropriate and necessary.” All students will have



forms to be signed by an official in the college admission office; students will also be required to specify what they did on each visit.

- A reasonable number of absences for participation in special events such as BA athletics and clubs.
- Two Family Days a year: students must bring a signed note from home in advance of the absence. High School students are strongly discouraged from using Family Days or special event days during the examination period, remembering that exams may not be taken ahead of the designated day unless two or more courses are taken in a single academic department. Under no circumstances will any exam be given prior to the first day of the exam period.
- High School students may not rearrange their class schedules to leave school early. Rearranging schedules cause hardships for teachers and other students.

It is the responsibility of students who have excused absences to make up all work missed. Make-up work should be completed as soon as possible (on occasion, outside tutoring may be necessary). The only exception to this will be with a doctor's note.

### Unexcused Absences from class

No modified make-up privileges for graded work. Following are the definitions for unexcused absences:

- Unexcused absence: any absence that fits the guidelines above for an excused absence but for which the proper procedure was not followed.
- Skipping: classes missed without permission.
- Off-campus: off-campus without permission, even if missing a free period, an assembly period, an activity period, a lunch period, etc.
- Extending vacations: extending any vacation or holiday period beyond the two Family Days allowed.
- Suspensions: suspensions are treated as unexcused absences. Students who have a suspension will have no modified make-up privileges, will receive grades of F on all work missed, and in cases of "skipping" or "off campus" will be subject to additional disciplinary action.
- Disciplinary Situations: occasionally, and only after due warning to both students and their parents, unexcused absences may be assigned for repeated disciplinary problems, such as chronic tardies to school or infractions of the Dress Code.

## **CAMPUS LIFE**

Students who wish to study may use common areas, a designated classroom, or outdoors. Students are asked out of courtesy not to distract classes in session by congregating in the hallways. In High School, students sometimes study quietly indoors, but they should never block hallways and should respond quickly and courteously by providing a wide path for guests as well as teachers and other students who need to pass. At all times, students should show others, and particularly adults, the courtesy of recognizing their presence formally with a nod and a greeting. During school hours, students are to remain in the designated classroom building areas of campus, unless involved in an activity under the supervision of a BA coach or faculty member. The parking lots, the gym, and wooded areas of campus are examples of off-limits areas.

### Cell Phones

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Brandon Academy has a cell phone usage policy that is stated in our Educational Technology Responsible Usage Policy (eTRUP). This is signed by both parents and students at the beginning of the school year. We realize that in a dynamic landscape of technology our procedures will evolve over time. We want to sensitize, not desensitize, our students to issues of environment. We want them to have a strong sense of occasion and to be able to make distinctions of appropriateness in all areas of their lives. To enter into the use of technology sensitive to and mindful of the idea that actions suited to one occasion and place may not be transferable to others seems helpful for making our students discerning and thoughtful leaders in the future.

We continue to insist that students have their phones in silent mode within class, because their legitimate application within a classroom is easily signaled, and exclusively signaled, by the teacher. The converse of this is that illegitimate usage is also thus clearly identifiable. The firm policy against students' usage of their phones as phones can be altered by a teacher along lines mentioned above for designated purposes, which are occasional. All such non-designated usage is to be immediately reported to the administration, where a range of consequences, including seizure and return only to a parent. To the extent that a student's need to use a telephone as such during the school day should be extraordinary, there is a greater likelihood that it could be connected to some family or life event about which we need to know in the office. To have students continue to place their calls from our office gives us a normal and natural way to observe situations which may require intervention by a counselor or other person who can help a student through a difficult time and save families from awkwardness.

### Student Property

The School is not responsible for any items lost or taken at school. We strongly discourage students from bringing unnecessary valuables or excess money to School.

### Lost and Found

The Upper School Lost and Found is located in the Business Office. All personal items brought from home including calculators, iPads, clothing, books, lunch bags, and sports gear should be marked with the owner's name. Any item unclaimed or removed from a hallway, bench, etc. at the end of each semester will be donated to a charitable organization.

