



QUALITY EDUCATION IN A COMMUNITY OF RESPECT

2021 - 22 FAMILY HANDBOOK

Dear Brandon Academy Families,

Welcome to the 2021-22 school year! And what a year it promises to be. We ask all BA parents to review the contents of this handbook carefully and to share any pertinent information with your 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 that serves the school's three divisions. The administration and faculty review handbook carefully each year, and additions and revisions are added to the newest handbook edition. The most up-to-date version of the handbook can always be found on the BA website.

Parents, we look to you to be partners 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 be of service to you and your family. If you should have any questions specific to the contents of this handbook, please contact the Administration. Thank you for entrusting us with the care, guidance, and education of your children. It is an honor and a privilege that we hold as sacred.

Sincerely,

Eric Miles
Head of School

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

PHONE & FAX NUMBER

P. 813.689.1952
F. 813.651.4278

BA NON-DISCRIMINATION STATEMENT

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

PHILOSOPHY

Brandon Academy is dedicated to quality education and developing well-rounded young people in an international and global community. Serving students from pre-kindergarten through high school, we seek to provide a challenging curriculum with the flexibility to meet the individual needs of average to above-average students.

Believing that success in life depends upon students having a variety of experiences, Brandon Academy places a strong emphasis on reading, mathematics, writing, and the sciences. The program is balanced with artistic creativity, Spanish, computer technology, physical education, and problem-solving. Program goals and objectives are carried out in a vibrant, accepting environment and enhanced by off-campus travel.

Parents of Brandon Academy students are encouraged to be an active part of their child's program. The website, newsletters, parent conferences, school functions and volunteer time keep parents informed and active in the school community.

Brandon Academy's faculty have their B.A., B.S., and M.A. degrees. Continuous faculty development allows teachers to prepare for the challenges facing our young people today. At Brandon Academy, students, parents, and teachers work together in an environment supported by open communication

and community pride. Experienced, respectful children with a positive attitude toward learning are the end result of the Brandon Academy school program.

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ALL SCHOOL POLICIES

PHILOSOPHY OF EDUCATION

Brandon Academy's goal is to instill in its students a love of and respect for learning, to help them develop self-discipline, and encourage creativity. In addition, we strive to promote an educated and honorable citizen with a command and a mastery of the English language, capable of rational thought, unequivocal self-expression, and taking full advantage of any growth-promoting opportunities in life.

The administration and faculty of Brandon Academy recognize the importance of working with the parents to meet each student's needs. We endeavor to establish a rapport with the student to help the student obtain a functional and meaningful education. We assist the student in gaining self-respect, respect for the rights and property of others and develop and adopt realistic, challenging goals. By attempting to establish each student's self-confidence, self-direction, and character, we assist each student in behaving maturely and responsibly.

Emphasis is placed on a solid academic program with a flexible curriculum to challenge each student's capabilities. Brandon Academy attempts to make its students aware of a range of vocational opportunities. We offer a program that provides creative outlets for students' physical and emotional energies and provides opportunities to develop strong bodies, healthy attitudes, and lifetime recreational activities. We encourage active learning through problem-solving techniques and worthwhile and relevant learning experiences in all areas of study, including cooperative and team-based learning. Brandon Academy is committed to an environment of inclusion where everyone is treated with dignity and respect.

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.
- Each student has unique talents and capabilities, and each student has something to give to the community.
- Each student will act in a manner consistent with the customs and courtesies of the school and its community.

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- ❑ Teachers will interact with students in a way to develop healthy relationships in a professional manner.

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 personal 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 the boundless spirit that characterizes our School community, and it is grounded in our commitment to creating an exceptional environment for teaching and learning.

Personal Responsibility

Each person 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.

COMMUNITY SERVICE LEARNING

Learning through service to others is an important part of a BA education. It is part of our mission to encourage individual development and civility in our students by inspiring them to learn, by encouraging them to serve others, and by offering them many growth-promoting opportunities. Each division of the School provides numerous opportunities for our students to participate in age-appropriate community service learning projects where they understand the significance of caring for others. Our goal is to provide meaningful opportunities for students to actively engage in and learn from service. These outreach opportunities allow students to make a positive difference in the lives of others.

THE HONOR SYSTEM

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

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foundation of the Brandon Academy culture is built on an honor code that embraces the motto “Honor Above All.” The Honor Code, which is designed to equip students with sound ethical decision-making skills, is an essential part of character education at BA.

The BA Honor Code

Preamble

With the following policies and procedures, students attending Brandon Academy will feel a sense of responsibility 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 alumni. The Honor Code provides individuals the opportunity to develop physically, emotionally, and academically in an atmosphere of trust.

The BA Honor Code

On my honor, I will do my own 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. To maintain personal integrity, I will not cheat, lie, steal, or plagiarize. 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 procedures and guidelines of the Honor System.

