

## MISSION STATEMENT

*Brookstone School, a college preparatory school founded in the Judeo-Christian tradition and committed to academic excellence, endeavors to develop in its students a foundation for lifelong learning, integrity, personal responsibility, mutual respect, and service to others.*

## BELIEFS

The goal of Brookstone School is to:

- Deliver quality instruction by an expert, caring faculty;
- Utilize a comprehensive, sequenced, and balanced curriculum;
- Encourage high expectations for academic performance;
- Support high expectations for appropriate behavior within and outside the school;
- Develop all dimensions of the individual: intellectual, emotional, spiritual, physical, artistic, and athletic;
- Recognize, encourage, and support diverse talents and intelligences;
- Advance individual responsibility, self-direction, and active learning;
- Instill a solid values system supported by and reflected in the Honor Code;
- Extend scholarship beyond the classroom through extra-curricular opportunities and activities;
- Value ethnic, religious, socio-economic, and political diversity;
- Enhance cooperation and mutual regard among all members of the community: trustees, faculty, administration, staff, parents, alumni, and students;

- Cultivate student partnership and participation in appropriate areas of decision making;
- Use current technology with proficiency to enhance teaching and learning across the curriculum;
- Foster ongoing faculty and staff professional development;
- Maintain functional, safe, aesthetic, and well-maintained surroundings;
- Promote involvement locally and globally, instilling a sense of service that will produce excellent leaders and citizens.

## HISTORY OF BROOKSTONE SCHOOL

- 1951      Founded as Trinity Parish School sponsored by Trinity Episcopal Church. Some of the charter trustees included Gunby Jordan, Ella Kirven, and Jack Passailaigue. All of these trustees continued to serve Brookstone throughout their lifetimes.
- 1953      Non-sectarian Trinity School and moved to Wynnton Road campus.
- 1969      School moved to new campus on Bradley Park Drive - property that had formerly been the Bradley dairy farm. A committee chaired by Ella Kirven was appointed to select a name for the school. Brookstone was chosen because of the reference to “the shiny brook stone” in Sidney Lanier’s poem “Song of the Chattahoochee.”
- Original buildings included: Administration building, lower School complex for K-9, a cafeteria, Jordan Gym, and the headmaster’s home.
- James P. McCallie was selected first headmaster.
- 1970      Upper School building constructed & six tennis courts. Tenth and eleventh graders admitted to the school.

- 1971 Dedication of the Rex Knight Field in memory of lower school student, Rex Knight.
- 1972 First graduating class – 16 members.
- 1973 Middle School building opened for grades 6 - 8.
- 1980 Charles J. Cumiskey became the second headmaster.
- 1981 First SACS accreditation and self study.
- 1985 Capital Campaign for facilities and endowment completed - \$2.5 million.  
Turner Arts Center opened - auditorium, art and drama rooms.  
Math wing to Upper School opened.
- 1991 Capital Campaign for facilities and endowment - \$ 5 million.
- 1992 Pre-School Building opened.
- 1992 Robert A. Newton became third headmaster.
- 1997 Launch of Network to Tomorrow Capital Campaign.  
Ribbon cutting for new roadway system.
- 1999 New cafeteria opened. Fourth grade classrooms completed.
- 1999 Dedication of Kirven Building, Passailaigue Founders Room, and Jordan Quadrangle.
- 1999 Received land at east entrance of campus from the Dr. Frank B. Schley Family to be designated as the Schley Forest. Opening of renovated Lower School building. Opening of renovated Upper School building. Opening of the Woodruff Arts building.
- 2000 Completion of \$9.8 million Network to Tomorrow Campaign.  
Opening of newly renovated Middle School building.
- 2003 Scott A. Wilson became fourth headmaster.

- 2007 New Upper School opened.
- 2008 Defining Moment Campaign. Completion of Turner Center addition. Completion of baseball field renovations. Re-dedication of Jordan Gym . Opened Intermediate School.
- 2009 Named Dr. Frank D. Brown as interim Head of School. Named Dr. Brian D. Kennerly as Brookstone’s 5<sup>th</sup> headmaster to begin in July of 2010.



## BACKGROUND INFORMATION

### School Crest

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## SCHOOL LOGO

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## SCHOOL COLORS

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The Brookstone School colors are blue and white. When designing anything for Brookstone School, please refer to the Advancement Office to make sure you are using the correct colors, as provided by our Media Standards. From Pantone Matching System, we use #287 Blue. If you are not sure that you have the correct shade of blue, please bring the project to the Advancement Office in Kirven Hall for approval.

## MASCOT

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The Cougar

# **SCHOOL CORE VALUES**

## **“LOYALTY, COURAGE, WISDOM”**

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These words, emblazoned on our school crest, symbolize Brookstone’s three foundational virtues. At Brookstone, “loyalty” means faithfulness to our common values and to each other. “Courage” refers both to our willingness to push ourselves beyond our comfort zones to moral courage to stand for what we know to be right. We embrace the concept of “wisdom” as opposed to knowledge because we understand that wisdom is the result of the sapient use of knowledge.

## **COMMITMENT TO EXCELLENCE**

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The pursuit of excellence that has characterized Brookstone since its founding extends to all aspects of School life, and is viewed as the effort to do our best and to continually improve both individually and corporately.

## **SERVANT LEADERSHIP**

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Brookstone encourages the development of servant leadership as a lifelong characteristic of our students and as the ideal model that best meets the needs of our School community, our nation, and the world.

## **RESPECT FOR ONESELF AND OTHERS**

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Brookstone holds that mutual respect is the foundation of our School community, and that our respect for others leads us to serve them and to embrace diverse peoples and cultures.

## **PERSONAL RESPONSIBILITY**

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Brookstone requires each person to be accountable for his or her actions. We all share responsibility for the welfare of the greater School community.

## **ACCREDITATIONS/AFFILIATIONS**

Brookstone School is fully accredited by the Southern Association of Colleges and Schools for Pre-Kindergarten - 12th grade. It has affiliation with the major organizations listed, as well as many other individual educational groups.

### **ACCREDITATION**

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Southern Association of Independent Schools  
Southern Association of Colleges & Schools  
(Dual Accreditation)

### **MEMBERSHIPS**

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American Library Association  
Association for Supervision and Curriculum Development  
The College Board  
Educational Records Bureau  
Georgia Athletic Coaches Association  
Georgia High School Association  
Georgia Independent School Association  
The Greenleaf Center for Servant Leadership  
Independent School Management  
National Association of College Admission Counselors  
National Association of Independent Schools  
Southern Association of College Admission Counselors

## WHAT PARENTS SHOULD EXPECT FROM THE SCHOOL

- ◆ The School understands that an effective partnership with parents is characterized by clearly defined responsibilities, mutual respect, open lines of communication, support of the School Mission, adherence to the Honor Code, and a commitment to uphold the Core Values by those employed by the School.
- ◆ The School will communicate with parents in a timely and appropriate manner, including report cards, conferences, public forums, and notification of School news and special events. Parents can expect timely notification if a child is encountering academic difficulties and will be kept informed of follow-up plans and strategies to support the child. The School will inform parents as soon as possible if there is a serious disciplinary infraction involving their child.
- ◆ The School will provide an excellent and thoughtful college-preparatory education taught by qualified teachers in an environment that is supervised, supportive, and welcoming for both students and their parents.
- ◆ The School will clearly define and communicate acceptable standards of behavior for students and parents; faculty, staff, and administrators will model civility, integrity, and good sportsmanship.
- ◆ The School will treat students and parents with respect and courtesy.
- ◆ The School will seek to recognize each student as an individual and will seek to establish a positive partnership with every family in the School community.

- ◆ The School will apply and enforce its rules and policies in a fair, consistent, and equitable manner.
- ◆ The School supports a commitment to lifelong learning through educational opportunities for students, parents, and teachers.
- ◆ The School will exercise responsible stewardship in all of its financial operations and fundraising activities.
- ◆ The School values parents' understanding and perspective of their child's life experiences and potential.
- ◆ The School will strive to ensure student's/family's rights of privacy in all of its communications and administration of School business.

## **WHAT THE SCHOOL EXPECTS FROM PARENTS**

- ◆ Parents understand that an effective partnership with the School is characterized by clearly defined responsibilities, mutual respect, open lines of communication, support of the School Mission, adherence to the Honor Code, and a commitment to uphold the Core Values.
- ◆ Parents will communicate with the appropriate school officials in a responsible and timely manner to register concerns or dissatisfactions, seeking to separate facts from rumors, while maintaining confidentiality. By communicating directly with the School, parents are able to work with those best able to seek a collaborative solution to their concerns and problems. In addition, parents will share with the School any religious, cultural, medical or personal information that the School may need to best serve their children.