### Student Parking and Driving

Student parking is to be only in designated student parking spaces. Students are not to move their cars between the end of the school day and an athletic practice or rehearsal being held immediately after school. Handicapped spots, access roads and no parking zones (which are generally fire lanes) are to be respected at all times. All vehicles driven or parked on campus are subject to search. Cars parked on campus should be locked at all times, and valuables should be removed from sight. While the School makes a concerted effort to protect both its students and their property, the School is not responsible for valuables left in vehicles or for the vehicles themselves, especially those left on campus when school is not in session. Students are not to go to their cars during the school day without permission of the administration. Violation of speed limits, established traffic patterns, or reckless driving on or off campus will be reported to parents and may result in loss of on-campus parking privileges.

### Student Visitors

Students are not allowed to have guests on campus during the school day, including having visitors for lunch. Only student guests who are visiting formally through the Admissions Office or other departments may attend class. High School students sometimes inquire about having adults who are not members of their immediate families visit them at school. The School generally discourages the use of school time for such visits. With a written request from a parent in advance for a specific day or special occasion, the administration may grant permission for a student to have a guest on campus.

## HONOR SYSTEM

### The Honor Pledge

As a member of the Brandon Academy community, I am responsible for upholding and promoting honesty, trust, respect, fairness, and justice in all venues of School life. To maintain personal integrity, I will not cheat, lie, steal, or plagiarize. I will do my best to raise awareness of the importance of honor for the purpose of making BA a better place to learn and work. I understand the BA Honor Code and will uphold my HONOR ABOVE ALL. High School students have an assembly about the honor code and then Grade 9 students and any new student in High School sign their names in front of the student body. The list of names are then put in a bound book.

### What is the Purpose of the Citizenship Guide?

Brandon Academy is committed to providing an environment of academic excellence that is safe, inclusive, and respectful, allowing students to develop to the maximum of their potential. Students must be held accountable for their actions and recognize that there are consequences for their choices, both good and bad. This document clearly defines the expectations on how to be an outstanding citizen at Brandon Academy. We acknowledge that generating a culture of respect is the responsibility of all members of our community.

### What are the Responsibilities of Students?

Every student at BA plays an important role in shaping our school climate. Therefore, all students agree to abide by the school's rules, and along with their parents firmly support the following expectations:

- I agree my academic development is my first priority.
- I agree to be courteous and respectful to fellow students and adults at all times.
- I agree to be responsible for my behavior and accept the consequences for that behavior.
- I agree to follow and understand the basic principles of the Honor Code, which states:

*On my honor I will do my own work, uphold the ideals of Brandon Academy, protect the good name of the school and see that all others do the same, I vow to leave the school greater and better than it was given to me.*

*I will do my own work both in and out of school. I will not plagiarize the work or ideas of others, nor will I allow another student to use any part of my work as his or her own.*

## **BA** | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

*I will not lie. I will not forge the signature of another student, my parent, a teacher, or authority on notes or school documents including reports, tests, or other communication.*

*I will report myself to the Honor Board for any infringement of the above rules and regulations. I will ask another student to report him/herself to the Honor Board for any infringement of these rules and regulations. I will report to the Honor Board another student who fails to report himself when asked to do so.*

BA believes strongly in the value of every student and maintains high expectations for each student's success that are guided by our four **Core Principles**:

### **Character: Integrity, Respect, Resilience, Accountability**

Brandon Academy believes that strength of character is essential to success. We foster good decision-making, interacting with others with compassion and empathy, tackling challenges with optimism and diligence, delivering on commitments, and taking responsibility for actions.

### **Community**

Brandon Academy believes that students thrive in a close-knit community that nurtures and challenges the individual. We value personal connections and service to others; building supportive relationships; and celebrating diverse talents, perspectives, and backgrounds.

### **Opportunity**

Brandon Academy believes that participating in a broad range of opportunities stimulates personal growth. We develop the whole child by encouraging participation in athletics, arts, and other extracurricular activities. We challenge students to discover and develop their passions and strengths by providing a wealth of opportunities in and outside the classroom.

### **Academic Excellence**

Brandon Academy believes that our graduates will face an increasingly competitive, rapidly evolving world. We prepare our students by teaching them to think critically and creatively, communicate and collaborate effectively, achieve technological fluency, and become engaged members of our global society. We set high academic expectations and provide a path to success through diverse teaching methods and dynamic learning experiences.