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 with the intent 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 to such an act. Examples include:

- Taking/being in possession of or using another person's or the School's property without permission.
- Taking books or equipment from a classroom without teacher 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

Attendance

The educational program at Brandon Academy depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. For this reason, every student is required to 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 both maximum conveniences in observing traditional holidays and maximum benefits to the educational process.

Enrollment

At Brandon Academy, we recognize the value of a sustained, long-term partnership with families in the education of their children. 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 the comfort of knowing that their child's seat is secure. From the time of 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

Currently enrolled students in good standing will be invited to return for the next school year in mid-January. Families that plan on attending 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 on a weekly basis 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 need to 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 they 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 for 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.

Attendance on School-Sponsored Trips

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

Dismissal

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 a period of 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 such items belonging to the School. Transcripts will be sent after all financial obligations have been met.

CAMPUS

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 in advance the time and place of the activity and the expected time of completion. It is important for families to be part of the co-curricular and sports programs available to our students as both participants and spectators. Because of our concern 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 who are participants in after-school activities, require parents to pick up their children immediately upon completion of these activities. Students may not be on campus after-hours without the necessary adult supervision.

Conduct, Courtesy, and Decorum

Students are expected to represent Brandon Academy and their families properly at all times. Faculty and students should always treat one another with respect and courtesy 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. 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, keep their feet off the chairs in front of them, remain in their seats for the entire program, and generally provide a good, positive example for others in our school community. When attending plays or concerts at BA, each person should be on time, remove all hats or caps before entering, silence cell phones, stay seated during the performance and remain for the entire performance. Simple applause is sufficient in formal programs.

Members of the BA community deal courteously with one another. Courtesy is also extended to everyone by such things as 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 period of suspension; a second offense will be considered as grounds for dismissal. Both words and deeds should demonstrate respect for others. Problems do not arise as long as people are being kind to and

respectful of others. It is the student's responsibility always to consider how one's words, especially those which are intended to be humorous, may be perceived by others.

Electronics

- ❑ Parents are not to call or text their children between 8:00 a.m. and 3:00 p.m. In those situations 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 may a student record a lecture or class meeting without the written permission of the teacher.
- ❑ 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 for the purpose of clarifying honor or discipline situations.

Digital Recordings

In this digital age, students and parents may have the desire 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 in advance of a decision.

Off-Limits Areas

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.

Substance Abuse Policy

Brandon Academy School 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 at 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 for the purpose of inducing 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.

Violation of the above policy will cause a student to be dismissed from the school. An alternative to expulsion may be applied at the school's discretion in hopes of facilitating student growth and well-being. This alternative, if adopted, includes an offer of the school's support to students who seek help in dealing with a substance abuse problem. Students and their families who are offered this alternative to expulsion and who choose to pursue it must do all of the following:

- Undergo substance abuse assessment and then follow all subsequent recommendations from the assessment in order for the student to maintain status as a Brandon Academy student. The student's family must also be involved in counseling with the student. To help ensure satisfactory resolution, Brandon Academy will make the referral for said assessment; the division's counselor will act as the liaison between the School and the outside assessment resource;
- Be on school probation for one year following the event;
- Submit to random drug testing throughout that year of probation at the sole discretion of the School;
- Enter into community service throughout the school year that would not count toward any School service project or service hours. The school must approve such service.

In addition, the student would be suspended from all classes and all campus or off-campus activities for five school days following the event. These days would be counted as unexcused absences with the attendant academic penalties.

The school reserves the right to exercise discretion as it deems appropriate. The alternative to all of the above is dismissal. This provision will apply to first-time offenders only. Subsequent violations of the policy will result in the student's dismissal.

Vandalism

The willful destruction of the property of the school or others, material or intellectual, 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.

OFF-CAMPUS POLICY

Students engaged in school-sponsored and/or endorsed activities wherein the student is effectively a representative of BA are subject to all applicable school rules. For the conduct of its students in their private lives, while off-campus, Brandon Academy will not assume the responsibility of parents. The school may, however, respond with serious disciplinary measures, including suspension and/or dismissal, on a case-by-case basis when misconduct by a student in his or her private life off-campus is deemed by the school as damaging to the welfare of its students, its standards of deportment, or

its position in the community. In assessing the school's need to respond, many factors may be considered, including, but not limited to: safety and well-being, the grossness of the offense itself, the effect of the knowledge of such in the school and/or greater community, the context of the student's record of conduct, and the significance and/or efficacy of the parental response. In all such instances, the results of consequences will be as private and confidential as possible, provided internally only to such faculty, staff, and administration as needed to know.

The school's goal is to be an ally with parents. To that end, the partnership between school and home makes it imperative that parents understand and uphold state laws that hold them liable for creating or allowing circumstances that expose others' children to high-risk situations, in particular those involving alcohol or drugs. A confirmed report of a parent (or parents) procuring, providing opportunity and/or a venue for the underage use of alcohol and/or illegal drugs may result in a family being asked to withdraw from the school.

EARLY DISMISSAL DAYS

There will be approximately six early dismissal days per school year. The specific dates will be communicated via the *Remind* App and in the Scorpion Scoop. On these days, school will be in session from 8:00 am - noon and all students need to 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.