- ◆ Parents will seek a healthy balance between high academic and extracurricular expectations for achievement and realistic goals for their children based on aptitude and effort.
- ◆ Parents will model civility, integrity, and good sportsmanship at School and at all School-sponsored functions.
- ◆ Parents will treat members of the School's faculty and staff with respect, and will show the courtesy to address the appropriate person if a situation at school requires attention.
- ◆ Parents will seek and value the School's perspective on their children, understanding that adversity is a natural part of life and is necessary for every child's growth and development.
- ◆ Parents will support the School in the application and enforcement of its rules and policies, especially those governing the use of drugs and alcohol by students, and will obey the laws of the state of Georgia, including those which prohibit serving alcoholic beverages to anyone under the age of 21. Furthermore, parents will hold their children accountable for inappropriate behavior and infractions to School rules and policies.
- ◆ Parents will encourage lifelong learning by providing a home environment that supports the development of positive learning attitudes and habits on the part of their children.
- ◆ Parents will meet their financial responsibilities to the School in a timely manner and will participate at an appropriate level for their family in school-wide fundraising activities. When financial concerns arise, parents will contact the School's Business Office to work out a reasonable solution.

◆ Parents will recognize and acknowledge the expertise and professionalism of the faculty and their ability to teach and guide the students under their care and supervision.

◆ Parents will respect the privacy of all individuals connected with the school, and will not disseminate information of a confidential nature about the School, its students, or its personnel in any form, including electronic, written, or verbal. Parents will stress the importance of this practice with their children.

# SCHOOLWIDE GENERAL INFORMATION

## ADMISSION POLICY

In keeping with the school philosophy, an effort will be made to maintain a diverse student body and to provide new families opportunities for admission. In order for an applicant to be considered for admission, the following information must be received: an application, an application fee, transcript, and a teacher recommendation. After the above information is on file and a space becomes available, the applicant will complete: 1) testing/screening at Brookstone, 2) classroom visit at the appropriate grade level, and 3) an interview with a faculty member.

In the case of admission decisions for grades that are not filled, the Principal of the school and the Enrollment Director will make the enrollment decisions. If the grade is filled, then the applications will be pooled. The Admission Committee will meet as needed to make decisions from the pool of applicants. The Admission Committee will consist of three school Principals, a faculty member from each School, and the Enrollment Director.

Pre-Kindergarten applicants: After the Admission Committee decides acceptable readiness, first consideration will be given to applicants in the following groups, but in no special order: siblings of current Brookstone students, children of current faculty and staff, children of alumni, children of Brookstone Board members; students whose qualities would be an asset to the school.

For all other grades, the Admission Committee will meet to determine the student who can most enhance the student body, taking into consideration previous school activities, Brookstone interview, recommendations, writing sample, testing and any other relevant criteria.

## **ALCOHOL AND ILLEGAL DRUGS**

Student use, distribution, or possession of alcohol or illegal drugs is not acceptable at any time. It is against Brookstone's school policies and it is against the law. Violation of the rules will always cause swift action from the school. The ideal of our education includes the development of the whole person - mind, body and spirit - but the use of alcohol and illegal drugs can endanger the realization of one's potential for learning and for life. Our education programs and rules of conduct are there to discourage perilous behavior.

Goals of the alcohol and drug discipline policies:

- Maintain uniform school wide policies for all students
- Clearly discourage the use of alcohol and illegal drugs by students
- Alert parents and students that the school is opposed to these activities

Recognizing the pervasive, dangerous, and illegal threat that alcohol and other drugs play in the lives of young people, Brookstone takes a proactive and clear three-pronged approach to our work with our students and parents.

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## **EDUCATION**

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During the course of the school year, the School will sponsor educational programs designed to communicate honestly and effectively with students and parents about the risks of involvement with alcohol and illegal drugs.

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## **COUNSELING**

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Every student and his or her parents have access to confidential counseling related to alcohol or drug problems through the School's guidance offices. Because the School seeks to find avenues of help for students who need help, confidential counseling does not risk a student's enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

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## **DISCIPLINE**

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Because alcohol and other illegal drugs have no place on our campus or at any school function or on any school trip, any student found in possession, using, or distributing alcohol or illegal drugs while under the school's supervision (on or off campus) will be subject to the following consequences:

## DEFINITIONS:

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**Off-Campus** - the use, possession or distribution of alcohol or illegal drugs/paraphernalia off school property and at activities unrelated to Brookstone.

**On-Campus** - the use, possession or distribution of alcohol or illegal drugs/paraphernalia within the physical confines of the school campus, coming to school or going from school or at any school-sponsored or school-related event held on or off campus.

## THE FOLLOWING GUIDELINES GOVERN SCHOOL INITIATED INVESTIGATIONS:

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### FIRST OFFENSE

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(No minimum; possession or a sip is treated the same as consumption of a larger quantity) including all or part of the following:

- A risk factor assessment by a qualified professional at the parents' expense; begin treatment if necessary; written confirmation within 30 days of offense from the assessor to principal stating that an assessment has occurred.
- Students may take part in any suitable projects/programs determined by the school administration (i.e. research paper, work, video, visits to an emergency room or AA meetings).
- Students may not represent the school in any extracurricular activity for two weeks following the date of the offense or the date the offense becomes known, whichever applies. If an offense should occur during the time a student is not currently representing the school, he or she must miss the first game or performance during the

next season or performance, etc., in which the student participates.

- Students holding class or student-elected offices must vacate them for the rest of the school year.
- Students will receive an out-of-school suspension (3 to 10 days) and are subject to expulsion in egregious cases.
- Possession, use or distribution of any controlled substance on campus is a felony under Georgia Law.

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## SECOND OFFENSE

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- A risk factor assessment by qualified personnel (as in first offense).
- Students will receive a 5-10 day out-of-school suspension or may be expelled.
- Students are subject to suspension from sports activities for the remainder of that season.
- Students are ineligible for awards, certificates, or letters for those activities. They may not receive credit for the satisfaction of athletic requirements.

**Please note:** Punishments other than expulsion for students who incur violations will not carry over in to the next academic year. Summer work/projects may be required.

While a student will undergo the disciplinary process any time the school discovers a specific event during which alcohol or drugs are used, help is available for students who struggle with substance abuse. Families who approach the administration or counselors for general help – without reference to a specific event – will be referred to a licensed professional counselor for a required assessment but will not incur any disciplinary action, causing them to miss school or their extra-curricular activity.

Students are prohibited from sharing prescription medication of any kind with students for whom the prescription is not written.

This applies to controlled substances and non-controlled substances. Students who violate this policy are subject to the same disciplinary action as students who violate the drug and alcohol policies of the school. The school's policy also applies to the improper use of inhalants.

## **ATHLETICS**

The athletic program at Brookstone School is student-centered and an integral part of the student's total educational experience. The program is designed to provide positive learning opportunities for each student who participates. Students benefit from the development of physical fitness, leadership, teamwork, social skills, self-discipline, and integrity. Decision-making skills, good citizenship, good sportsmanship, and the promotion of individual maturity should also result from athletic participation. These characteristics assist in the development of individual and team attitudes that are beneficial for a successful season and for future life.

Brookstone provides a well-rounded program of interscholastic athletics for all its students. Opportunities for participation vary according to the sport and level of competition. In most sports, competition begins at the seventh grade level of the middle school and continues through junior varsity and varsity teams in the upper school.

Students and parents are encouraged to contact the Brookstone Athletic Office or the coaches of the respective sports about becoming involved in this exciting part of Brookstone's educational experience.

## CHANGES IN ESSENTIAL INFORMATION

Please notify the school promptly in writing, e-mail or via *ParentNet* about changes in any of the following information: home addresses and telephone numbers; business addresses, e-mail addresses; or health information.

## COMMUNICATION

Brookstone School is committed to communication procedures that keep parents, faculty and staff as informed of Brookstone news as possible. Several methods of communication are utilized to achieve this – the Brookstone website, email, telephone and paper mail.

### SCHOOL NEWS

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*ParentNet* – Brookstone website where parents can access news, assignments, athletic events, school calendar and online parent directory

*NetClassroom* – electronic access to student grades and schedules

@ *Brookstone* – an electronic newsletter sent out every other week to include upcoming activities on the Brookstone campus

# COMMUNICATIONS POLICY

The channel of communications for Brookstone School is as follows:

<b>BROOKSTONE SCHOOL COMMUNICATIONS CHANNEL*</b>	<b>BROOKSTONE ATHLETIC COMMUNICATION CHANNEL*</b>
<ol style="list-style-type: none"><li>1. Teacher</li><li>2. Department Chair</li><li>3. Principal</li><li>4. Parent Panel**</li><li>5. Headmaster</li></ol>	<ol style="list-style-type: none"><li>1. Coach</li><li>2. Head Varsity Coach</li><li>3. Athletic Director</li><li>4. Principal</li><li>5. Parent Panel**</li><li>6. Headmaster</li></ol>

*\*These channels are put in place to promote better communication among constituencies of Brookstone School.*

*\*\* Parent Panels will **NOT** have any decision-making authority, but will serve only as a link in the chain of communication.*

## PARENT PANELS PURPOSE

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- The purpose of the Parent Panels is to improve the information flow between constituencies at Brookstone School.
- In addition to parents, any member of the Brookstone community (faculty, staff, administration, students, alumni, trustees) may come before the panel to express an idea or concern. Everyone will be afforded the same privileges as the parents and therefore be required to follow the same process as outlined.