### Statement of Philosophy on Conduct and Discipline

The belief that students can learn from their mistakes and should be given the opportunity to do so forms the framework of consequences for misconduct. That framework is built on our school values of Integrity, Respect, Resilience, Accountability. Students will be disciplined with compassion, appropriate speed, and the intent to educate. Disciplinary action will be fair, firm, unbiased, and effective based on clearly stated behavioral expectations and consequences. A student who violates the general standards of conduct may be subject to disciplinary action, which could include a warning, consequences, or even suspension or dismissal. These school rules are established to ensure a safe and productive learning environment. All disciplinary matters are handled on an individual basis. The school expects parental support and cooperation.

## Discipline Procedures

In disciplinary matters, students' individual circumstances and the impact on the total school environment are carefully considered. Each division's director works with his or her administrative team and faculty to administer the disciplinary process for his or her division. As an independent school, Brandon Academy is not subject to the same rules as public schools. Our discipline system is not intended to be a "trial" as contemplated by a court system, nor does it follow the procedures of our judicial system. Our aim is to be educational rather than purely punitive and to help students develop a high degree of personal responsibility. BA's behavioral expectations reflect the developmental levels of students in each division.

## High School Infractions

*Minor Infractions* - A minor infraction is an action or behavior that, while not serious, violates a school rule. The administration will determine student culpability for minor infractions. A pattern of minor infractions may lead to intermediate or major disciplinary action. Minor infractions are not reported to post-secondary institutions.

*Major Infractions* - A major infraction is defined as an action that significantly disrupts the learning environment and possibly jeopardizes the safety of self and/or others. The Honor Council will determine student culpability. Students regardless of their grade, who are found guilty of a major offense will be placed on disciplinary probation through their graduation and the student and school will report to post-secondary institutions.

## Merit/Demerit Program

The merit and demerit program aims to promote students to attain high standards of behavior and respect as a student of Brandon Academy. This is a system to monitor individual student's conduct and help hold students accountable for their actions, both good and bad. Merit points are meant to recognize students for remarkable performance and behaviors while demerits will discourage inappropriate behavior. All behavior events will be recorded in FACTS.

Individual merits will add to class cup points and can also be individually redeemed for rewards. Individual demerits will subtract from class house points but do not subtract from individual merit points. Accumulating demerits will lead to disciplinary action that can include detention, suspensions, and Honor Council hearings. The Dean of Students will address and meet with students and the Honor Council as needed to address behavior events, provide feedback, award merit/demerits, and discuss consequences. Demerits can be classified as minor or major. Minor demerits result in -1 and major demerits result in -2 or -3 and can include additional consequences. The awarded demerit is based on the judgment of the teacher and the Dean of Students.

## High School Disciplinary Process

When an academic or disciplinary violation is reported, the administration will conduct an investigation. If the investigation determines that a major infraction has occurred, the administration will contact the student's parents to inform them about the incident and the accusations made against the student. The Dean of Students will inform the student and parent of the procedures for the Honor Council hearing which include the date, time, and place of the hearing. The student will be permitted a faculty advocate for the hearing.

If it is found that the student violated the BA Code of Conduct, the Honor Council will consider the Consequence Guidelines and make its recommendations to the Dean of Students. The BA Administration will make the final decision. The Dean of Students will inform the parents, student, and the Head of School of the recommendations of the Honor Council within 24 hours of the hearing. All appeals will go to the Head of School.

The Head of School will hear appeals based on either or both of the following considerations: (1) Unreasonable consequences. If the student and parents feel the consequences decided upon by the Honor Council are unduly harsh, they may appeal the decision based on these grounds. The Head of School understands that there may be wide latitude in an Honor Council’s decision and only if the consequences are unreasonable, meaning fall outside of a range most administrators would deem acceptable, will the Head of School alter an Honor Council’s decision. (2) Procedural challenge. If the student and parents feel the school did not follow its stated procedures, then an appeal can be made on the grounds that not doing so negatively impacted the outcome. For this appeal to be successful the Head of School must agree that the school did not accurately follow its procedures and in so doing significantly impacted the Honor Council’s consequences. In all cases, the decision of the Head of School will be final and not subject to further review.

In cases of particularly egregious misconduct, such as distribution of drugs, possession of a firearm, or physical/ sexual assault, the Head of School has the authority to act unilaterally and immediately for the benefit of the school.