HEALTH

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. It is very important that parents 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 be taken 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 prior to 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 who is 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.

TRANSPORTATION

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.
- Observe the speed limit of 5 miles per hour.
- Pay close attention to school personnel directing traffic and follow their directions.
- 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.

STUDENT SERVICES

Conferences

Conferences with individual teachers, groups of teachers, the advisor, or the 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 a full-time, 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.

BUSINESS MATTERS

1:1 Program

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

Food Service

Daily lunch is available for purchase on a monthly basis. BA uses Bubba Qs and Hungry Howies as food service providers. Monthly menus are emailed to BA families, found in the Scorpion Scoop and located on the Student Life webpage. Any student may bring his or her snacks and/or lunch from home.

Scorpion Shop

The Scorpion Shop is our school store located in the BA Business Office. Spirit gear, sweatshirts, t-shirts, hats, decals, magnets, water bottles, middle school PE uniforms, and a limited selection of school supplies are available for purchase. The shop is open from 7:30 a.m. - 3:30 p.m. when school is in session. Proceeds from the Scorpion Shop are invested back in the school each year.

School-Sponsored Student Travel

Students regularly will be involved in travel off-campus for both curricular and extracurricular events that have been approved by the Administration. These events may include athletics, academic competitions, or cultural events. It is the policy of the school to provide the registration and supervision for such events. Charges to the student for such expenses may be collected in advance or be billed, subject to the discretion of the appropriate Division Head.

Tuition Payment Policy

Tuition and fees must be paid in full in order 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 prior to the release of 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.

BA FAMILY EXPECTATIONS

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:

- Consistency with BA's Core Values, Beliefs and the overarching purpose of educational athletics.
- Accountability to the highest standards of character, honesty and integrity.
- Treating contest officials, facility staff, opponents, and spectators with honor and respect, providing a model of fair play and sportsmanship.
- Maintaining a primary concern for the health, safety and personal welfare of each student-athlete.
- Practicing good sportsmanship at all times.
- Seeing and supporting the big picture. Interscholastic sports are an integral part of the student's educational growth and are not a training ground for professional or intercollegiate

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athletics. The coach is responsible for all of 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. As Brandon Academy does not offer any merit-based athletic scholarships, our success is incumbent on the engagement of a broad cross-section of players.

- ❑ Praising student-athletes in their attempt to improve themselves as students, athletes and individuals by recognizing/showing appreciation for outstanding play by either team.

Coaches

- ❑ Act in full accordance with BA, TB-CAL and FHSAA governing body rules.
- ❑ Honor all professional relationships with student-athletes, colleagues, officials, media representatives, and the public.
- ❑ Hold the student-athletes' 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-athletes' development and success.
- ❑ Be responsible to return 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

- ❑ Be a role model of fair play/sportsmanship by observing the rules of the sport and the intent behind them. Refrain from disrespectful behavior (profanity, taunting, trash talking, and other forms of intimidation). Wish opponents "good luck" before a game and congratulate them in a sincere manner 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 your 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

- ❑ Be a positive role model through words and actions on and off the playing surface to make sure your child has the best athletic experience possible.

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- ❑ 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 prior to 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

- ❑ 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 own actions by praising student-athletes in their attempts to improve themselves.

Parent-School Partnership

We look to everyone in the BA community to uphold our Honor Code. 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.

Communicating with each other in a timely manner.

- ❑ 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 best serve their children.

Modeling behavior based on the Honor Code and Core Values.

- ❑ The School will clearly define and communicate standards of behavior for all members of the BA community.
- ❑ 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.

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- ❑ 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, 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 in a fair, appropriate and equitable manner. 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 and school policies and expectations.

Respecting each other's privacy.

The school will use its best efforts to ensure the families' right of privacy in all of its 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. Parents will stress the importance of this practice with their children.

COMMUNICATION

Brandon Academy supports a public website for our external audience and our BA constituents. (www.brandon-academy.com)

School Website

The school's website is intended for the use of the BA community. 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 time-sensitive and important information throughout the school year. Parents are requested to keep their contact information current.

Emergency Notifications

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The school will notify you 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 will provide information for you to change your notification preferences, if necessary. Emergency notifications include school delays and closings due to inclement weather.

Google Classroom

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

Head of School Roundtable

Taking place quarterly, the Head of School will hold meetings for BA parents to discuss upcoming events as well as discuss important educational topics.

Scorpion Scoop

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

Social Media

The Scorpion Scoop is the primary channel for sharing school news and information. Social media is a secondary channel. If you want to make sure you don't miss any important school news, check out the weekly addition of the Scoop. If you'd like to see BA from a slightly different perspective, connect with us via the following: Facebook, Twitter, Instagram, YouTube, and/or LinkedIn. Members of the BA community are encouraged to follow school posts on these sites, and they may link to news on these sites from their personal social media accounts.