- The Parent Panel serves as a forum for parents and Principals to share their ideas, concerns and suggestions about Brookstone School.
- The Panel serves as a medium for referring ideas or concerns from parents to an appropriate party, be it the Board of Trustees, the Headmaster, an appropriate board committee, coach, the Principal, etc.
- The Parent Panels are not a voting group or policy-making group, but will serve as a sounding board for parents.
- Parent Panel meetings are open for anyone to attend for informational purposes.

## **COMPOSITION**

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Each Parent Panel is composed of the following members:

- The Principal of that specific school
- One Trustee appointed by the Executive Committee of the Board for a two-year term
- One Trustee appointed by the Executive Committee of the Board for a one-year term
- The Trustee appointments would subsequently be for two-year, staggered terms to maintain continuity of the panel
- One parent from each grade level, elected by the BPA, for a one-year term
- The school representative for each school from the BPA Board
- One at-large member to be the former Parent Panel chair or, if he/she is not able, the former BPA School Representative to provide additional continuity to the panel

- Faculty representatives may be invited to attend a Parent Panel meeting to contribute to discussions about a specific agenda item within their area of expertise
- Each January the BPA sends a “Willingness to Serve” survey asking parents if they would be willing to serve on a parent panel the following school year.
- The Nominating Committee for the BPA is charged with the responsibility of preparing a slate of Parent Panel members for presentation to and approval by the BPA Board in the spring. A representative of the pre-kindergarten class will be confirmed by the BPA Board when the pre-kindergarten parent body is confirmed by the Admissions Director.
- The Panel elects a chairman, who will not be the Principal or one of the Trustees.

## **PROCESS**

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- It is the responsibility of each Parent Panel to strongly encourage any parent with a concern to follow the normal communication channels of Teacher, Principal, Headmaster, etc. (Coach, Athletic Director, Principal, Headmaster, etc.). No parent, however, will be refused a meeting with the Parent Panel.
- Parents will be required to submit concerns in writing to the chairman of the panel no later than a day before the scheduled meeting. This written expression of concern ensures inclusion on the agenda for the next meeting. Parents without an agenda item are welcome to attend a Parent Panel meeting.
- The parent may appear in person or have his or her concern presented by a Parent Panel member or a third party.
- Person-specific, or other sensitive issues, will be discussed only in a private setting.
- Each Parent Panel shall have the right to go into a closed session, either with the parent bringing the concern or

without the parent once the parent has completed their presentation to the panel.

- The Principal and chairman of the panel have the right to refuse to discuss sensitive or inappropriate issues in an open forum.
- Faculty representatives will be asked from time to time to attend Panel meetings to present updates on school activities.

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## MEETINGS

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- Each Parent Panel meets three times a year.
- Each Panel decides on meeting times and dates for the meetings. These dates are submitted to the Brookstone administration for inclusion on the Brookstone calendar, as well as in any other appropriate publications.
- The Panel may have called meetings if necessary.

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## FINDINGS

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- It will be the responsibility of the Principal of each school to convey the appropriate points of discussion of each Parent Panel meeting to the parents of that school. It is the Audit Committee's recommendation that this be done through newsletters following each Parent Panel meeting.
- The Principals are free to choose other means of communication in addition to the above-mentioned newsletter.
- The Principal of each school reports activities of each meeting to the Headmaster.
- The Trustees report the Panel's findings to the Chairman of the Board, and the Chairman, if appropriate, reports to the Board of Trustees.
- The BPA representative reports the Panel's findings to the BPA Board.

- Should the Parent Panel advise a parent that the Panel needs time to gather information about the parent's concern, they are obligated to respond to that parent with their findings. Such response should come from the Chairman of the Panel or from the member of the Panel representing the parent.

## NOTES

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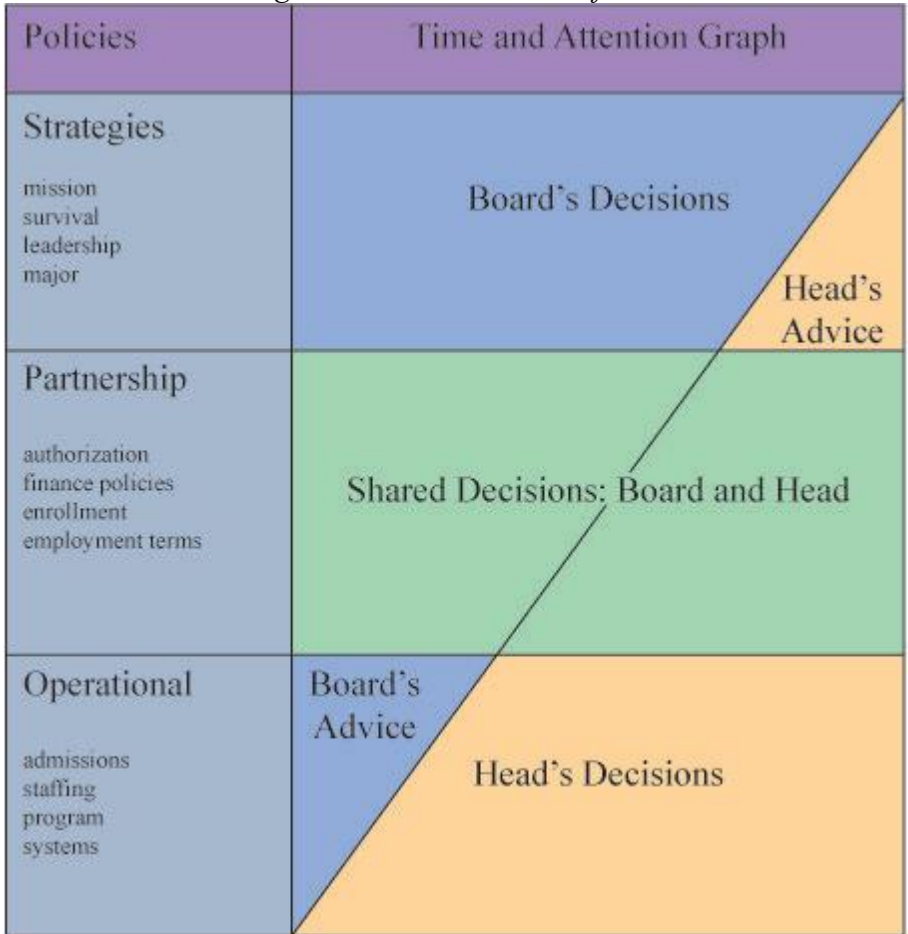
We are confident that common sense will serve as a guide for all who are involved with Parent Panels. It is the sincere hope of the Audit Committee that these Panels will be used by the Principals and Brookstone families as an avenue to utilize networking and create a greater sense of cooperation between parents and the School. These Panels are not to serve as a means to judge individuals, but to look at the total programs within the School. A good rule of thumb is to bring CONSTRUCTIVE criticism to the panel, not DESTRUCTIVE.

# BOARD OF TRUSTEES

## National Association of Independent Schools Design of the Board/Administration Partnership

*Above the diagonal line = allocation of board's time*

*Below the diagonal line = allocation of head's time*



*Taken from: DeKuyper, M.H. (2007) *Trustee Handbook: A guide to effective governance for independent school boards*. Ninth Edition. Page 56.*

# COPYRIGHT POLICY

Over the course of several centuries, copyright laws have been developed to negotiate the sometimes conflicting interests of authors, distributors (including publishers), and consumers. Authors want to be compensated for their labor, and publishers want a return on their investment in disseminating the works of authors; readers, on the other hand, want information provided at a reasonable cost. Fairness requires that the concerns of all three parties be balanced.

There is a more important point, too, which is recognized by the U.S. Constitution. The intellectual property clause grants to Congress the power to enact copyright legislation in order to promote the public welfare by the advancement of knowledge. Put another way, the Constitution protects the profit-motive incentive for authors and publishers in order to encourage the flow of ideas in the interest of learning, so that society will benefit.