Minor and Major Infraction Expected Consequence Guidelines

The Infraction Expected Consequence Guidelines identify the expected and reasonable consequences for minor and major infractions should a student be found culpable. The Honor Council and Upper School Administration can vary these consequences as needed depending on the circumstances surrounding the infraction. The Reportable column articulates which infractions require the student and BA to notify post-secondary institutions.

Minor Infractions	Expected Consequences	Reportable	Demerits
Being excessively tardy (5 per semester) to any class.	Lunch detention after 5 tardies. Lunch detention for every tardy after the first 5 of each semester.	No	-1 for each occurrence after 5
Using an unauthorized cell phone or texting during class.	1st Infraction: Phone confiscated for remainder of school day and after school detention. 2nd Infraction: Phone confiscated for remainder of the day, detention, and parent contact 3rd Infraction: Phone confiscated, detention, parent conference, Honor probation	No	-1 to -3
Participating in a school-related event or	Afternoon detention.	No	-1

activity after failing to attend a class.			
Using profanity or other inappropriate language.	Afternoon detention.	No	-1 to -3
Behaving inappropriately or displaying excessive affection.	Afternoon detention.	No	-1 to -3
Being disruptive or disrespectful in a class or other school activity.	Afternoon detention.	No	-1
Disrupting any school activity, whether co-curricular, academic or extracurricular with an electronic device (phone, tablet, etc.).	Electronic device confiscated for remainder of day and afternoon detention.	No	-1
Failing to sign out or sign in when leaving/ returning to school.	Afternoon detention.	No	-1
Failing to notify teachers when missing a class for a school-related activity.	1st Infraction of failing to notify: Warning 2nd Infraction of failing to notify: Zero on assigned work from class(es) missed.	No	-1
Parking in an unauthorized location.	1st Infraction of parking violation: Afternoon detention. 2nd Infraction of parking violation: Loss of driving privileges for 1 week and afternoon detention.	No	-1
Failing to be on time for an official school obligation.	Afternoon detention.	No	-1
<b>Intermediate Infractions</b>	<b>Expected Consequences</b>	<b>Reportable</b>	
Plagiarizing - minor assignment (Homework for example)	1st Infraction: Honor Council Hearing based on teacher recommendation; Zero on the assignment; Honor Probation for 6 months. 2nd Infraction*: Honor Council Hearing;	Yes - 2nd Infraction	-2 to -3

	Zero on the assignment; Honor Probation**; potential self-report & BA reports.		
Leaving campus without permission	1st Infraction: Honor Council Hearing; Loss of driving privileges for 1 week; Honor Probation for 1 year. 2nd Infraction: Honor Council Hearing; Loss of driving privileges for 1 month; Honor Probation**; potential self-report & BA reports.	Yes - 2nd Infraction	-2 to -3
Skipping class, including all mandatory meetings.	1st Infraction: Honor Council Hearing; Zero on assigned work; Honor Probation for 6 months. 2nd Infraction: Honor Council Hearing; 1 Day ISS; Zero on assigned work; Honor Probation**; potential self-report & BA reports. 3rd Infraction: 3 Days OOS	Yes - 2nd Infraction	-2 to -3
Failing to follow faculty instruction.	1st Infraction: Honor Council Hearing; Honor Probation for 6 months. 2nd Infraction: Honor Council Hearing; Honor Probation**; potential self-report & BA reports.	Yes - 2nd Infraction	-1 to -3
Improperly operating a motor vehicle on campus.	1st Infraction: Honor Council Hearing; Loss of driving privileges for 1 week; Honor Probation for 6 months. 2nd Infraction: Honor Council Hearing; Loss of driving privileges for 1 month; Honor Probation**; Self-report & BA reports.	Yes - 2nd Infraction	-1 to -3
Willfully disobeying or disrespecting a faculty or staff member.	1st Infraction: Honor Council Hearing; Honor Probation for 6 months. 2nd Infraction: Honor Council Hearing; Honor Probation**; Self-report & BA reports.	Yes - 2nd Infraction	-2 to -3
Lying to faculty.	1st Infraction: Honor Council Hearing; Zero on assigned work; Honor Probation for 6 months. 2nd Infraction: Honor Council Hearing; 1 Day OSS; Zero on assigned work; Honor Probation**; potential self-report & BA reports.	Yes - 2nd Infraction	-2 to -3



