

STUDENT & PARENT HANDBOOK



A National Blue Ribbon School

QUALITY EDUCATION

In a

COMMUNITY OF RESPECT

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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 for average to above average ability students.

PHILOSOPHY

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

Our belief is that success in life is dependent on students being well-rounded. Brandon Academy places a strong emphasis on reading, mathematics and the sciences. The program is balanced with artistic creativity, Spanish, technology and innovation, physical education, writing, problem solving and community engagement and service. Program goals and objectives are carried out in an environment, which is friendly and vibrant, and enhanced by a speakers bureau and off-campus travel.

Parents are encouraged to be an active part of their child's program. Newsletters, parent conferences, school functions, and volunteer time keep parents active in and informed about the school community.

Brandon Academy's faculties have, at minimum, their B.A. or B.S. degrees. Continuous faculty development allows for teachers to prepare for the challenges facing our young people today.

Students, parents, and faculty work together in an environment supported by open communication and community pride. Well-rounded respectful children with a positive attitude toward learning are the end result of the Brandon Academy school program.

ACCREDITATION

International Baccalaureate World School

Florida Council of Independent Schools

Florida Kindergarten Council

National Blue Ribbon School

SCHOOL POLICIES AND REGULATIONS

I. ADMISSIONS

- A. Admission is open for average to above average students. Acceptance to Brandon Academy is based upon the results of a comprehensive testing program. For younger students particularly, emotional development and readiness are as important to a child's success in school as intellect and achievement.

The admission-testing program covers developmental readiness, reading readiness, intellect, and achievement in subject matter areas. The results are used for instructional placement.

Group placement is determined by developmental age, emotional maturity, and level of achievement.

Testing for the fall begins in January. Since space and student enrollment are limited, our applications are processed on a "first come, first served" basis. Interested parents should contact the Academy as early as possible.

B. Admission Information

1. Deposit for the school year is due by February for returning students, upon acceptance for new students.
2. Enrollment contracts shall be signed and returned with the deposit for continuing students and at the time of acceptance for new students.
3. Final acceptance of students and grade level placement will be determined by the administration, based on evaluation of test results and academic progress.
4. Enrollment is understood to be for the full school year.
5. All students are expected to meet the academic standards and follow all policies and regulations of the school.
6. Brandon Academy reserves the right to dismiss a student whose presence in the school is considered to be detrimental to the best interest of the student or to their fellow students.
7. Brandon Academy believes it is essential to the accomplishment of our mission that a positive working relationship exists between parent/guardian and the school. The school reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes the actions of a parent or guardian makes such a positive relationship impossible or seriously interferes with the school's accomplishment of its educational purposes.
8. Brandon Academy reserves the right to refuse readmission to any student at the beginning of any semester.
9. A student whose tuition is more than 30 days in arrears may not return to school until the account is brought current.

10. No student will be denied admission based on race, color, national origin, or sexual orientation.

C. Admission Requirements

1. New Students

- A. Complete all registration forms
- B. Provide copies of all testing or report cards from previous school(s).
- C. Earn satisfactory scores on our “Entrance Testing”. The Division Head will determine grade level placement.
- D. A copy of the child’s Birth Certificate. Students must be four years old prior to October 30th of the current school year to be considered for entrance into Pre-Kindergarten. Students must be five years old by October 30th to be considered for Kindergarten. Entrance into First grade requires successful completion of a Kindergarten program.
- E. All entering students are required to have an updated record of immunization. These health records must be filed in the office prior to the start of school. Students in grades PreK-High School should be in uniform on the first day of school.
- G. Deposit, enrollment contract and book and lab fees must be in order prior to the first day of attendance. Deposits are non-refundable.

2. Returning Students

- A. A deposit is due by February for the next school year. Enrollment contracts will be signed at this time. This deposit assures your spot for the fall. It is non-refundable.
- B. Satisfactory completion of the previous grade in academics, conduct and work habits.
- C. Required health forms on file. Students entering Pre-Kindergarten through high school must have a current physical on file to comply with Florida State Law.

II. ATTENDANCE POLICIES

A. Notification of Absences

Parents are requested to call the school if possible to report their child’s absence. Absences should be reported to the Main Office by calling 813-689-1952 extension 0. Make-up work that cannot be sent electronically may be picked up after 3 pm in the Main Office.

B. Absences

A student who is absent more than 30 days during the school year will be required to repeat the entire school year at the same level. (Section 1003.24 FL Standards) A conference with the Homeroom teacher will be held after 10 absences.