COMMUNICATIONS POLICIES

Educational Technology Responsible Usage Policy (eTRUP)

BA regularly reviews this policy in order 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 are to 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 for 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 two official Facebook accounts, the main Facebook page and the Athletics Facebook page. These pages feature news and video stories about members of the BA community.
- ❑ Twitter: This site features brief items of school news and links to relevant commentary about BA, athletics, character education, teaching, arts and culture, and family/parenting topics.
- ❑ Instagram: The School has two official Instagram accounts, the main Instagram account and the Athletics Instagram account. These accounts display photos that describe the BA experience.
- ❑ YouTube: The School maintains an official channel on YouTube where general interest videos are posted.

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 members of the community use social media with care, and act in accordance with 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 Personal Online Activities, and must follow these guidelines:

1. Students, faculty, and staff may have personal social media accounts but need to be mindful of privacy settings. Because each and every student, faculty, and staff member represents the school, content posted on personal social media pages needs to be in good taste and reflect Honor Above All. Personal photos, especially, need to be filtered for appropriateness. Unless privacy settings are manually changed, each and every person needs to realize that his or her personal information can be accessed by anyone on the Internet. 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, administrators, or trustees 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 Administration.

Disciplinary Action for Inappropriate Material

Students, faculty and staff members 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.

SAFETY AND SECURITY

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.

LOWER SCHOOL POLICIES

ATTENDANCE AND PARTICIPATION

Attendance

When a Lower School student is ill, parents need to call the office to report the absence by 8:30 am. For planned absences, if a student must arrive late (i.e. 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, it is our hope that these types of 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 a doctor's release, indicating no restrictions, is received by Administration.

Make-up Work

Parents should help their children arrange a 'buddy' system with a Lower School sibling or Lower School student who lives close by so that one could pick up assignments and books when the other is absent. It is less frustrating for a child to get assignments while he or she is absent rather than try to make up several days' work at one time. It is the responsibility of the family of the absent child to contact the homework buddy of another family to pick up assignments. If a buddy is not available, assignments and books will be sent to the Main Office and will be available for pick up at 2:30 p.m.

Tardiness

A BA student learns to be punctual. Occasional, unexpected 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 8:10 a.m. will be considered tardy.

CAMPUS LIFE

BA has a Welcome Desk, located at the main office of the school. An Office Assistant is on hand throughout the school day to assist people in signing in and out of school, provide directions to classrooms, receive phone messages, deliver items to classroom, etc. The Welcome Desk phone number is 813.689.1952. Anytime parents come on campus, we ask that you check in at the Welcome Desk. If you need to pick your child up from school or drop off an item, check with the Welcome Desk.

Celebrations

Lower School has a long tradition of celebrating children's birthdays. At the beginning of the year, grade level teachers will share ways of how they will celebrate each child's birthday. As usual, 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 members of the class receive an invitation (or all boys/girls). In addition, gifts or party favors should not be brought to school.

Dress Code

The goal of the Lower School Dress Code is to have a student body that is neat in appearance and is 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 in accordance with the following guidelines:

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

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

Expectations for All Divisions

- ❑ All clothing with a waistline is to be worn at the waist. No clothing may be worn that exposes any undergarments.

- Hats and caps may not be worn inside buildings unless it is 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 hair wear should be distracting to the students or others.
- Leggings are permitted only when worn with a top that covers the entire bottom such as tunics, skirts, dresses.
- No sweatpants.
- No frayed hems are allowed.

All students will wear a school uniform. No substitutions are made for any part of the uniform. Non-uniform days are determined by the Administration. The Faculty and Administration interpret appropriate dress. It is encouraged that students' names should be on the inside of all uniforms. All uniforms are to be in good repair, the appropriate size, and fit without being baggy or tight. Shorts, pants and skirts are to be worn at waist level. All outerwear should be clearly labeled.

Lower School Dress Code for Girls

- Plaid jumper, navy, khaki or grey jumper or skirt. Skirt and short lengths should be to the end of the child's hand or longer
- Navy blue, khaki or grey 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 or sandals are not permitted.
- White, navy, or black socks or leotard tights.
- BA uniform sweatshirts are permitted.

Lower School Dress Code for Boys

- a. Navy blue, khaki or grey pants or shorts (Cargo shorts or pants are not permitted).
- b. Navy blue, khaki, grey or white short or long sleeve polo shirt with school logo. Polo shirts must be purchased at Brandon Academy.
- c. BA uniform sweatshirts will be permitted. Hoodies: Must be a BA Hoodie.
- d. Shoes must be closed toed.

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 giving their child permission for off-campus field trips for the length of the school year. Parent permission is required in order for a child to go on a field trip. Your child's teacher will notify you prior to any off-campus event or trip. If there are any changes in your child's health information please inform the Lower School Director prior to the trip.

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 from time to time to enjoy having lunch with their child, and we are delighted that 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.

Pets

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

Snack

Students in Grades 1-5 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.