Major Infractions	Expected Consequences	Reportable	
Plagiarizing - major assignment or assessment (Test, project, paper, etc. - final decision made by teacher)	1st Infraction: Honor Council Hearing; Zero on assignment/ assessment; 3 Days ISS; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Accessing a cell phone during an in-class assessment.	1st Infraction: Honor Council Hearing; 3 Days ISS; Zero on assessment; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Harassment including Sexual Harassment, Cyber-bullying, Hazing.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Deliberately sabotaging the yearbook or newspaper by misspelling names in a provocative or salacious manner, or who publish material intended to harm or slander another person.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Possessing cigarettes, electronic (“vapor”) cigarettes, JUULs, or any other form of tobacco.	1st Infraction: Honor Council Hearing; 3 Days ISS; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Using cigarettes, electronic (“vapor”) cigarettes, JUULs, or any other form of tobacco, drugs.	1st Infraction: Honor Council Hearing; 3 Days OSS; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Violating BA’s Substance Abuse Policy.	1st Infraction: Honor Council Hearing; 3 Days OSS; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3

Fighting or physical aggression which includes but is not limited to hitting, kicking, pushing, or any other act of physical aggression, or intimidation.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA.	Yes - 1st Infraction	-3
Retaliating, intimidation, threats, reprisal, false accusations, and/or making false charges.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA	Yes - 1st Infraction	-3
Possessing unsafe objects including but is not limited to: guns, ammunition, knives, air rifles, slingshots, paintball guns, razors, chemical irritants (i.e. pepper spray), box cutters, and other similar devices. Carrying a replica or facsimile of any of the above would also be considered a major disciplinary Infraction.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA	Yes - 1st Infraction	-3
Acting with reckless endangerment; engaging in dangerous pranks or activities that pose a threat to them or other members of the community.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA	Yes - 1st Infraction	-3
Violating fire regulations - using a lighted flame on campus or illegally pulling a fire alarm.	1st Infraction: Honor Council Hearing; 3 Days OSS; Zero on all assigned work during suspension; Honor Probation**; Self-report & BA reports. 2nd Infraction: Dismissal from BA	Yes - 1st Infraction	-3
Using discriminatory language including but not	<i>1st Infraction:</i> ISS; Honor Probation; Loss of Freedoms (Break, Lunch, Extracurriculars)	Yes, 1st infraction	-2 to -3

limited to racial slurs, LGBTQ slurs, and other individual characteristic derogatory terms that may reference nationality, gender, etc..	<i>2nd Infraction:</i> OSS <i>3rd Infraction:</i> Dismissal from BA		
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\*For minor infractions the minor infraction will only be considered a 2nd infraction if it is the exact same infraction (i.e. 2nd time using an unauthorized cell phone or texting during class). For intermediate and major infractions: if the student is still on Honor Probation (due to committing an intermediate or major infraction) when they commit their 2nd intermediate or major infraction, then even if their 2nd infraction is a completely different offense from their 1st, the infraction will be treated as a 2nd infraction. If the student is no longer on Honor Probation when they commit their 2nd intermediate or major infraction, they are considered to have a clean slate, and their punishment will fall under a 1st infraction, unless their 2nd offence is exactly the same as the offense that warranted their initial Honor Probation.

\*\*The Honor Council reserves the right to set and adjust Honor Probation terms and will articulate those terms to the College Counselor and Assistant Head of School who will relay those terms to both student(s) and parent(s) upon resolution of Honor Council adjudication.

*Note:* Any criminal or morally inappropriate or offensive behavior, irrespective of where or when such behavior occurred, is subject to discipline by the discretion of the School. In cases of particularly egregious misconduct, the Head of School has the authority to act unilaterally and immediately for the benefit of the school. Cases involving substance abuse may include as part of the decision a requirement that the student and parents meet with an off-campus substance abuse professional to assess the problem and to offer recommendations for treatment.

Demerit Tiers

Accumulation of demerits will result in additional disciplinary measures separate from specific behavior event disciplinary action.

Accumulation of -8	Lunch Detention & Meeting with Dean of Students
Accumulation of -12]	After School Detention & Meeting with Parents and Dean of Students
Accumulation of -15	ISS & Meeting with Parents and Dean of Students,
Accumulation of greater than -15	OSS & Meeting with Parents and Dean of Students

Student Behavior Not Previously Covered

Any action on the part of a student that would jeopardize the health, safety, welfare of our school community, not previously cited, may result in that student being removed, suspended, or dismissed.