C. Make-up Work

1. **General policy:** All assignments missed during absences are required to be completed. Parents should request work to be sent home for extended absences. All make-up work is due within a reasonable time frame determined by the teacher.
2. **Field Trip Absence:** Students schoolwork may be assigned beforehand if possible. Students will not be penalized for missed assignments and tests; they will be accountable for the completion of these upon their return to school. The teacher will determine a reasonable time for completion.
3. **Middle/High School:** In the event of an absence, the student will be responsible for getting their assignments. Check the Remind text, email instructor or call a classmate. If the text needed is not at home, the teachers will be understanding and will make accommodations so students can complete their assignments. Students are encouraged to handle the arrangements themselves – remember, as middle school and high students it is important to accept responsibility. It is the responsibility of the student to schedule a time for make-up quizzes and tests or arranging any additional help from the teacher. *An absence the day before an announced test does not excuse a student from that test.*

III. CURRICULUM AND INSTRUCTION (ACADEMICS)

In keeping with our philosophy of Education, the instructional goal at Brandon Academy is to provide a challenging, quality curriculum, which encourages students to progress and maintain the highest standards of academic instruction.

Instructional materials are selected to meet the scope, sequence and standards of excellence set for each course.

The major emphasis is on basic skills at all levels, Pre-K – High School. Supplementary subjects such as art, computer, media skills, music, physical education and Spanish are enrichment areas. The curriculum is designed for the average and above average student with materials selected in light of a diagnostic approach to instruction.

LOWER SCHOOL DIVISION-GRADES PK3 THROUGH 5

Language Arts, math, science, social studies and computer and innovation take priority in Lower School with electives and specials enriching the program.

The learning experience of Lower School is based on the level of development the child has reached. For example, in the first year of school, when the child's attention span is short, teaching periods are short. The teaching period is lengthened as attention spans lengthen. Brandon Academy emphasizes "success" and self esteem as an important part of the students' school experience. Reading is given the primary attention as BA considers it the basic key to future learning. Reading development is carefully planned, painstakingly carried out and faithfully evaluated to assure maximum progress.

Children also participate in science, social studies, language arts, art, music, computer and innovation, library skills, physical education and Spanish. This provides an interesting and well-rounded program for our Lower School students.

Academic excellence is stressed at Brandon Academy, but not at the expense of the child's physical and emotional growth. Children are encouraged to find acceptance within themselves as individuals. Lower School provides the foundation for the academic program of the Academy. A strong foundation is a prerequisite to the learning activities of Middle School.

UPPER SCHOOL DIVISION – GRADES 6-12

The Brandon Academy program is specifically designed for average to above average children 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 Middle/High School years the student develops an independent self-concept. 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, physical education, science and social studies 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.

1. Grades/Evaluations

Lower School: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F. There are four kinds of grades: class work, homework, quizzes and tests. Homework will be given daily, unless otherwise stated, it is due the following school day. All assignments must be completed, or a grade of "0" will be recorded.

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

2. Academic Assignments and Tests

All written assignments should be corrected and returned to the students within one week. Tests should be corrected and returned no more than two days after they are given. Term papers should be corrected and returned within ten days of the date they are received by the teacher.

3. Assignment Books

Students will be provided a planning calendar. Teachers supervise the recording of assignments in primary grades through fifth. It is expected that older students will be able to use the monthly calendar on their own. If your child has trouble with this requirement and needs supervision please speak to the teacher.

4. Class Assignments

The school reserves the right to determine proper placement for students. Each child's "style of learning" is of paramount importance to how we place students. Class assignments are determined by many factors, some of the most important being academic achievement, motivation for learning, maturity, work habits, attention span, and social adjustment. Please do not overemphasize the importance of where your child is placed. There are chances for different groups to come together often for classes or activities such as field trips, physical education classes, lunch, recess, etc. The children in each grade level have opportunities to make friends with students in all of the different groups.

We are sorry we cannot accept parental request for teachers.

5. Homework

A. **Primary (K-2)** 30-45 minutes per evening, Monday through Thursday, can be expected. Exceptions to this may be make-up work or long-term projects.

B. **Intermediate (3-5)** 45-60 minutes per evening, Monday through Thursday, can be expected. Exceptions to this may be make-up work or long-term projects.

C. **Middle School** – 1-1.5 hours per evening, Monday through Thursday, can be expected. Exceptions to this may be make-up work or long-term projects. There are no tests or quizzes on Mondays or the first day after a holiday/extended weekend.

D. **High School** – 2-2.5 hours per evening, Monday through Friday, can be expected. Exceptions to this may be make-up work or long-term projects.

NOTE: Homework is work, which a student is capable of doing independently. Students who spend more time than that specified may be completing daily class work. Parents should contact the teacher when there are concerns.