Under the early copyright laws, authors and publishers could register books, poems, or articles with a government agency, thus assuring that others could not copy their works without obtaining permission. Permission generally involved paying a fee. If the holder of a copyright discovered that someone had copied a work without permission, he/she could sue the offender for damages.

Although the copyright law has changed over the centuries, it still governs books, poems, maps, and magazine articles. Now it also protects games, films, videos, computer programs, music videos, play scripts, sheet music, and other communication technologies.

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## FAIR USE

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The law places limits on the exclusive or monopolistic rights of copyright holders, so that after a certain time the original works enter the “public domain” and become available, free to everyone.

The law also gives certain rights to consumers (or “users”), the ones who read books, watch videos, and work with computer programs, even before the copyright expires.

This “user’s right” started several centuries ago in England. People were being sued for copyright infringements for copying short quotations. At one point, an author could be sued — and lose — for copying even one sentence without permission. The judges decided that the law had gone too far, so they began finding some defendants innocent on the basis of “fair quotation.” The judges said it was not illegal to use a quotation in a book or article, as long as the quotation was brief.

U.S. judges began applying “fair quotation,” but they called it “fair use.” Whatever it is called, “fair quotation” or “fair use” is the right of an individual to use copyrighted material, under certain circumstances, without having to ask permission or having to pay a fee.

When the U.S. copyright law was revised in 1976, it included a “fair use” section. The teachers’ associations lobbied heavily for a “fair use” exemption authorizing teachers to copy for classroom use. The 1976 copyright law and the related documents include specific exemptions permitting teachers to copy printed matter to distribute to their students. The law also authorizes teachers to do other things, such as videotaping programs off the air, for classroom use. Congress did not give teachers a “blank check” to copy everything; some restrictions do apply to copying by teachers.

While the new copyright law did not include a specific exemption for copying by students, the “fair use” provision in the law does apply to students. In applying “fair use,” it is important to go by the “injury test.” Most authors are poorly paid for their work, and so copying depriving them of part of their income is “injurious” to them. Copying a few pages from a book probably does not “injure”

the author. On the other hand, copying an entire book to avoid buying it deprives the author (and also the publisher and everyone else in the production line) of income from the sale of that book. In that case, the copying is “injurious” and illegal.

Students are most likely to injure copyright owners by copying computer software, records, cassettes, and videos. Copying such items to avoid buying them directly injures many people. The royalties from music, videos, and software are shared by many people, including composers, musicians, and technicians. The loss of income from the sale of these items also injures the rest of us, since piracy makes it difficult for artists and others to stay in business and provide us with future works.

Copying to complete an assignment: Students often use photocopy machines and computers to enter text, data, illustrations, etc., as part of a class requirement. Students producing media projects (slides/videos/films, etc.) sometimes copy pictures from books, scenes from videos/TV programs, or music from records. In most cases, this practice does appear to be a legitimate application of “fair use.” When Congress rewrote the copyright law, it stated that copying by students as a “learning exercise” was “fair use.” If you copy pictures, music, or text to produce a media project, that copying may be a “fair use” as long as the copy is only used for a school project. You may submit the project for a grade, and the teacher may show it in class. That much is probably “fair use.”

The key question concerns future uses of the material you produce for class assignments. You may keep it for your own enjoyment, and you probably can show it to a prospective employer during a job interview. However, if it includes copies of copyrighted works, it is probably illegal to share a computer program on a bulletin board or to exchange it with friends. In the case of media productions, it may be illegal for you to show it to an audience. It is particularly important that you not broadcast the program or transmit it through a cable system without checking copyright

permissions. If the only thing you copied is music, the station or cable system's licenses may cover the music, but verify that before any broadcast or cable transmission.

Please remember that your education would not be possible without books, magazines, encyclopedias, computer programs, videos, and all the other sources of information and entertainment our society makes possible. You benefit enormously from the creative efforts of others. Copying more than a small part of a copyrighted work denies to the people who made the work available, a fair return on their labor. That does not seem fair and it is clearly illegal.

## EMERGENCY SITUATIONS

The School has a well-established protocol for use in emergency situations to insure the safety of all students, faculty, and staff. In the event of an emergency (weather, etc.), the School will communicate with parents in a timely manner through the School website, email, and the *Alertnow*® telephone notification system.

The successful delivery of information is dependent upon the School having accurate contact information for each student. The phone numbers you provided during the enrollment period or updated throughout the year are currently on file for *Alertnow*®. If your information changes at any time during the year, please let us know.

Students are expected to remain quiet and to follow all teacher instructions during fire and tornado drills. Misbehavior during these drills may result in detention or other disciplinary action.

All communication with parents, faculty, staff, etc. in emergency or school closing situations will be done via the *Alertnow*® system. Each family will receive an email and/or a phone call

(using the primary contact information on file) dependant on the situation at hand.

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## **FIRE ALARM**

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Upon sounding the fire alarm, all office and classroom doors and windows will be closed, all lights will be extinguished, and all occupants of the building will move quickly and quietly outside via the nearest exit. Teachers on the floor will check classrooms for students and insure all openings are closed. When the alarm sounds, all occupants will leave immediately through the exit on the nearest floor. The first two persons arriving at each exit will hold open the doors. Once at the assembly point, each student should join his/her class. Teachers will assemble their students in the prescribed area(s) and take roll.

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## **SEVERE WEATHER**

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Brookstone will make its own decision regarding severe weather: to open at the regular time, to open at 10:00 am, or to close (regardless of the action of any other system or school.) Once we know about a change in school opening, all families will be alerted by the *Alertnow*® system by phone and/or e-mail, if possible.

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## **TORNADO ALERT**

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When advised of a tornado alert, students should go to predetermined assembly points. Everyone should kneel against/close to an inner wall with heads between knees and hands, if possible holding a solid object over the back of the head.

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## **LOCKDOWN**

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In the event of a Lockdown Warning/Drill, listen to your teacher and follow these general rules:

- Remain calm and listen to the teacher’s instructions.
- Lock all doors and close and lock all windows.
- Move to an area in the room when possible that is out of sight of windows and door windows.
- Squat or crouch on floor next to the wall, head down.
- If outside, and time permits, move to nearest structure and follow above instructions.
- Do not allow any unauthorized person to enter room.
- Wait for further instructions including an “all clear”.

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## RAIN

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Students should keep rain wear in lockers and ready for inclement weather. A collapsible umbrella (without a sharp point) is permissible.

## FINANCIAL INFORMATION

Tuition charges include lunches for grades kindergarten through twelve, insurance, testing (except AP exams), laboratory fees, Lower/Intermediate School supply fees and Lower/Intermediate School book rental fees. Middle and Upper School students pay an annual book rental fee. Even though electronic books are often used in courses, due to publishing and copyright laws, the school must still pay the normal price for these electronic books. The yearbook (Laureate) cost is covered by the school. All Brookstone students receive a yearbook free of charge.

Tuition is payable as follows: the enrollment deposit is due upon submission of Enrollment Contract. The balance of the tuition is due in three installments, the first being due on July 1, 2011, the second due on October 1, 2011, and the third due January 1, 2012. You may apply for a loan that Brookstone will arrange for the payment of the tuition. If approved, the loan can be arranged for

eleven (11) or twelve (12) equal monthly installments at an interest rate of 5.5% plus a \$250 loan fee.

Parents have the option to use VISA/Master Card to pay monthly account bills, but not for tuition payments. For your convenience you may fill out a signature-on-file card if you would like for us to automatically charge your VISA/Master Card each month. If you are interested in using the signature on file method of payment, please contact the Business Office for the necessary forms.

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## **BOOKS**

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Middle and Upper School students will be issued textbooks in the classroom. A book rental fee will be charged to the student's account in September. The book rental fee will be all inclusive. This means that all paperback novels, workbooks, and textbooks are included in the rental fee. The parent will reimburse the school for any lost, destroyed, or misused books based on the full replacement cost.

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## **EXTENDED DAY FEES**

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The cost of Extended Day is \$5 per hour, billed by the minute. Parents will be billed at the end of each month for the time spent in Extended Day. (See Lower/Intermediate School Information Section regarding when Extended Day is open).

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## **FINANCIAL AID**

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In accordance with the school's mission, Brookstone School is committed to fostering an educational community that attracts and enrolls the most qualified students regardless of their family's socioeconomic situation. All families wishing to apply for financial assistance should complete an application through the School and Student Service for Financial Aid in Princeton, NJ.

In distributing financial aid, the school's Financial Aid committee uses the following criteria in prioritizing the recipients and amounts of financial aid awards.

1. Returning students already receiving financial aid (by descending grade).
2. Returning students not previously receiving financial aid (by descending grade).
3. Newly accepted students who qualify for financial aid (by descending grade).
4. Families meeting published financial aid application deadlines.

