

## **Supporting A Culture of Respect**

### **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:

**The Brandon Academy standard is that each student will live as a responsible person, one whose word is his or her bond, whose work is always his or her own, and around whom the well-being and property of others are safe.**

---

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. The Dean of Students works with the administrative team and faculty to administer the disciplinary process. 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. Violations of school rules are divided into two types of infractions (Minor and Major) in the upper school.

## Upper School Infractions

### Minor Infractions

A minor infraction is defined as an action or behavior that, while not serious, violates a school rule. A pattern of minor infractions may lead to major disciplinary action.

### 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.

### 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
Being excessively tardy to school in the morning.	<i>1st Infraction (on the 5th tardy):</i> Lunchtime Detention <i>2nd Infraction (on the 8th tardy):</i> After School Detention <i>3rd Infraction (on the 10th tardy per semester):</i> Loss of freedoms during break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.
Being excessively tardy to any class.	<i>1st Infraction (on the 5th tardy):</i> Lunchtime Detention <i>2nd Infraction (on the 8th tardy):</i> After School Detention <i>3rd Infraction (on the 10th tardy per semester):</i> Loss of freedoms during break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.
Using an unauthorized cell phone or texting during class.	<i>1st Infraction:</i> Phone confiscated for the school day <i>2nd Infraction:</i> Phone confiscated for 24 hours; After School Detention <i>3rd Infraction:</i> Phone left at home, After School Detention, parent conference
Using profanity or other inappropriate language.	<i>1st Infraction:</i> Lunchtime Detention <i>2nd Infraction:</i> After School Detention <i>3rd Infraction:</i> Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.

Behaving inappropriately, disruptively, or disrespectfully to teachers or peers.	<p><i>1st Infraction:</i> Lunchtime Detention</p> <p><i>2nd Infraction:</i> After School Detention</p> <p><i>3rd Infraction:</i> Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.</p>
Teasing, name-calling after being told to stop.	<p>1st Infraction: Afterschool Detention; Parent Contact; Honor Probation</p> <p>2nd Infraction: ISS</p> <p>3rd Infraction: OSS</p>
<b>Major Infractions</b>	<b>Minimum Consequences</b>
Skipping class.	<p><i>1st Infraction:</i> Zero on assigned work; Honor Probation</p> <p><i>2nd Infraction:</i> Zero on assigned work; ISS; Loss of freedoms at break, lunch, and other extracurriculars. Ineligibility to Honor Societies and Honor Roll.</p> <p><i>3rd Infraction:</i> Zero; OSS; Ineligibility to Honor Societies and Honor Roll.</p>
Willfully disobeying, lying to, or disrespecting a faculty or staff member.	<p><i>1st Infraction:</i> After School Detention, Honor Probation, Parent contact</p> <p><i>2nd Infraction:</i> ISS, Ineligibility to Honor Societies and Honor Roll.</p> <p><i>3rd Infraction:</i> OSS, Ineligibility to Honor Societies and Honor Roll.</p>
Plagiarizing/Cheating (such as copying someone else's work, from the internet, or other source or collaborating with others in unauthorized ways)	<p><i>1st Infraction:</i> Honor Probation; Zero on assignment.</p> <p><i>2nd Infraction:</i> Zero on assignment &amp; ISS</p> <p><i>3rd Infraction:</i> Zero on assignment &amp; OSS</p>
Accessing a cell phone during an in-class assessment.	<p><i>1st Infraction:</i> Zero on assessment; Honor Probation</p> <p><i>2nd Infraction:</i> ISS; Ineligibility to Honor Societies and Honor Roll.</p> <p><i>3rd Infraction:</i> OSS, Ineligibility to Honor Societies and Honor Roll.</p>
Bullying & Harassment including Sexual Harassment, Cyber-bullying, Hazing.	<p><i>1st Infraction:</i> Honor Probation, Detention(s), Parent Conference, meeting with School Counselor</p> <p><i>2nd Infraction:</i> ISS</p> <p><i>3rd Infraction:</i> OSS</p>
Violating BA's Substance Abuse Policy.	<p><i>1st Infraction:</i> OSS; Honor Probation</p> <p><i>2nd Infraction:</i> Dismissal from BA</p>

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

*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 Dean of Students and Head of School has the authority to act unilaterally and immediately for the benefit of the school. Cases involving substance abuse may include as part of the decision, and as a condition of continued enrollment, a requirement that the student and parents meet with an off-campus substance abuse professional to obtain an assessment of the problem and recommendations for treatment. Students who are found guilty of two major infractions may be subject to expulsion. The administration reserves the right to have the final say in the outcome after reviewing each student's specific case.

### **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**

Afternoon detention will be assigned from 3:20 p.m. to 4:20 p.m. This will be a time of silent reflection. The use of electronics is not permitted. Participation in an after-school activity (athletics, 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.

### **Felony Convictions**

Parents or guardians must inform Brandon Academy if their child has been convicted of or pleaded guilty to any felony charge. If the student has attained age 18, then the duty to give such notice is upon the student as well. Upon such notification, an administrative committee composed of the Head of School, the Middle and Upper School Directors, the Director of Finance and Operations, and the Assistant Middle School Director shall meet as soon as possible and decide if dismissal from Brandon Academy is warranted, even if the felony had nothing to do with a school-related function. The student will be expelled if the committee determines that such action is in the best interest of the school. If a student has been convicted of a felony, whether enrolled at Brandon Academy at that time or not, and parents or guardians (or the student if age 18) do not inform the school of this fact within 30 days of the guilty plea or conviction of that felony, should the school later discover such a felony conviction or guilty plea without said notification, the student will automatically be expelled by Brandon Academy.