6. Classroom Visitation by Parents

Parents are encouraged to visit classrooms, however, this is to be done after a parent requests an appointment prior to the visit. Teachers are directed to refer parents, who make unscheduled visits to the office so that appointments can be made as required. We ask parents to cooperate with this policy, so that our teachers' attention is not taken from their students.

7. Clubs

- A. Kindergarten: S.T.I.N.G., Special Time for Interesting New Growth.
- B. Grades 1-2: Students will have an opportunity to rotate through a variety of club options.
- C. Grades 3-5: Choose two clubs; one for each semester.
- D. Middle School: This group has a choice of several clubs. Club choices are made in September and are for one (1) year.
- E. High School: All students are able to join various HS clubs that will meet during club days, during lunch, or after school.

8. Electives

Students will choose elective classes during the summer. Once an elective is full, students will go to waiting list for their first choice and be placed in their second choice elective.

9. Community Service

Community service is strongly encouraged for all lower and middle school students. This is a requirement for candidates who wish to join the National Elementary Honor Society and National Junior Honor Society. Community service is required for all high school students. Students in the IB Diploma Program are required to have 100 service hours.

10. Report Cards

Students in Lower School will receive a Report Card every 9 weeks. Student in Upper School will receive progress reports and semester grades. Please see the calendar for the dates.

11. Cumulative Records

Any records going to other schools must be channeled through the Division Head. Individual teachers are not to be directly contacted with records request. All check sheets, which are requested for outside services, as well as teacher recommendations for receiving schools, will be sent directly to the school. We do not permit parents to hand carry these documents.

12. Promotion Policy

A student who fails one subject may be promoted to the next grade level on probation if...

- A. The student's academic deficiencies in that subject are satisfactorily remediated during summer tutoring (minimal of 30 hours.)
- B. Students must submit written verification of attendance and a report of satisfactory progress. This must be submitted one week prior to the beginning of the new school year or the student will be retained on the previous grade level.
- C. Any student who fails two or more subjects could be automatically retained at his present grade level for the next school year.

IV. COMMUNICATION

Parents are encouraged to keep open lines of communication with teachers. Our faculty has many opportunities to keep you informed on behalf of the students at Brandon Academy. Orientation, ParentsWeb, Remind texts, parent/teacher conferences, our website (www.brandon-academy.com), phone calls, emails, informal notes, and classroom newsletters are some of the tools we use to communicate with families.

If you have a concern, please share it! Take the problems to the person involved in the matter or an administrator. As problems arise, it is best to take care of the situation as soon as possible. If you allow the problem to sit until a later time or share it with someone who cannot remedy the problem it only becomes worse.

Classroom issues must go to the teacher prior to contacting an administrator. If you are not satisfied with the resolution to the matter at the immediate level, please take the matter to the next level, and then to the Head of School.

A. Communication-Parent

- 1. Grades are posted on RenWeb on a bi-weekly basis. The purpose is to allow parents and students to monitor their progress throughout the grading period.
- 2. Academic updates are issued four times a year. All entries by the teacher on your child's report cards are the result of careful evaluation. Upper School students will be given a progress report and semester ending grades.
- 3. General communication between parent/parent, school/parent, and community/parent is very important to the survival of Brandon Academy. Any concerns that arise should be discussed with the appropriate parties rather than other parents or friends within the community. Going to the proper place for information will many times keep misinformation from becoming rumor.

B. Teacher Conferences

Two specific conference days are scheduled during the school year, one in the fall and one in the spring. Should a parent require a conference at another time, an appointment may be scheduled through the teacher.

C. Conferences with Administration

If it becomes necessary for a parent/administrator conference, please call ahead for an appointment. This enables the administration to be prepared with the necessary information and time to address your concerns.

V. DISCIPLINE

Discipline is an important part of school life. Students are expected to maintain control and a positive relationship with their peers and faculty. It is the aim of the Administration and Faculty to promote, through policy and regulations, high moral standards and self-respect in an atmosphere conducive to learning.

A. Listed are some specific behaviors expected at Brandon Academy:

- a. Students are to respect faculty, staff and peers.
- b. Students are expected to have high moral standards; therefore, physical or non-physical intimidation, fighting, profane language, inappropriate behavior and cheating are not tolerated.
- c. Care of school property is expected. Parents and students are responsible for the replacement, repair of, or payment for malicious damage to such.
- d. Students are expected to keep the school facilities and grounds in an orderly state.
- e. Spitting and other such ill-mannered behavior are unacceptable.
- f. Dangerous items are not permitted.
- g. For all electronic devices see eTRUP policy for specific details in Grades 4-12
- h. Students are not to leave school grounds, until dismissal at 3:15pm, without permission from their parents or teacher.