Financial aid grants are awarded only on a one year basis. The application process with SSS must be repeated each year of a student's enrollment at Brookstone. The Financial Aid Committee also considers the student's overall academic, social, and disciplinary record at the school in making decisions about financial aid for returning students. All information regarding financial aid is held in the strictest confidence by the Financial Aid Committee.

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## **FINANCIAL OBLIGATIONS**

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Through the direction of our Board of Trustees, all account balances must be paid including the tuition installment due July 1, 2011 before the first full day of school. Your student will not be allowed to attend school until paid. In addition, the second tuition installment is due on or before October 1, 2011. If not paid by November 18, your student will not be allowed to return to school until paid. The third tuition installment is due January 1, 2012.

All accounts must be current before any records or reports can be released. At the end of the school year all obligations (financial, library books, etc.) must be cleared before any final records or reports can be released. Students with outstanding financial

obligations will not be allowed to return. Seniors must have a \$0 balance prior to graduation and transcripts to colleges will be held until all obligations are cleared.

Contracts and enrollment deposits will not be accepted for the next school year from any parent with a balance (including loans) that has been delinquent for 60 days or longer. Exceptions to this policy may be made only in the event of documented evidence of financial hardship where the parents have made specific arrangements with the Business Office.

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## **STUDENT SOLICITATION FOR CONTRIBUTIONS**

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The school will limit the options to which students may solicit contributions. These options include gift wrap sales, magazine sales, and school trips. When soliciting for contributions, parents are highly encouraged to go with the students if they are less than school age.

There are valid exceptions to the above rule for upper school students including the selling of yearbook ads, drama program ads, ads for athletic programs, etc. All exceptions to this rule for upper school students must be approved by the school principal and the Director of Institutional Advancement.

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## **PARENTS ASSOCIATION DUES**

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Membership dues for the Brookstone Parents Association (BPA) for the 2011-2012 school year are \$50.00. Dues underwrite operating expenses for the BPA and entitle family members admission to all regular season athletic contests held on campus during the year, as long as they bring their pass to each game.

## **STUDENT SUPPLEMENTAL ACCIDENT INSURANCE**

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As a service to our families, Brookstone School carries student accident insurance for all children attending Brookstone School, Brookstone School sponsored activities during the school year, and athletes participating in fall sports practice beginning August 1. Brookstone School also provides as a supplement to our student accident coverage a \$1,000,000 catastrophic plan. Student accident insurance is not intended to replace a family's primary coverage. It is a secondary coverage that is filed only after the parent's primary insurance has paid everything it will pay. The secondary policy that is provided for your child will, subject to certain exclusions and provisions, pay all remaining expenses not covered under your private health carrier less \$100 deductible. A brochure is available in the Business Office which explains all the provisions and exclusions to the policy. Because Brookstone provides student accident insurance for your child, you have the opportunity to purchase additional insurance under this plan. There are two options available:

### **24-HOUR VOLUNTARY ACCIDENT PLAN**

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This option allows you to extend your child's accident insurance to 24-hour coverage while on or off campus. This insurance runs from the date your premium is received by Independent School Managements (ISM) through the entire summer, but will not start prior to the first day of school.

### **24-HOUR VOLUNTARY ACCIDENT AND SICKNESS PLAN**

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If you choose this insurance, you will have all the benefits of the 24-Hour Voluntary Accident Plan plus sickness coverage for eligible expenses up to \$30,000.

You may want to consider one of the above voluntary insurances if one or more of the following apply:

- You have no health or accident insurance.
- Your current health insurance has a large deductible, large co-pays, and/or out-of-network co-pays.
- Your primary insurance “caps” certain types of accidents.
- Your child is active in sports outside of school and is at an increased risk of being injured.

*Families have until December 31, 2011 to purchase one of the two voluntary coverage plans. Enrollment forms are available in the Business Office.*

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## **STUDENT LOAN PROGRAM**

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The Student Loan Program offers low interest loans to students based on need. These loans are interest free until the expected date of graduation from Brookstone and then take on a low interest rate until repayment is complete. Students interested in this form of aid must also submit an application to the School Scholarship Service in Princeton, NJ.

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## **TUITION REFUND INSURANCE**

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Parents will have the opportunity to purchase Dewars, Inc. tuition insurance for the 2011-2012 school year. Brochures are included with enrollment contracts.

# FUND-RAISING

The Annual Fund is the cornerstone of Brookstone’s development program. These dollars assist in funding the annual operating costs of the school. Your contributions help assure excellence in teaching while strengthening the school’s financial aid program. Continued growth of the Annual Fund helps keep tuition increases at a reasonable level and provides a “margin of excellence” that characterizes a Brookstone education.

All special fund raising projects must be cleared through the Director of Institutional Advancement. The School supports the Annual Fund and the fund raising projects sponsored by the Brookstone Parents Association. The Parents Association fundraisers provide funds throughout the School making the need for satellite drives unnecessary.

## **WHAT IS THE ANNUAL FUND?**

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The Annual Fund is a yearly fund-raising appeal designed to support Brookstone School. Brookstone’s Annual Fund Director and the Parent Volunteers work together to solicit the participation of every parent to the fund.

## **WHY DOES BROOKSTONE NEED AN ANNUAL FUND?**

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Tuition alone does not cover the cost of a Brookstone education. The annual and endowment funds enable Brookstone to accomplish its mission of keeping class size small and tuition affordable. A school can only secure funds in three ways: Tuition, Endowment Income, and Annual Fund.

## **HOW DOES THE BUILDING AND ENDOWMENT CAMPAIGN AFFECT THE ANNUAL FUND?**

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Even during the Building/Endowment Campaign, the school's annual operating expenses require the support of the Annual Fund. Because tuition covers around 70% of the actual cost of a Brookstone education, the Annual Fund is vitally important to the life of the school. The Annual Fund will always be a part of any campaign.

## **THE ANNUAL FUND HELPS ATTRACT COMMUNITY SUPPORT**

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Foundations and other friends of Brookstone look first at the voluntary support provided by Brookstone parents as a key factor in their decision to provide their own support. Strong continued participation by all Brookstone parents, grandparents and faculty through contributions to the Annual Fund will continue to be a critical step in gaining their support in the future.

## **GUIDANCE DEPARTMENT**

Brookstone School has implemented a comprehensive guidance and counseling program within the context of a learning environment that is developmental in design. The program structure consists of four components:

- Guidance Curricula
- Individual Planning
- Responsive Services
- System Support

The lower school counselor, middle school counselor, upper school counselor, and college admissions counselors, in conjunction with Grade Chairs, deliver the above services.

The developmental **Guidance Curricula** component is based on student competency and skills taught in outcome-focused units and objective-based lessons to small groups or within the classroom. Competencies listed under Guidance Curricula will be in the form of outcomes/skills demonstrated by students comprehensively for kindergarten through 12th grades.

The purpose of the **Individual Planning** component is to guide each and every student as he/she plans, manages, and assesses educational, social, and emotional development. As part of this developmental guidance program, the individual planning component includes coordinated advisement procedures to facilitate appropriate decisions by students and parents. This component will consist of counselor activities and behaviors that promote the short-term, intermediate, and long-term educational, emotional and social goals of each student.

The purpose of the **Responsive Services** component is to prevent and intervene on behalf of students whose immediate personal concerns/circumstances place their continued academic, social, or emotional development at risk. Some responsive services are preventive in nature consisting of intervention prior to students choosing unhealthy or inappropriate solutions; other responsive services will focus on students who have already made unwise choices or who have not coped well with difficult situations.

Whereas the three components described above serve students directly, the **System Support** component lists services and management activities conducted by the counselor, which indirectly benefit students. Such services will include consultation with teachers and Grade Chairs, support for a continuing parent

education program and development of staff and community outreach programs.

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## COLLEGE ADVISING

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Brookstone School has implemented a comprehensive college advising program consisting of four components: individual planning, responsive services, system support, and guidance curricula. The College Advisors, in conjunction with Grade Chairs and the Middle School/High School Counselor, assist each student in exploring educational/career/personal options that best “fit” individual needs.

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## GOALS AND STRATEGIES

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- Advise and consult individual students/parents in the development of educational, career and personal goals.
- Assist and monitor students in academic planning and development including course selection, interpretation, and utilization of standardized test scores and career inventories, requirements for college admission, evaluation of academic strengths, and the need for responsible, ethical behavior, and decision-making.
- Promote the development of self-worth, motivation to achieve, commitment of service to others, as well as the school community as a whole, goal-setting and decision-making skills.
- Offer parental informational programs, discussion groups, and individual conferences that focus on the process of college admissions as well as specific planning for each student.
- Offer seminars that inform and instruct students through guidance curricula focusing on: exploring educational interest/career decision- making, gathering information for the college admissions process via web resources and college literature, planning the campus visit, writing the admissions essay, and the application process.