The Honor Council

The Upper School Honor Council is responsible for upholding the School's Honor System. The Council is composed of seven voting members - two faculty members and five students. The Lower School Director chairs the Honor Council and serves as an ex officio member. In the absence of the Lower School Director, the Assistant Head of School may direct an honor investigation and/or convene and conduct an Honor Council hearing. Honor Council members may not serve simultaneously on the Student Council Executive Committee.

There is also a Head of School Advisory Board composed of students from Grades 9-12. This Board serves as a resource group to the Council and aids in planning ceremonies and assemblies. Advisory Board members also act as liaisons to the other divisions of the School. After signing oaths of confidentiality, Advisory Board members may at times be asked to sit in as observers at meetings conducted by the Honor Council. Current Honor Council members serve as student leaders of the Advisory Board. Those aspiring to be elected to the Council should be aware that active Advisory Board involvement is a requirement of those nominating themselves for positions on the Council.

### Procedures for Reporting and Hearing Violations

(Note: the following is intended as a guide and is not meant to suggest that the Administration of the School cannot use discretion in addressing student concerns which may involve the Honor Code and Honor Council.)

A student or teacher who observes what he or she believes to be an honor violation may choose to inform the suspected offender and give him/her the opportunity to self-identify the concern to the administration. The action of self-identification is always appreciated as a demonstration of the intention to support the Honor Code, either when a student's conscience leads him/her to self-report or when approached by a teacher or fellow student as outlined above. These same parties, as well as other members of the High School community, have the option of reporting their concern directly to the Lower School Director or Assistant Head of School. Students who are considering approaching or reporting a peer may also seek out an administrator, coach, teacher, counselor, or Honor Council member for advice about how to proceed.

The Lower School Director will bring all cases to the attention of the Honor Council. A student under suspicion of a potential honor offense is invited to bring his/her advisor or a trusted teacher or coach to any Honor Council meeting which he or she has been required to attend. The Council will recommend to the Lower School Director consequences in relation to its determination of a student's guilt or innocence based on the BA Citizenship Guide.

In very rare cases, the Lower School Director may modify consequences or request that further investigation be conducted concerning the student's actions before the Honor Council makes a final recommendation. Appeals can only be done only after the process as outlined below. The ultimate resolution of all matters in appealed cases rests with the Head of School.

### Citizenship Award

Students that have not received any demerits and who have received at least one merit in that academic quarter will be recognized with a Citizenship award. This award is solely based on behavior rather than academics and seeks to recognize students who contribute positively to the culture here at Brandon Academy.

## **PARTICIPATION**

### Activities and Sports

Observation of the following guidelines will promote successful participation:

- A student's word is considered to be a commitment. A student who commits to an activity or to a team, joins a club, serves on a committee, or signs up for a service project is expected to stay with the activity or team throughout the season or until the completion of the activity. A student should examine his or her schedule prior to making a commitment to any activity or team and understand what is expected.
- In reference to athletic teams -- students who speak or act in an unsportsmanlike manner will be removed from that game, to re-enter that game only at the discretion of the coach. A second violation will result in forfeiture to play or practice for the next two games. A third offense will cause a student to lose his or her place on the team for the remainder of the season.
- If a player is ejected from any game, for sportsmanship\* reasons he or she will not be allowed to participate in the next game. A second ejection would result in the athlete not participating in play or practice for the next ten school days. Any additional ejections would follow the National High School Federation Guidelines.
- Unless an official absentee form has been required for a particular activity, prior to leaving school, students are responsible for notifying each teacher in writing and for getting work assignments that will be missed because of club or team trips (failure to do so will result in an unexcused absence from class), and for signing out in the office.

\* The guidelines above are in effect with sportsmanship violations only and not rules violations, e.g. removing a helmet on the field of play during a baseball game.