B. Bullying

There is zero tolerance for bullying at Brandon Academy. However, there is a distinction between intimidating behavior and normal social interaction. From primary grades and through middle school, students go through various stages of social development. Among these would include learning to relate with others and testing boundaries. The forming of these social skills is important in childhood development. Realizing this difference & its importance, the administration will determine the appropriate distinction.

C. Consequences:

Students will be made aware of the discipline system the first week of school.
Consequences on dealt with on a case-by-case basis by the administrative team.

***Detention:** Upper school students serve detention on the date issued or the following day. A two-day lunch detention or may be used if a student misses a scheduled detention. The detention may be given for academic or behavioral reasons.

DRESS CODE REQUIREMENTS

- A. 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.
- B. 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.**

C. The uniform consists of the following:

1. Girls – Lower School

- a. Plaid jumper/navy or grey jumper
- b. Navy blue or grey shorts
- c. Plaid, navy blue or grey skort
- d. Navy blue or grey pants or capris
- e. Navy blue, grey or white short or long sleeve polo shirt with school monogram
- f. Navy blue polo dress
- g. Navy blue or grey cardigan
- h. Black, brown or navy closed toe shoes or saddle oxfords or sneakers
- i. Flip-flops or sandals are not permitted
- j. White, navy or black socks or white, navy or black leotard tights
- k. BA uniform sweatshirts will be permitted
- l. Students should be clean and neatly groomed
- m. Extreme haircuts and colors are not permitted for girls
- n. Skirt and short lengths should be to the end of the child's hand or longer
- o. Distracting hair colors are not permitted

2. Girls – Middle School

- a. Navy blue or grey skirt, skorts, shorts, pants, or capris
- b. Navy blue, grey or white short or long sleeve polo shirt with school monogram.
Only High School students are allowed to wear black uniform shirts
- c. Navy blue or grey cardigan
- d. Black, brown or navy closed toe shoes or saddle oxfords or sneakers
- e. Flip-flops or sandals are not permitted
- f. Solid white, navy or black socks or white, navy or black tights

- g. BA uniform sweatshirts will be permitted
- h. Excessive jewelry is not appropriate
- i. Make-up (light) may be worn
- j. Students should be clean and neatly groomed
- k. Distracting hairstyles and colors are not permitted

3. Boys – Lower and Middle

- a. Navy blue 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
- c. BA uniform sweatshirts will be permitted
- d. High School students are allowed to wear black uniform shirts
- e. Shoes must be closed toe, no flip-flops, slides, crocs or sandals
- f. Students should be clean and neatly groomed
- g. Distracting hairstyles and color are not permitted for boys

4. High School – All Students (High School Dress Code is a privilege. Abuse of the dress code could result in mandatory school uniform.

a. Shirts:

- 1) BA polo- mandatory on specific school days and on off campus enrichment trips (Can be worn daily)
- 2) BA t-shirts- Spirit Day shirts, BA Athletic Team shirts, Club Shirts (all can be purchased in the BA Book Store) can be worn daily unless noted otherwise or on off campus trips)
- 3) Solid color polo shirts with short or long sleeves can be worn daily. (Small brand logo accepted)

b. Shorts, Dresses, Skorts and Pants:

- 1) Uniform style shorts with belt loops (Solid colors)
- 2) Uniform style pants with belt loops (Solid colors)

c. Jeans – with no holes (Only allowed on Free Dress or Wednesday Shirt Day**)**

- d. Skorts, dresses, skirts and shorts must be finger tipped length
- e. Solid color leggings can be worn with a finger tipped length top
- f. Athletic style shorts, sweat pants, and wind pants can only be worn during PE period
- g. Hoodies: Must be a BA Hoodie -Seniors can wear a college logo hoodie (All hoods must be removed while in any school building)
- h. Head coverings can only be worn with Administration approval
- i. Shoes: No sandals or open toed shoes, all shoes must have a backing
- j. Hats/Sunglasses: Can be worn during PE, and/or outside activities
- k. ***All students must dress out for PE***

l. *All off campus enrichment trips the dress code is as follows:**

- 1) BA Polo
- 2) Uniform style pants or shorts
- 3) Proper shoes

m. Distracting hair colors or styles are not permitted

- n. Facial hair - students in grades 9-11 must be clean shaven (Seniors can have a well trimmed beard or mustache)

D. Special Dress Code Guidelines

1. Wednesday Shirts
 - a. Wednesday shirts are sold in the Business Office and may be worn every Wednesday with appropriate bottoms
2. Club/Team / Class Shirts
 - a. Students may wear their team/class shirts on designated days with uniform bottoms
3. Free Dress
 - a. Students are still expected on free-dress days to choose appropriate clothing.