Tote Bags

Students in Grades JK-K are issued tote bags at the start of school and carry them daily. Students in Grades 1-3 use their own book bag or backpack to be stored on hooks in hallways outside their classroom door. (Roller Bags are not allowed.)

POLICIES AND PROCEDURES

Communication

Each teacher has 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. In order for teachers to maximize time with students we ask that you limit emails that require detailed written responses from teachers. Telephone conversations and conferences allow for much better two-way conversation between parent and teacher.

Discipline

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The goal of the school is 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 on an individual basis. Initially the school's response may involve only the student and teacher, but 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. Re 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 the achievement of satisfactory growth and positive citizenship.

STUDENT SERVICES

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.

These accommodations may be informally offered to students in the Lower School who are demonstrating difficulty with assignments or tests, and are consistently available to students who meet the criteria described above. 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 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. Parents needing to request school records at any time should direct their request to the Lower School Director.

Report Cards

Lower School report cards go home four times a year: at fall conferences, in January, late March and at the end of the school year.

SCHEDULE

School Day 8:00 a.m. - 3:00 p.m.

It is important that students be in class and ready to begin by that time. Students are allowed to enter their classrooms at 7:50 a.m., and we encourage parents to get their children to school early to give them the opportunity to settle in, get focused and be ready for the day. Students arriving after 8:10 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. In order 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 prior to 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.

Extended Day

You may choose to enroll your child in supervised care before and after school. The hours for this program are as follows:

- Before School Care: 7:00 – 7:45am for Lower School and Middle School students.
- After School Care for all lower and middle school students is from 3:30 – 6:00pm.

Students must be picked up by 6:00PM or a fine of \$1.00 per minute will be imposed. This must be paid in cash at pickup. Phone 813.689.1952, ext. 115.

BA provides supervision until 3:30 pm daily. High School students will need to be in a supervised club/activity/sport or be picked up by 4 pm.

MIDDLE SCHOOL POLICIES

ACADEMIC POLICIES AND PROCEDURES

Advancing in Courses

In English, mathematics, and Spanish 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. If the grade is “F”, the course must be taken in a credit-granting summer school program or be repeated the next year.

Advisors

Each Middle 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.

Course Changes

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 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 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 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 (English, History, Math, Science, Spanish) Semester Weighting

- ❑ 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.
- ❑ 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.
- ❑ 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%

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

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:** a parent must call the school before 8:30 a.m.
- 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.
- 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 8:10 a.m. must sign in with the office before going to class. After 8 tardiness to a class per semester, a student will not be eligible for the Honor Roll or membership to honor societies.

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

In order to participate in co-curricular activities (including practices and contests), students must be on campus for a minimum of four hours on the day they are absent.

Students Taking High School Classes

Students who are 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

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.

Dress Code

Middle School is an important stage of adolescent development when students seek to freely express themselves and push boundaries. While the Middle School administration recognizes and supports this desire for personal expression, it also believes that attire is a way to present oneself to the world. The administration believes that what one wears in an academic setting should be more professional than what one wears at home. Additionally, our campus is open to parents and grandparents, alumni, prospective students and their families, guest speakers, and members of the community. Appearance,

therefore, matters. Dressing appropriately for an educational setting reflects our values as individuals and as a community. Students are required to wear the BA uniform Monday - Thursday. In this spirit, BA subscribes to the following dress guidelines for the Middle School:

Middle School Dress Code for Girls

- Navy blue, grey, or khaki 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 will be permitted.
- Closed-toe shoes or saddle oxfords or sneakers. Flip-flops, crocs, or sandals are not permitted.
- Solid white, navy, or black socks or white, navy, or black tights.
- Excessive jewelry is not appropriate and make-up (light) may be worn.

Middle School Dress Code for Boys

- a. Navy blue, grey, or khaki pants or shorts (Cargo shorts or pants are not permitted).
- b. Navy blue or grey short or long sleeve polo shirt with school logo. Polo shirts must be purchased at Brandon Academy.
- c. BA uniform sweatshirts will be permitted. Hoodies: Must be a BA Hoodie.
- d. Shoes must be closed-toe. No flip-flops, slides, crocs, or sandals.

Consequences for Dress Code

Students that have been found to be out of dress code 3 or more times during a semester will be ineligible for any honor society.

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 Middle School Dress Guidelines

Are athletic shorts allowed on game days? No. Students are permitted their jersey or sports t-shirt but need to wear school-approved, non-athletic shorts or pants.

Can students wear leggings, yoga pants (or that style of clothing) on campus? Female students are permitted to wear leggings as long as their shirt covers their bottom. 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 After-School detention for every 3 dress code violations and after the 3rd dress code violation, they will be ineligible for any honor societies or honor roll recognition.

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.

PROCEDURES AND GUIDELINES OF THE 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 Latin a better place to learn and work. I understand the BA Honor Code and will uphold my HONOR ABOVE ALL.”