## **STUDENT SERVICES**

### On-Campus Tutoring During School Hours

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. Establishing meaningful communication between teachers, parents, and students is the first and best step toward effective remediation. BA wants to cultivate student-teacher relationships which ultimately result in increased student independence. To foster such a philosophy and commitment, the following procedures have been established to guide parents and students in requesting on-campus tutoring:

1. The student must be functioning at an average "C-" level or lower before requesting an on-campus tutor.
2. The student is required to meet with his/her academic teacher (the teacher of the subject in which the student is struggling) a minimum of five sessions over a period no shorter than one month before seeking the services of an on-campus tutor.
3. The student is required to have the recommendation of the subject teacher (the teacher of the subject in which the student is struggling) before requesting the services of an on-campus tutor.
4. Steps 1, 2 and 3 must be documented and signed by the subject teacher, and sent to the administration before scheduling with an on-campus tutor can be coordinated.
5. Tutors must check in at the office each time they are on campus.

No student will be allowed to leave campus during the school day to see an off-campus tutor. All off-campus tutoring must be completed beyond school hours.

### Accommodations and Extended Time

Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. Eligibility for accommodations is determined by a licensed clinical psychologist during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations in order to be considered for accommodations at school.

Typical accommodations offered at BA may include the following: preferential seating in the classroom (near front of the class or closer to the teacher), extended time (time and one/half or 50% more), testing in a separate setting, use of a computer for writing assignments, and copies of notes from the teacher or peer. In High School, a 504 Educational Plan is created to document appropriate accommodations each school year based on recommendations in the psychoeducational evaluation (current within three years) and the needs of the student. Students who qualify for extended time or testing in a separate setting are expected to request these accommodations from teachers at the beginning of a test or quiz.

The College Board and ACT allow accommodations during their standardized tests (PSAT, SAT, ACT and AP) after an application is approved. Both organizations require that the accommodations requested: 1) are consistent with the recommendations on a current psychoeducational evaluation (generally within 3 years); and 2) follow the accommodations used regularly during classes (as stated on a 504 Plan) for a minimum of four months prior to application. Ultimately, the College Board and ACT are looking for accommodations that fit a student's diagnosis and that a student uses regularly in the classroom setting.

The application to the College Board is different from the ACT and must be submitted separately by the school counselor. Applications generally take 6-7 weeks for approval. Additional information about this approval process can be obtained by contacting the school's counselor.

### Records Requests

Parents and students should always request records a minimum of three school days in advance of the need, and ten school days in advance if school or teacher recommendations are required. The School can provide a Consent for Disclosure form as needed if the parent does not have a transcript request form from another school or program.

In the High School, students working with the College Counselor to request transcripts for college, scholarship, or other applications should follow current procedures as outlined by that office. Students in Grades 9-11 planning to submit applications requiring a transcript of grades and school/counselor/teacher recommendations, such as to a competitive summer program or to another school, must always submit paperwork associated with those applications to the High School office.

The Registrar, in concert with the Upper School Director, will coordinate distribution, completion and mailing of all parts of the application materials. This procedure allows the School to track when materials have been submitted. In the case of electronic applications, students and families must

notify the High School Director when beginning the process to allow for the same tracking of materials submitted. Whether application materials are paper or electronic, it is the student’s responsibility to speak personally to those teachers who are asked to write a recommendation. Students should make those requests of teachers before submitting the paperwork to the High School office. Any other record requests from High School parents and students may be submitted in writing directly to the Registrar’s office.

**2023/2024 Daily High School Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday	Day X
<b>8:00 - 8:50</b>	P1	P2	P1	P1	P1	P1
<b>8:50 - 9:40</b>	250 minutes/ week Core Classes	250 minutes/ week Core Classes	P2	P2	P2	P2
<b>9:40 - 10:10</b>	Break & Clubs	Advisory	Break & Clubs	Break & Clubs	Break & Clubs	Break
<b>10:10 - 11:00</b>	P3 250 minutes/ week Core Classes	P3	P3	P3	P4	P3
<b>11:00 - 11:50</b>	P4 250 minutes/ week Core Classes	P4	P4			P4
<b>11:50 - 12:35</b> 45 minutes daily	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch & Clubs	Lunch
<b>12:35 - 1:25</b>	P5 200 minutes/ week Electives & SH	P5	P6	P5	P5	P5
<b>1:25 - 2:15</b>	P6 250 minutes/ week Core Classes	P6		Advisory & Assembly	P6	P6
<b>2:15 - 3:00</b>	P7 225 minutes/	P7	P7	P7	P7	P7

	week Electives & SH					
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