**On any of the above special dress days, the following will not be permitted:
Halter-tops, midriff tops, t-shirts with inappropriate slogans or
advertising, short-shorts, excessively baggy pants, etc.**

**PLEASE USE GOOD JUDGMENT IN ORDER TO CONTINUE TO EARN
FREE DRESS PRIVILEGES.**

4. Teachers will speak with students who are dressed inappropriately and continued violations could affect conduct grades.
5. Polo shirts must be purchased at Brandon Academy. All others may be purchased through Land's End. See website for details.
6. P.E. Uniform: There is a standard P.E. uniform for grades 4 and above. This will consist of navy Brandon Academy shorts and a Brandon Academy t-shirt. These uniforms must be purchased at the school store.

SEXUAL HARASSMENT POLICY

1. Definition:

Harassment is when a person continually teases, annoys, threatens, or insults another person, either physically or verbally.

Sexual Harassment is when a person bothers another person using sexual words, pictures, gestures or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.

1. Who might be involved?

Anyone, regardless of age, race, gender, etc., can be involved in sexual harassment.

2. Example of sexual harassment:

A person is being harassed if one or more of the following occurs, and this behavior is unwanted and unwelcome:

- a. Sexual comments, name-calling, jokes or gestures
- b. Suggestive comments
- c. Being “Sexually Rated” by an individual, for example, on a scale from 1-10
- d. Being pressured to go out with someone
- e. Being touched, grabbed or pinched in a sexual way
- f. Being brushed up against in a sexual way
- g. Others spreading sexual rumors about that person
- h. Having clothing pulled at in a sexual way
- i. Being shown, given, or forced to look at photographs, drawings, or messages of a sexual nature
- j. Placing messages/graffiti written about a person on a computer screen, bathroom wall, etc.
- k. Being forced to kiss someone or engage in a sexual activity
- l. Having clothes pulled off or down

3. Information to those being sexually harassed:

- a. Clearly tell the harasser to stop
- b. If the harassment continues, tell a teacher or school administrator. The adult will record what has happened or assist you in writing the details, and the administrator will investigate.
- c. Report the incident immediately to your parent or guardian

4. Explanations of “Confidentiality” and “Retaliation”:

Confidentiality must be maintained as much as possible during any sexual harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe sexually harassed you.

Retaliation is defined in the dictionary as meaning “to pay back (an injury) in kind”. When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry, and want to pay them back (retaliate). Retaliation must not occur.

Examples of retaliation are:

- a. Attempting to discuss the matter in any way while it is under investigation
- b. Spreading rumors
- c. Following the person
- d. Becoming physical in any way
- e. Destroying property
- f. Using the telephone or computer to retaliate in any way.

1. To minimize the risk of being sexually harassed:

DO

- Keep your hands to yourself
- Think before you speak

DON'T

- Touch anyone in an inappropriate way
- Keep asking a person to go out with you when they have already said NO
- Be in a room alone with a person with the doors closed
- Make remarks that have sexual overtones or implications

2. If you have been sexually harassed:

DO

- Tell your problem to a person who can help you figure out what to do to fix it
- Avoid being alone with the person who has harassed you

DON'T

- Think that if you ignore the problem, it will go away

VI. HONOR CODE

HONOR CODE (For middle and high school students)

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 set forth in the student handbook. Such empowerment will promote a sense of school pride and spirit.

This honor system, which promotes discipline and accountability, is based on self-respect and respect for others in the Brandon Academy community. This includes students, faculty, staff, parents, and alumni. The Honor Code provides individuals the opportunity to develop physically, emotionally and academically in an atmosphere of trust.

Honor Code:

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.

Brandon Academy Honor Code Procedures

1. A student will report him/herself to the Honor Board for infractions of the Honor Code. This reporting by the individual(s) involved at the request of a peer or teacher.
2. The student will appear before the Honor Board for a hearing that will include the Honor Board and the faculty sponsor/principal.
3. The student will fulfill the decision of the Honor Board fully.
4. A second appearance before the Honor Board within the same school year will result in a meeting with the teacher/principal/parent as well as the normal Honor Board appearance. The result of this meeting will be decided by the principal and could include suspension.
5. A third offense will result in a meeting of the Principal/Head of School/parents. The result of this meeting will be decided by the Head of School and could include dismissal from Brandon Academy.

VII. PROCEDURES

A. Bike Riders

Bike riders are to lock their bikes. Bike riders will be dismissed after car line is complete and students have been moved to aftercare.