As part of Middle School advisory activities at the beginning of the year, students write out the Honor Pledge and sign it. This is done after reviewing the material on honor, types of violations, skits, and other teachable moments. The pledges are collected in a book and given to the Head of School during the Middle School Honor assembly.

The Honor Council

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.

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, 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.

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. 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.

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. An appeal will be granted to the Head of School within 36 hours of the parents being notified. 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 are unduly harsh, they may appeal based on the decision based on these grounds. In cases of particularly egregious misconduct, such as distribution, 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 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
Being excessively tardy (5 per semester) to any class.	1st Infraction: Lunchtime, teacher-supervised detention. 2nd Infraction: After School, Director-supervised Detention. 3rd Infraction: Loss of freedoms at break, lunch, and other extracurriculars.	Yes, after 2nd Infraction.
Using an unauthorized cell phone or texting during class.	1st Infraction: Phone confiscated for the school day. 2nd Infraction: Phone confiscated for 24 hours and detention. 3rd Infraction: Phone left at home, Detention, parent conference.	Yes, after 2nd Infraction.
Using profanity or other inappropriate language.	1st Infraction: Lunchtime, teacher supervised detention. 2nd Infraction: After School, Director supervised Detention. 3rd Infraction: Loss of freedoms at break, lunch, and other extracurriculars.	Yes, after 2nd Infraction.
Behaving inappropriately, disruptively, or disrespectfully.	1st Infraction: Removed from class/activity, likely to the hallway, teacher-student conference. 2nd Infraction: Removed, Detention with teacher and parent contact. 3rd Infraction: Removed, Detention with Director and parent conference.	Yes, after 2nd Infraction.
Teasing, name-calling after being told to stop	1st Infraction: Director Detention: Parent Contact; Honor Probation. 2nd Infraction: ISS; Honor Probation. 3rd Infraction: OSS; Honor Probation.	Yes, after 2nd Infraction.

Major Infractions	Minimum Consequences	Reportable
Skipping class	1st Infraction: Honor Council Hearing; Honor Probation; Zero on assigned work. 2nd Infraction: Honor Council Hearing; Honor Probation; Zero on assigned work; ISS. 3rd Infraction: Honor Council Hearing; Honor Probation; Zero on assigned work; OSS.	Yes, after 1st infraction.
Willfully disobeying, lying to, or disrespecting a faculty or staff member	1st Infraction: Honor Council Hearing; Detention, Honor Probation, Parent contact. 2nd Infraction: Honor Council Hearing; Honor Probation; ISS. 3rd Infraction: Honor Council Hearing; Honor Probation; OSS.	Yes, after 1st infraction.
Plagiarizing/Cheating (such as copying someone else's work, from the internet, or other source or collaborating with others in unauthorized ways)	1st Infraction: Honor Council Hearing; Honor Probation; Zero on assignment/ assessment. 2nd Infraction: Honor Council Hearing; Honor Probation; Zero on assignment/ assessment; ISS 3rd Infraction: Honor Council Hearing; Honor Probation; Zero on assignment/ assessment; OSS	Yes, after 1st infraction.
Accessing a cell phone during an in-class assessment	1st Infraction: Honor Council Hearing; Zero on assessment; Honor Probation. 2nd Infraction: Honor Council Hearing; ISS; Honor Probation. 3rd Infraction: Dismissal from BA.	Yes, after 1st infraction.
Bullying & Harassment including Sexual Harassment, Cyber-bullying, Hazing	1st Infraction: Honor Probation, Detentions, Parent Conference, meeting with School Counselor. 2nd Infraction: ISS; Honor Probation. 3rd Infraction: OSS; Honor Probation.	Yes, after 1st infraction.
Possessing cigarettes, electronic ("vapor") cigarettes, JUULs, or any other form of tobacco.	1st Infraction: ISS; Honor Probation. 2nd Infraction: OSS; Honor Probation. 3rd Infraction: Dismissal from BA	Yes, after 1st infraction.
Using cigarettes, electronic ("vapor") cigarettes, JUULs, or any other form of tobacco, drugs.	1st Infraction: OSS; Honor Probation. 2nd Infraction: Dismissal from BA.	Yes, after 1st infraction.
Violating BA's Substance Abuse Policy.	1st Infraction: OSS; Honor Probation. 2nd Infraction: Dismissal from BA.	Yes, after 1st infraction.

Fighting or physical aggression includes but is not limited to hitting, kicking, pushing, or any other act of physical aggression, or intimidation.	1st Infraction: Director detentions; parent conference; Honor Probation. 2nd Infraction: ISS; Honor Probation. 3rd Infraction: OSS; Honor Probation.	Yes, after 1st infraction.
Retaliating, intimidation, threats, reprisal, false accusations, and/or making false charges.	1st Infraction: ISS; Honor Probation 2nd Infraction: OSS; Honor Probation. 3rd Infraction: Dismissal from BA.	Yes, after 1st infraction.
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.	1st Infraction: ISS; Honor Probation 2nd Infraction: OSS; Honor Probation. 3rd Infraction: Dismissal from BA.	Yes, after 1st infraction.
Acting with reckless endangerment; engaging in dangerous pranks or activities that pose a threat to them or other members of the community.	1st Infraction: ISS; Honor Probation, 2nd Infraction: OSS 3rd Infraction: Dismissal from BA.	Yes, after 1st infraction.
Violating fire regulations - using a lighted flame on campus or illegally pulling a fire alarm.	1st Infraction: Honor Probation, OSS 2nd Infraction: Dismissal from BA	Yes, after 1st infraction.
Stealing	1st Infraction: ISS; Honor Probation. 2nd Infraction: OSS; Honor Probation. 3rd Infraction: Dismissal from BA.	Yes, after 1st infraction.