- Facilitate access for each student to appropriate counselors/Grade Chairs/faculty for assistance with both immediate and long range academic, career, and personal planning.

## **MIDDLE SCHOOL AND HIGH SCHOOL GUIDANCE COUNSELING**

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Brookstone School has implemented a comprehensive guidance counseling program consisting of four components: individual planning, responsive services, system support, and guidance curricula. The Middle School and High School Counselors assist in meeting the needs of students, parents and faculty by offering supportive and responsive services.

### **GOALS AND STRATEGIES**

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- Conduct preventive educational activities to meet the immediate needs and concerns of students, parents, and faculty.
- Provide and interpret psycho-educational testing results for Grade Chairs, teachers, administration, and parents. Coordinate academic accommodations for students.
- Assist students in planning, monitoring and managing their personal and career development.
- Facilitate behavior and decision-making in the context of a learning environment.
- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty.
- Consult with parents, teachers and other educators and community agencies and professionals regarding strategies to guide students.
- Provide counseling on a small group or individual basis for students.

- Provide crisis counseling and support to students and their families facing emergency situations.
- Provide referral sources to students, parents and faculty to deal with crises such as depression, suicide, violence, abuse, and mental, physical, and terminal illness.
- Consult with teachers and other staff members to receive feedback on emerging needs of students.

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## **LOWER SCHOOL GUIDANCE COUNSELING**

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Brookstone School has implemented a comprehensive guidance counseling program consisting of four components: individual planning, responsive services, system support, and guidance curricula. The Lower School Counselor assists in meeting the needs of students, parents, and faculty by offering supportive and responsive services.

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### **GOALS AND STRATEGIES**

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- Conduct ongoing, developmentally appropriate guidance classes to meet the needs of the students at their grade levels.
- Provide and interpret psycho-educational testing results for teachers, administration, and parents. Coordinate academic accommodations for students. Deliver testing forms and data on behalf of the student directly to psychologists.
- Facilitate behavior, problem-solving and decision-making in the context of a learning environment.
- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty.
- Consult with parents, teachers, and other educators and community agencies and professionals regarding strategies to guide students.
- Provide counseling on a small group or individual basis for students.

- Provide crisis counseling and support to students and their families facing emergency situations.
- Provide referral sources to students, parents, and faculty to deal with difficult or crises situations.
- Consult with teachers and other staff members to receive feedback on emerging needs of students.
- Assist parents in the interpretation of standardized test results.

## HARASSMENT POLICIES

Brookstone is a school community that aspires to the highest manifestation of respect for our fellow students, parents, faculty, and staff. Every person walking our halls should feel protected and liberated from the indignity and harm of bullying, harassment, and hazing. The school will work conscientiously to sensitize and educate the entire school family about these behaviors and their characteristics. If any member of our community feels that he or she has been bullied, harassed, or hazed, that person should report such actions to the appropriate school official. The school will not tolerate bullying, harassment, and hazing as defined below, and the perpetrators of such behaviors will be disciplined accordingly.

### PURPOSE

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Brookstone School, Inc. (“Brookstone”) believes in respecting the dignity of every student and expects everyone to show respect for all other students. Respectful, courteous conduct furthers Brookstone’s mission, promotes productivity, minimizes disputes and enhances the school’s reputation. Accordingly, this policy forbids any offensive conduct based on an individual’s race, color, religion, sex, national origin, age, disability, handicap, veteran, or citizenship status and which is not consistent with our Mission Statement. Brookstone is committed to providing an educational

and work environment that is free of unlawful discrimination. Brookstone will not tolerate any form of harassment, discrimination, or retaliation which violates this policy.

The following are some examples of inappropriate behavior:

1. Obscene or suggestive remarks or jokes, verbal abuse, insults
2. Display of explicit, offensive, or demeaning materials
3. Physical or verbal hazing
4. Threats
5. Comments which are demeaning with respect to race, religion, ethnic origin, gender, or class. Brookstone strives to maintain an environment where students and employees can study, work, and live free of harassment.

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## **BULLYING**

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Bullying will not be tolerated at Brookstone. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, electronic communications, or other behavior such as: intimidation, name-calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as spitting or pushing. Any student who believes that he/she has been the victim of bullying shall report the incident to his or her Principal or counselor. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or dismissal from Brookstone.

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## **COVERAGE**

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This policy forbids any student from engaging in any conduct which harasses, discriminates, or retaliates against any other Brookstone student or student's family members, Brookstone employee, teacher, administrator, principal, vendor, applicant, or

agent. This policy shall apply at all times and shall cover conduct which occurs both on and off campus and may also extend to the use of the Internet.

## **PROHIBITED CONDUCT**

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The conduct prohibited by this policy, whether verbal, physical, or visual, includes any harassment, discrimination, or retaliation and any conduct that affects someone because of that individual's race, color, religion, sex, national origin, age, disability, handicap, and veteran or citizenship status. Among the types of conduct prohibited by this policy are epithets, slurs, negative images or stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals based upon these protected categories.

## **SEXUAL HARASSMENT POLICY**

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It is the policy of Brookstone School to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the administration, faculty or any other employee to harass a student through conduct or communications of a sexual nature. It shall also be a violation for any member of the administration or faculty or any other employee to harass any other employee through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of an offensive sexual nature when made by a member of the school staff or when made by any student to another student or a school employee, constitutes sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of the individual's education; submission to or rejection of such conduct

by an individual is used as a basis for academic decision affecting that individual; or such conduct has a purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating hostile or offensive academic environment. Any person who alleges sexual harassment by a staff member or student may report the alleged harassment directly to the Principal of the school, the Headmaster or the business manager. There shall at all times be at a minimum of two individuals of each gender available to receive reports of harassment.

The filing of a complaint or otherwise reporting alleged sexual harassment shall in no way reflect upon the individual's status, nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the reporting party and of the accused, will be respected consistent with the School's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. This investigation and corrective action shall be taken by the Headmaster with the involvement of the Personnel Committee of the Board of Trustees as appropriate.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be taken. Appropriate documentation shall be made on all substantiated charges of sexual harassment. A substantiated charge against an employee shall subject such person to the appropriate disciplinary action, including termination of employment. A substantiated charge against a student shall subject that student to disciplinary action as appropriate including suspension or expulsion.

Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment, discrimination, or retaliation based on gender, regardless of whether the offensive

conduct is sexual in nature. Any offensive conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or are of different genders.

Examples of sexual harassment forbidden by this policy include:

- offensive sex-oriented verbal kidding, teasing, or jokes;
- sexual flirtations, advances, or propositions;
- continued or repeated verbal abuse of a sexual nature;
- discussions of sexual experiences or spreading rumors relating to a person's sexual activities;
- graphic or degrading comments about an individual's appearance or sexual activity;
- offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters;
- unwelcome pressure for sexual activity;
- offensively suggestive or obscene letters, notes, invitations, electronic messages, including e-mail, telephone calls, faxes, and the like;
- offensive touching or physical contacts such as patting, grabbing, pinching, or brushing against another's body, including unequal treatment that would not occur but for the person's gender; or stalking or other sexually related criminal activity.

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## HAZING

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Hazing will not be tolerated. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student. Any student, who is witness to, or the victim of hazing, should report it immediately to his or her Grade Chair, Principal, or counselor. Offending students

will suffer appropriate disciplinary action including the possibility of suspension or dismissal from Brookstone School.

## **PROCEDURES**

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Students who believe they are victims of harassment, discrimination, or retaliation, or have witnessed harassment, discrimination, or retaliation should report the matter to the Lower School, Middle School, or High School Principal, Dean of Students for Upper School, the Grade Chair, Counselor, or the Headmaster. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

All reports describing conduct that is inconsistent with this policy will be promptly and thoroughly investigated. It is the obligation of every Brookstone student with knowledge of the conduct to cooperate in any investigation of harassment, discrimination or retaliation. If an investigation confirms that a violation of this policy has occurred, any violator will be subject to disciplinary action, including but not limited to, suspension and immediate expulsion consistent with Brookstone's discipline policy. Any person making a knowingly false accusation will likewise be subject to disciplinary action pursuant to the Brookstone Honor Code.

## **PERSPECTIVE**

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Determination of whether particular conduct violates this policy is assessed from the point of view of a reasonable person. In the complainant's position, such a determination takes into account the totality of the circumstances, including:

- frequency of the offensive conduct;
- its seriousness;

- whether it is physically threatening or humiliating;
- the location of the conduct and context in which it occurred;
- the degree to which the conduct affected the education or employment environment; and the relationship between the parties.