Parents of bike riders should review safety issues with the children. All students are expected to abide by safety and road rules. Any student not following the rules for safe riding will not be allowed to ride a bicycle to school. Helmets should be worn. A permission form for riding the bike should be written and signed by the parent/guardian and will be filed in the student's cumulative file.

B. Bookbags

Students in grades PK3 – K use a Brandon Academy tote. Students in grades 1– High School are encouraged to use bookbags as a means of protection for textbooks, binders and other school materials. Bags should be of a manageable size and fit beneath the student desk. Parents are urged to check bookbags daily for notices and other important information.

Rolling book bags are not permitted at Brandon Academy.

C. Business Office

Any parent having business in the Business Office should park and come inside. Please do not leave your car running or park in the driveway. The business office may be reached by telephone at extension #115.

D. Carpools

Please form carpools if possible. Carpools help our traffic situation greatly by cutting down on the number of cars in the car line.

E. Cell Phone Usage

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. Students not adhering to this policy will have their phone confiscated where it can be picked up in the School Office by a parent during school hours.

Students who need to use the phone during the school day, may use the phone in the Main Office with teacher permission

F. Clinic

The clinic is housed in the Administration Office that may be reached by calling 689-1952, ext. 0.

G. Delinquency

Parents are reminded that the school will hold report cards if charges, book debts, etc. have not been paid at the time of their distribution. These records are also held if the parent becomes delinquent with the Extended Day fees or tuition.

H. Dismissal

PLEASE FOLLOW THE DISMISSAL PLAN CAREFULLY! We have worked with the Hillsborough County Sheriff's Office to develop the safest plan for our campus. Our student's safety is extremely important to us; therefore, we ask that you follow the following at pick-up/dismissal:

1. Always follow the direction of the patrols. Remember you may be the parent of a patrol someday.
2. Always pull as far into the driveway as possible.
3. Stay with your vehicle.

4. When parking on Bates, please be certain to use the crosswalk at the end of our driveway.
5. The speed of your vehicle should not exceed 5 MPH.
6. Please do not park and wait outside the classroom doors or windows, as it is distracting to students and teachers.
7. No parking on street sidewalks. The county has informed us they will ticket or remove your automobile.
8. Please make certain that all adults who will be picking up your child know our procedures.
9. DO NOT TALK ON YOUR CELL PHONE in carline. This is for the children's safety.
10. Do not turn left into the front driveway during arrival or dismissal time 7:45 – 8:05 or 3:00 – 3:45.

I. Drop-Off and Pick-Up of Students

Brandon Academy cannot assume responsibility for students who are delivered to school before 7:45am due to our inability to provide adult supervision in the classrooms and on the playground. Therefore, students who are delivered to school before 7:45am will be required to attend the Extended Day Program at a cost to the parents.

Parents are reminded that in order to prevent traffic back-ups on Bates Avenue in the mornings, students should be ready to depart the cars immediately. Parents should then move off of the school grounds. Parents are to pick-up and deliver their children to the assigned area of the Traffic Plan and follow all the procedures involved in the Traffic Plan. Safety Patrols (A.M.) and teachers (P.M.) will be on hand to assist with the loading/unloading of the students.

Please do not block driveways or use our neighbors' yards for turning around. They deserve to have access to the roads and have their yards maintained. Please be courteous and considerate – we must respect their wishes. Finally, do not park in the reserved spots from 7:45-3:15.

High School Student Parking: Students who are able to drive to school must register their vehicle with the Front Office and fill out the appropriate form associated with it.

J. Emergency Communication

In case of an emergency situation where we need to close the school or disseminate information quickly, please check the website, Remind text and school wide emails.

K. Extended Day Program

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

After School Care: 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 689-1952, ext. 115.

*BA provides supervision until 3:45 daily. High School students will need to be in a supervised club/activity/sport or be picked up by 4 pm.

L. Extra-curricular Events

Students are encouraged to be involved in extracurricular activities. However, students on campus outside of regular school hours must be supervised by an adult or placed in our aftercare program. This is a safety issue and exceptions will not be allowed.

M. Family Profile

Each family will complete a family profile form that contains emergency contact numbers, medical profile, field trip permission slips and other important information for their children who attend Brandon Academy.

N. Field Trips

Visits to local museums, theaters, libraries, places of business, etc., are an integral part of our program. Parents help to chaperone and may also be asked to drive on these trips. Dress for field trips is the Brandon Academy uniform unless otherwise specified by the teacher.

We are sorry that we cannot permit any non-enrolled children on Brandon Academy field trips, with prom as the exception. This is an insurance issue so please do not ask for us to make exceptions.

Parents who wish to be considered as drivers should have their driver's license and insurance card on file in the front office.

Parents pay an Activity Fee to cover all local/non-overnight field trips.