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

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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.

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.

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:

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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.
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 Director.

DAILY SCHEDULE

Monday X Day	Tuesday A Day	Wednesday B Day	Thursday A Day	Friday B Day
8:00 - 8:55 Period 1	8:00 - 9:30 Period 1	8:00 - 9:30 Period 4	8:00 - 9:30 Period 1	8:00 - 9:30 Period 4
8:55 - 9:50 Period 2	9:30 - 10:00 Clubs & Tutoring	9:30 - 10:00 Clubs & Tutoring	9:30 - 10:00 Assembly	9:30 - 10:00 Advisory
10 Minute Break	10:00 - 11:30 Period 2	10:00 - 11:30 Period 5	10:00 - 11:30 Period 2	10:00 - 11:30 Period 5
10:00 - 10:55 Period 3	11:30 - 12:30 Lunch	11:30 - 12:30 Lunch	11:30 - 12:30 Lunch	11:30 - 12:30 Lunch
10:55 - 11:50 Period 4	12:30 - 1:30 Applied Academics	12:30 - 1:30 Applied Academics	12:30 - 1:30 Applied Academics	12:30 - 1:30 Applied Academics
11:50 - 12:45 Lunch	1:30 - 3:00 Period 3	1:30 - 3:00 Period 6	1:30 - 3:00 Period 3	1:30 - 3:00 Period 6
12:45 - 1:40 Period 5				
1:40 - 2:35 Period 6				
2:35 - 3:00 Advisory				

Middle School Daily Schedule

The 2021 - 2022 middle school daily schedule is a predictable schedule that allows for:

- weekly advisory meetings
- weekly club, tutoring, or morning break periods
- divisional assemblies

Middle school students must be enrolled in 5 courses plus the Applied Academic Courses.

- ❑ Mondays - core classes meet for 55 minutes.
- ❑ Tuesday through Fridays - classes meet every other day using a 90-minute block schedule.

HIGH SCHOOL POLICIES

ACADEMIC POLICIES AND PROCEDURES

Advancing in Courses

In English, mathematics, and Spanish courses, a 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, engage in an approved tutorial program, or repeat the course the following year. If the grade is “F”, the course must be taken in a credit-granting summer school program, or be repeated the next 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 Applied Academic Courses, 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 fall. A schedule of visits is posted on the BA website 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 also provides 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. 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. Depending on the nature of the request, a change may alter a student's prospects for admission. In the case of a senior who has already been admitted to college and is seeking a curricular change, the student must first obtain written permission from each college that has admitted him/her. 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 Catalogue.

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.

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Valedictorian -The graduating senior who has completed at least six 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.

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. 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.

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
Science	3	Must include Biology, Chemistry, Physics.	4
Social Studies	3	Must include World History, Government (.5), Economics (.5), US History.	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	
Electives	4		4
Applied Academic Courses	4	Applied Academic Courses in each grade 9-12.	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.

Applied Academic Courses

Each senior must meet a graduation requirement by successfully completing 4 years of the Applied Academic Courses. Annually, students will take 4 9-week courses that are pass/ fail. Failure to do so could result in serious consequences, including the withholding of the diploma, as there is no opportunity for make-up the day before Commencement.

Examinations

Two-hour 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 no unexcused absences from any class or required meeting or assembly 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.

THE 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 Latin 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.

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.

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

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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
Being excessively tardy (5 per semester) to any class.	Afternoon detention for every 5 tardies.	No
Using an unauthorized cell phone or texting during class.	1st Infraction: Phone confiscated for remainder of school day and detention. 2nd Infraction: Phone confiscated for 24 hours and detention.	No
Participating in a school-related event or activity after failing to attend a class.	Afternoon detention.	No
Using profanity or other inappropriate language.	Afternoon detention.	No
Behaving inappropriately or displaying excessive affection.	Afternoon detention.	No
Being disruptive or disrespectful in a class or other school activity.	Afternoon detention.	No

Disrupting any school activity, whether co-curricular, academic or extracurricular with an electronic device (phone, tablet, etc.).	Electronic device confiscated for 24 hours and afternoon detention.	No
Failing to sign out or sign in when leaving/ returning to school.	Afternoon detention.	No
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
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
Failing to be on time for an official school obligation.	Afternoon detention.	No
Intermediate Infractions	Expected Consequences	Reportable
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; Zero on the assignment; Honor Probation**; potential self-report & BA reports.	Yes - 2nd Infraction
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
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.	Yes - 2nd Infraction

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
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
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
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
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
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
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
Deliberately sabotaging the yearbook or newspaper by misspelling names in a provocative or salacious manner, or who publish	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

material intended to harm or slander another person.		
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
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
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
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
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
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

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
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

*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.