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## **PROHIBITION OF RETALIATION**

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Brookstone forbids retaliation against anyone for reporting harassment, discrimination, or retaliation, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participation in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct he/she believes to be retaliatory should immediately report it to any of the individuals named above. In the course of investigating and in imposing any discipline, Brookstone will attempt to preserve confidentiality as much as possible based on the circumstances.

## **THE HONOR CODE**

Brookstone is committed to creating an environment that encourages intellectual growth in each of its students. This can happen through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in personal knowledge. Our school community is based on the strengths of its members as each person functions on his/her willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

This spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources, and each other. In this atmosphere of mutual trust and sharing, a student's work must be his/her own. This principle applies to quizzes, tests, examinations, essays, term papers, special projects, and homework assignments. The Honor Code is a standard that sets Brookstone School apart from many other schools. It is a standard by which our lives are judged, our respect is earned, and our work is validated. When a student pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school family and the system of honor upon which it is based remain strong and most effective when every person in the school community believes in and lives by these basic principles.

Brookstone is a community that believes strongly in the concept of honor. Each student is expected to have a high sense of personal integrity in interactions with other students and in all school-related matters. With regard to academic integrity, students are reminded that Brookstone expects its students to embrace and follow the Honor Code.

## **IMMUNIZATIONS AND HEALTH**

All Brookstone students are required by state law to have a current Certificate of Immunization on file by the first day of classes. All new students must have a Georgia Department of Human Resources Form No. 3231. Forms are available from the local Health Department or private physicians.

Each year parents are required to confirm or update pertinent information available online regarding family information for their students. This requirement applies to students that attended Brookstone last year, as well as those entering for the first time.

## LEARNING CENTER

The mission of the Learning Center is to help students become more successful and independent learners. The Learning Center serves students from every grade level who may, or may not, have a diagnosed learning difference. Recognizing that people learn in many different ways, the Learning Center seeks to help students develop strategies to find success within Brookstone's rigorous college preparatory curriculum. The Learning Center's student services include but are not limited to academic coaching, academic enrichment, subject tutoring, test-taking strategies, study skills, organizational skills, and diagnostic testing and evaluation. Beyond their daily work with students, the Learning Center staff leads special programs such as *The Mind That's Mine*.

## LUNCH PROGRAM

The school's lunch program is included in tuition. All students are required to eat in the cafeteria. Students may NOT bring lunch without written permission from a doctor. Parents or guests wishing to eat with the students must sign a charge form in the cafeteria at the serving line, and the meal will be billed on their account. The cost per guest is \$5.00.

## MESSAGES

Parents are asked not to call the school and request messages be delivered to students unless there is an emergency. Arrangements for picking up students early should be made the night before, and a note should be sent to the teacher or to the office. Asking our limited secretarial staff to constantly deliver messages is an imposition on their time. It is difficult to deliver last minute messages, especially in regard to Extended Day. Students are not

to have cell phones in class. During the school day, cell phones should be out of sight and turned off during classes and assemblies.

## **PRIVACY POLICY**

Brookstone School is committed to protecting your privacy when you visit our website. We want you to know what information is collected, how we use that information. We use the information we collect to help us better plan our website to meet your needs. Information you provide to us is used for school marketing purposes, and may result in follow-up communications from the school.

We do not sell or rent any personal data submitted by visitors to our site to any third parties. The school respects the privacy of users visiting our site and will abide by all applicable laws concerning the release of personal information. Data you provide to us as you use the Brookstone website will be held in strict confidence by the school and will be used for school purposes only. We will not share your personal data with anyone else, except as may be required by law. Brookstone School reserves the right to append or otherwise modify this privacy statement at any time.

## **RE-ENROLLMENT**

Students who fail three or more classes in the middle and upper school during the fall semester will not receive re-enrollment contracts. In addition, students with disciplinary issues, including or not including suspensions, may have their contracts held until a successful completion of the second semester.

All accounts must be fully paid before a student may begin the upcoming school year. Brookstone School shall not release the student's transcripts or issue grades until all obligations under the enrollment contract are paid in full including, but not limited to, all expenses and charges associated therewith.

The School believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission. Therefore, the school reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes.

## **SECURITY**

The campus is open and accessible during the day, but is closed from 9:00 p.m. to 6:30 a.m. (except for school sanctioned events). Surveillance cameras are in place campus-wide and security officers patrol regularly. Parking passes are available in each Principal's office and from the Athletic Director for persons who need to use the parking lot while the campus is closed.

## **SERIOUS INFECTION ILLNESS POLICY**

Brookstone School recognizes that serious infectious illnesses, including but not limited to the Acquired Immune Deficiency Syndrome and its related conditions may have a tragic impact on those afflicted and involve significant and sensitive issues for students, faculty and staff. The School also recognizes that both employees and students who contract such serious infectious

illnesses may wish to continue their employment or education at the school.

At the same time the School is committed to satisfying its obligation to provide a safe and effective educational working environment for its students, employees and visitors. Accordingly, the School will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the School has established the following policy for students and employees with serious infectious illnesses.

In promulgating this policy the School is aware that the best course of action for dealing with an illness may vary from case to case. Accordingly, this policy only attempts to outline the school's general approach to serious infectious illnesses, for each case must be addressed in the context in which it arises.

The School will provide reasonable accommodation for an employee with a serious infectious illness when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship upon the School.

An employee with a serious infectious illness will be allowed to work at the school so long as he or she is able to perform (with or without the aid of the aforementioned accommodations) the essential functions of his or her position and he or she does not present a health or safety risk to himself/herself, or other employees, students or visitors. The School may require verification from the employee's attending physician that the employee is fit to continue to work in accordance with this

standard and may from time to time thereafter require periodic verification of the employee's fitness to continue to work in the same regard.

The School will make reasonable modifications in its policies, practices and procedures in order to allow a student with a serious infectious illness to benefit from the academic and other services offered by the School, so long as the modifications do not fundamentally alter the nature of the service that the School provides or constitute an undue burden on the School.

A student with a serious infectious illness will be allowed to remain at school so long as his or her medical condition allows him or her to perform up to the School's standards and does not present health or safety risk to him/her or other students, faculty or staff. While at school, a student with a serious infectious illness will be allowed to partake fully and equally in the educational, social and extracurricular activities at the School so long as the participation does not present a health or safety risk to the student or other students, faculty or staff. The School will review on an ongoing basis the enrollment of a student with a serious infectious illness and make decisions regarding whether and under what circumstances the student can remain at school. The School will make these decisions in accordance with the School's interpretation of its policies and the applicable laws and in light of medical and scientific opinion and advice. In making such decisions, the School shall, whenever practicable, consider, among other factors, the opinions and recommendations of the student, the student's parents or guardians and the student's physician, but because of the School's required interest in the health and safety of other students, faculty and staff, and its desire to provide continuing educational, social and extra-curricular activities to other students, the School will not be bound by these opinions and recommendations.

The School holds all medical information which it receives about the medical condition of an employee or student with a serious infectious illness in confidence. This means that the School restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when the employee or student with a serious infectious illness authorizes further disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Headmaster will decide in each case whom to inform. This policy recognizes that the individual's right to confidentiality may have to yield to the School's commitment to satisfying its obligations to provide a safe and effective educational and working environment for all of its students, employees and visitors.

## **SUNDAY ACTIVITIES**

We strongly discourage any school related activities from meeting on Sunday. We view Sunday as a day set apart for rest and for students and families to spend time together. It is important that students and parents have this day to prepare for the challenges of the upcoming week.

## **TECHNOLOGY POLICY**

Brookstone School, in an effort to provide students the most effective preparation for college, utilizes various technologies to support both student learning and faculty instruction. The privilege of using technology at school comes with great responsibility; so it is imperative that students conduct themselves in their use of technology in a responsible, decent, ethical, and polite manner.

1. **Use.** Use of the technology available on campus shall be in support of the School's curriculum and supporting programs.
2. **Problems.** Any computer or network operation difficulty will be reported immediately to the Technology Department.
3. **Network Security.** Security on a network is vital. All security problems identified should be immediately reported to the Technology Director. The presence of a virus or unauthorized software should be reported immediately. Users should not disable the virus protection software at any time.

**The following activities are strictly prohibited and users shall not:**

- a. transmit/send/broadcast any material in violation of any federal or state regulation.
- b. submit, publish, or display any copyrighted material, threatening, defamatory, inaccurate, abusive, racially or ethnically offensive, profane, sexually oriented, obscene, or illegal material.
- c. play games on the computers and/or across the network unless supported by Brookstone School's approved curriculum.
- d. makes use of Brookstone School technology for financial and/or commercial gain.
- e. load and/or install software to any computer or to the network. You may request Technology to load software for you.
- f. alter any settings and/or configuration on any computer or the network.
- g. create unnecessary load on the network system: Examples of prohibited behaviors are sending chain letters, or sending multiple copies of messages across the network (e.g. spamming).