O. Field Trip Guidelines for Parents

Parents volunteering, as drivers, on field trips, should not give anything to eat or drink or make any unscheduled stops including the local drive thru, this is unfair to all students who are not traveling in your vehicle. Also, it is to protect children against food allergies and parental preferences of which you may not be aware.

Once students are in your vehicle, buckle all seatbelts. No students are to sit in the front seats without parent permission.

Supervision is the key to safety. Count heads! Be certain you are capable of supervising all students in your care. Any students who become a problem during a field trip should be immediately reported to the teacher.

An adult must supervise students needing to use the restroom when on a trip. Please take your entire group or have another chaperone take the child to the restroom for you.

The teacher in charge should handle all discipline.

Under no circumstances is a child to change carpools, leave early, or alter tour groups without the permission of the supervising teacher.

P. Field Trips Out of Town

The school reserves the right to group students for field trips. Chaperones are expected to follow the grouping rules the teacher designates.

Out of town field trips are often expensive. All fees for these trips must be paid in full for the child or parent to attend.

If a student is unable to participate in a field trip, for any reason, he or she is still required to complete the same academic work or project required of students participating in the trip. Students who are not going on the field trip are required to attend school. Field trips are considered an important part of the Brandon Academy curriculum and count as regular school days.

Q. Fire/Safety Drills

Fire drills will be held monthly.

R. Forgotten Items

Books, homework, etc., which your child has forgotten are not to be brought to their classroom. Bring such items to the office and the office staff will see that these items are delivered to your child.

S. Fundraisers

Participation in fundraisers at Brandon Academy is by your choice only! When we do plan a fundraiser, you have our assurance that we will always attempt to offer quality products for family and friends in return for your kind donations.

T. Guest Sign-in and Badges

Anyone not employed by the school should check in at the front office. Visitor badges are visible clues that you have been “OK’d” in the front office. Parents and students can help us to be a safer campus by steering “strangers” to the front office.

U. Inclement Weather

Phone lines must remain available during an emergency situation, such as tornadoes, hurricanes or severe weather. Come to the MAIN OFFICE and your child will be dismissed to your care. No one leaves the school unless they are signed out. If school has been cancelled or an early dismissal is called, radio and TV stations will be advised. Please check the website, social media and Remind texts for alerts.

Brandon Academy follows the Hillsborough County School District Plan for closing of schools. If the county closes, we will close. If we are able to reopen before the public schools, you will be notified by phone tree or local news.

V. Labeling of Clothing

Our uniforms should be labeled with your child’s name, first and last. Any exterior garments such as jackets and sweaters should also be labeled.

W. Lockers

Each student will be responsible for his/her locker. A MASTER combination lock must be purchased by the student and the combination must be given to the homeroom teacher the first day of locker issue. Students will be able to use their lockers during specific times each day, as well as before and after school. Lockers are the property of Brandon Academy and may be searched at any time.

X. Lost and Found

Located in the Business Office. Items will be held for one nine week period only. **Items not claimed at the end of the month will be donated to charity.**

Y. Lunches

Students may bring a lunch or order from our monthly menu. Those bringing a lunch may also bring a drink or purchase one from the vending machine.

Every month your child will take home a monthly calendar. You and your child will decide which days of that month he/she wishes to order lunch. You will mark the calendar with an X. At the bottom you will total your X’s and send a check for each X.

This will result in your having to pay for lunch only every month rather than every week. It will also result in much less bookwork for our teachers.

If a child is absent on a day he/she bought lunch that lunch is lost with no refund.

If we are aware that your child does not have a lunch, they will be provided a Lunchable. This is given as an extra cost determined by the school. **All peanut allergies should be reported to the clinic and front office.**

Lunch deliveries from outside services to the school are prohibited.

Z. Medication

In accordance with the State of Florida Health Department's regulations, Brandon Academy is not allowed to dispense medication without parental permission.

Parents must register their child's medication with the school office. Medication will be dispensed to the child in accordance with the written directions of the prescribing physician. The office has forms on file in order for school officials to dispense medication. All prescription medication must be in prescription bottles from the drugstore. Parents are asked to send a spoon with liquid prescriptions in a labeled bag.

AA. Non-Custodial Parent Policies

All communications generated by the school will be available to the custodial parent, step-parent(s) and the non-custodial parent alike. Similarly, both natural (as well as step-parents) will be granted permission to schedule a visit the school or schedule to participate in school sponsored trips regardless of who is paying the fees.

Given the unique legal situations of families, the school may make exceptions to the policy, particularly in the case of removal of the student from the school campus by the non-custodial parent. This issue should be addressed to the administration at the time of the signing of the enrollment contract.