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

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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.

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 8:05 a.m. must sign in with the office before going to class regardless of whether their absence is excused or unexcused. After the **third** tardy to school per semester, the student will be issued an afternoon 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. Students that accrue 6 tardies in a semester are ineligible for honor societies and for any honor recognition.

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) 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.

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.

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

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.

Dress Code

Students not in compliance with the Dress Code are subject to after-school detention. Repeated violations will result in a more serious disciplinary response. All dress at BA should be appropriate,

modest and in good taste. The same pride that permeates the wearing of athletic uniforms should also be exhibited during the school day.

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 in accordance with 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.

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

Expectations for All Divisions

- All clothing with a waistline is to be worn at the waist. No clothing may be worn that exposes any undergarments.
- Hats and caps may not be worn inside buildings unless it is 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 hair wear should be distracting to the students or others.
- Leggings are permitted only when worn with a top that covers the entire bottom such as tunics, skirts, dresses.
- No sweatpants.
- No frayed hems are allowed.

Upper School Dress Code for Girls

- a. Navy blue, Khaki, or grey skirt, skorts, shorts, pants, or capris.
- b. Navy blue, grey, or white short or long sleeve polo shirt with school monogram. High School students are permitted to wear black uniform shirts. Polo shirts must be purchased at Brandon Academy. All others may be purchased through Land's End. See website for details.
- c. Navy blue or grey cardigan.
- d. BA uniform sweatshirts will be permitted.

BA | QUALITY EDUCATION IN A COMMUNITY OF RESPECT

- e. Black, brown, or navy closed toe shoes or saddle oxfords or sneakers. Flip-flops, crocs, or sandals are not permitted.
- f. Solid white, navy or black socks or white, navy or black tights.
- g. Students should be clean and neatly groomed.
- h. Excessive jewelry is not appropriate.
- i. Make-up (light) may be worn.

Upper School Dress Code for Boys

- a. Navy blue, khaki, or grey pants or shorts (Cargo shorts or pants are not permitted).
- b. Navy blue, grey or white short or long sleeve polo shirt with school logo. High School students are allowed to wear black uniform shirts. Polo shirts must be purchased at Brandon Academy. All others may be purchased through Land's End. See website for details.
- c. BA uniform sweatshirts will be permitted. Hoodies: Must be a BA Hoodie -Seniors can wear a college logo hoodie (All hoods must be removed while in any school building).
- d. Shoes must be closed toe, no flip-flops, slides, crocs or sandals.
- e. Students should be clean and neatly groomed.

Field Trip Dress Code

For all off-campus enrichment trips, the dress code is as follows: BA Polo, uniform style pants or shorts, and proper shoes.

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.

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.

HIGH SCHOOL DAILY SCHEDULE

The 2021 - 2022 middle school daily schedule is a predictable schedule that allows for:

- weekly advisory meetings
- weekly club, tutoring or morning break periods
- divisional assemblies

High school students must be enrolled in 5 courses plus the Applied Academic Courses.

- Mondays - core classes meet for 55 minutes.
- Tuesday through Fridays - classes meet every other day using a 90-minute block schedule.

2021 -2022 High School Daily Schedule

Monday X Day	Tuesday A Day	Wednesday B Day	Thursday A Day	Friday B Day
8:00 - 8:55 Period 1	8:00 - 9:30 Period 1	8:00 - 9:30 Period 4	8:00 - 9:30 Period 1	8:00 - 9:30 Period 4
8:55 - 9:50 Period 2	9:30 - 10:00 Clubs & Tutoring	9:30 - 10:00 Clubs & Tutoring	9:30 - 10:00 Advisory	9:30 - 10:00 Assembly
10 Minute Break	10:00 - 11:30 Period 2	10:00 - 11:30 Period 5	10:00 - 11:30 Period 2	10:00 - 11:30 Period 5
10:00 - 10:55 Period 3	11:30 - 12:30 Applied Academics	11:30 - 12:30 Applied Academics	11:30 - 12:30 Applied Academics	11:30 - 12:30 Applied Academics
10:55 - 11:50 Period 4	12:30 - 1:30 Lunch	12:30 - 1:30 Lunch	12:30 - 1:30 Lunch	12:30 - 1:30 Lunch
11:50 - 12:45 Lunch	1:30 - 3:00 Period 3	1:30 - 3:00 Period 6	1:30 - 3:00 Period 3	1:30 - 3:00 Period 6
12:45 - 1:40 Period 5				
1:40 - 2:35 Period 6				
2:35 - 3:00 Advisory				