Should there be court orders limiting the non-custodial parent's access to the student or student information, Brandon Academy requires a copy of the court order to become part of the student's permanent file.

BB. Parking

Parallel parking on Bates is acceptable if you do not block the sidewalk. Any cars that are blocking the sidewalks risk being ticketed by the county. There is plenty of parking in the lot on Telfair.

CC. Party Invitations

Party invitations should not be sent to school for distribution unless all students in your child's class have been invited.

DD. Parent Teacher Organization

Brandon Academy has a PTO organization. For further information, please contact Tonya Fulton at fulton@brandon-academy.com or the Front Office.

EE. Protection of Children While at School

1. The gates in the front and back of the school are locked from 8-3 daily. Parents should enter the school through the Main Office to check in.
2. At no time will a child be released to anyone other than his custodial parent or guardian unless a written request is sent to the school.
3. The child must be picked up in the front office by parents for an early dismissal or medical appointment.
4. Employ caution when entering or leaving the drive at Brandon Academy. Students are passing or changing classes and all adults should, therefore, be alert. The Speed Limit on the driveway is 5mph.

FF. Safety

At Brandon Academy, we believe student safety is of prime importance. We know that our school's parents feel strongly about safety, as well. Therefore we ask that you always follow our rules. They were created with the safety of all on campus in mind.

GG. Standardized Testing

Brandon Academy gives a standardized test each spring to students in grades K-8. High School students do standardized testing in the Fall. This information is helpful to our faculty for placement, remediation and acceleration. Parents will receive the results following testing.

There are no make-up days available. Please plan for your children to be present on all testing dates. See the school calendar for testing dates.

HH. Sick Children

The school will notify the parents when a child becomes ill at school. Please do not send your children to school if they are not feeling well, have thrown up in the last 24 hours or have a fever. Children may be signed out in the Front Office.

II. School Notices

Bulletins, calendars, and announcements are placed on our website. At times it may be sent home during the school year. In Lower School, check your child's folder. In Middle & High School, check your child's book bag.

JJ. Tardiness

Tardiness is detrimental to the student and disruptive to the educational process. Students should be in their classrooms by 8:00am and at the beginning of any class period.

The procedures for tardiness are as follows:

1. AM-Students should report to the office to obtain a Tardy Pass in order to enter the classroom after 8:00am.
2. Medical Appointment – A student should report to the office with his/her parent or a written excuse to obtain a Tardy Pass.
3. Tardiness between classes – Middle/High School: The student must receive a Tardy Pass from the previous teacher. The pass is given to the receiving teacher.

KK. Technology

Computer Labs are not available to students without direct adult supervision. A supervising adult monitors all Internet access. Students will be asked to sign an Acceptable Use Policy (eTRUP) before using the Internet. Parents will also be expected to read over this information, discuss it with your child and return the Agreement to school.

Internet privileges may be revoked if misuse is found. Serious violation of the Internet Policy can result in your child being dismissed.

LL. Tutoring

Occasionally, private tutoring will be recommended. Many of our staff members tutor after school. Your child's principal will be happy to assist any family in arranging for an appropriate tutor.

MM. Volunteers

Volunteers are a welcome addition to our school. There are many opportunities for parents and grandparents to volunteer. You may contact the classroom teachers and specialists to see how you can volunteer your time. Children love to see their parents on campus!

If you are volunteering on campus or for field trips, please help us with your confidentiality. It has happened that a parent helping in a class reported another child's (not their own) behavior or progress to that child's parent. We know that you, like us, would not want a child to be hurt or a parent disappointed by such unprofessionally given information. The school and its staff strive to present such information to parents about their children in a timely and professional manner.

NN. Website

We are very proud of our website. Please be certain to explore our school at, www.brandon-academy.com. Look for the new links to all forms, important dates and directions to events. Be sure you have activated your ParentsWeb account in order to have access to the above information.

OO. Yearbooks

Yearbooks are included in the Book/Lab fees. Information flyers about advertising opportunities will be sent out the first semester.

WHO TO CALL

Classroom concern	Teacher
Lunches	Classroom Teacher or Front Office
Head of School	Nicholas Rodriguez 689-1952 ext. 116
Lower School Division Head	Cindy Strickland 689-1952, ext. 111
Upper School Division Head	Dominick Giombetti 689-1952, ext. 113
Assistant Division Head	Brian Galzerano 689-1952, ext. 124
Absences:	689-1952, ext. 0
General Information:	689-1952, ext. 0
Business Office:	689-1952, ext. 115
Clinic	689-1952, ext. 0
Athletics	Brian Galzerano 689-1952, ext. 124