- h. distribute/share subscribed internet site's usernames and passwords with persons not enrolled at or employed by Brookstone School.
- i. attempt to overtly or covertly retrieve another user's password or login using another user's login name. Furthermore, **users shall not give another user his/her password.**
- j. attempt to break network password security or access unauthorized sites or software.
- k. attempt to vandalize or maliciously harm or destroy data of another user or the internet. This includes, but is not limited to, uploading or creation of computer viruses or traffic inducers.
- l. use school resources for the purposes of cyber-bullying. The School encourages all students to be good cyber-citizens at all times.
- m. access instant messaging or chat rooms while at school
- n. use proxy servers to gain backdoor access to sites blocked by the school. Students may petition Technology for access to blocked sites.

Notes:

- Be aware that Brookstone does log and monitor email and internet traffic sent and received. If you inadvertently access an inappropriate site, contact the Dean of Students immediately.
- Inappropriate, obscene, profane and risqué text, lyrics, and images are not allowed on the network or school computers.
- Personal music files, pictures, or files are not allowed on the school network or school computers.
- Students with email addresses are required to check their school email account several times daily. Appropriate times are before school, during break, lunch, study hall, and after school. Students are not to access their email

accounts during classes without the direct expressed permission of the teacher.

## **PERSONAL SAFETY**

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Students should be cautious about including pictures and or video on external sites. Additionally, students should not post personal information (about themselves or others) on such sites. If students receive inappropriate material or messages, they should immediately inform parents, teachers, and or administrators.

The use of technology at Brookstone School is a privilege, not a right. Each School's administration will deal with the Brookstone School Administrative Policy concerning technology violators. In the Upper School when a policy violation is also a breach of the Honor Code, the Honor Council will make recommendations to the administration.

Brookstone School makes no warranties of any kind, whether expressed or implied, for the technology services it provides. Brookstone School is not responsible for any damages you may suffer with regard to loss of data, non-deliveries, or service interruptions caused by technology. Use of information obtained through the Internet is at the user's risk as it pertains to the accuracy or quality of information.

## **USE OF BROOKSTONE CAMPUS**

Brookstone School cannot accept responsibility for students on campus except during class hours or while they are engaged in school authorized and supervised activities. Specific requests for use of any Brookstone facilities should be directed to the Chief Financial Officer or Athletic Director.

Skateboards, scooters, roller blades, and trick bikes are not to be used on the campus at any time.

## VISITORS

Columbus city ordinance bans unauthorized visitors from either driving on campus or parking on campus during the school day. Being in the buildings without the permission of the Headmaster or the school principals is against the law. Students should not invite a visitor to the campus without first clearing it with the school principal.

In addition, parents wishing to visit classes or converse with teachers should make an appointment through the appropriate school office. No parent should feel free to enter a classroom without having permission of the Principal.

The school discourages having cakes, flowers, balloons and presents delivered to the school during the academic day.

# LOWER AND INTERMEDIATE SCHOOLS

<b>PRE - KINDERGARTEN</b>	8:00 A.M. - 12:00 NOON
<b>KINDERGARTEN - 1</b>	8:00 A.M. - 2:30 P.M.
<b>GRADES 2 - 3</b>	8:00 A.M. - 2:45 P.M.
<b>GRADES 4 - 5</b>	8:00 A.M. - 3:00 P.M.

<b>EXTENDED DAY</b>	7:30 A.M. - 8:00 A.M. & 12:00 NOON- 6:00 P.M.
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<b>EARLY DISMISSAL HALF DAY SCHEDULE</b>	
<b>PRE-KINDERGARTEN, KINDERGARTEN</b>	11:00 A.M.
<b>GRADES 1, 2, 3</b>	11:15 A.M.
<b>GRADES 4 - 5</b>	11:30 A.M.

# LOWER AND INTERMEDIATE SCHOOLS

LOWER SCHOOL – GRADES PRE-K-THIRD  
INTERMEDIATE SCHOOL – GRADES FOURTH-FIFTH

## ARRIVAL AND DISMISSAL

### **Morning arrival:**

- All vehicles pull through the long drive by the Intermediate School
- The short drive is only used in the morning when the long drive is full
- All students should be READY to get out of the vehicle upon stopping
- Intermediate School students unload along the curb from the tennis courts to the stop sign. Drivers should not wait until there is an opening in front of the school, keep pulling forward.

### **Afternoon dismissal:**

- Please DO NOT arrive early...not more than 5-10 minutes.
- Drivers picking up PK at 12:00, kindergarten and first at 2:30 should drive through the long drive by the Intermediate School moving forward as spaces open up along the curb.
- Drivers picking up second and third at 2:45 should drive through the long drive also; the short drive is open only when the long drive is full.
- Students in fourth and fifth dismiss at 3:00. Those vehicles should not arrive before 2:55, pulling forward as spaces open up.

- Students remaining on the sidewalk fifteen minutes after dismissal will go to Extended Day and parents will be billed by the minute that service is provided for the child.
- All late arrivals for pick-up must wait in line; cutting in front of other vehicles is **NOT ALLOWED**.
- Parking on the curb is not allowed from 11:45-3:15. Two visitor parking spaces are available as well as parking along the curb by the Quad and at the Kirven parking lot.
- At dismissal times, the student must be picked up in the carpool line. **NO WALK-UPS ARE ALLOWED**. Parents are asked to remain in cars during the carpool process unless signing a child out in the LS office before dismissal time.

**DRIVERS OF ALL VEHICLES** each morning and each afternoon should:

- Drive slowly
- Discontinue use of cell phones
- Be patient and courteous to other drivers
- Use blinkers when pulling out around a vehicle
- Have all children buckled up when the vehicle is in motion

Please notify your child's teacher of carpool arrangements as soon as possible. If your child is going home in a different carpool, the school requires that you notify the teacher in writing. It is a courtesy to call the carpool driver if your child is absent from school or will not be riding in the regular carpool.

Children should enter and exit vehicles only in the carpool lane and only from the right-hand side of the car.

## ASSIGNMENT BOOKS

All students in Grades 2 through 4 are required to carry their assignment books to all classes. (Physical Education teachers may also require seeing the book and may make entries in it.)

This book:

- a. Records all homework assignments,
- b. Assists students in organizing their studies and study time and
- c. Provides a means for teachers to communicate with parents and vice versa.

## ATTENDANCE

The Lower School principal grants permission for authorized absences from school. Parents should make sufficient advance arrangements with the Lower School principal and the child's teacher(s) in order to permit the successful make-up of missed work. For excused absences (illness, family emergencies) the student has two days per each day absent to make up work and tests. For all **unexcused absences** (trips, vacation), parents are to assume full responsibility for the work that is to be made up and the child should be fully prepared upon returning to school, which includes being prepared to take any missed tests.

Work will not be given in advance for unexcused absences.

## FORESEEN ABSENCES

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Should be scheduled during school holidays since it is difficult for teachers to predict work that will be covered during a specific time and it results in hardships on teachers and students.

## UNFORESEEN ABSENCES

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Notify the Lower School office.

## EXCESSIVE ABSENCES

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How these will be addressed:

- Absent 10 days – principal will notify parents by letter including a copy of the child’s attendance report
- Absent 15 days- principal will meet with parents
- Absent 20 days or more – principal & teachers will meet to see if student will be eligible for the next grade

Parents are responsible for getting students to school on time. Late arrivals are very disruptive to the learning environment. Classes begin promptly at 8:00 a.m. Teachers cannot be responsible for important work missed because of tardiness. **Late students must report to the Lower School office, grades Pre-K – 5th.** Students are considered present only if they attend school for half the school day.

<b>PRESENT IF:</b>	Pre-Kindergarten – Check in by 10 a.m.
	Kindergarten, grades 1-3 – Check in by 11:15 a.m.
<b>ABSENT IF:</b>	Grades 4-5 – Check in by 11:30 a.m.
	Pre-Kindergarten – Check out before 10 a.m.
	Kindergarten, grades 1-5 – Check out before 11:15 a.m.

Parents will be notified by the principal when tardies become excessive.

Students are encouraged to strive for good attendance and punctuality.

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## **EARLY CHECK OUT**

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If a child is picked up early, parents are asked to send the teacher a note or email by 8:00 a.m. Calling the Lower School office is discouraged unless there is an emergency.

Parents are requested to go to the Lower School office to pick up all students, whether housed in the Lower School buildings or the Intermediate School building. An early check out form is provided for parents to sign.

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## **SICK STUDENTS**

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Students should not come to school with a fever. If your child has a contagious disease, please contact the Lower School office. A child must be fever free and symptom free for 24 hours before returning to school. Students suffering from conjunctivitis (pink eye) must be treated and not return to school for 24 hours thereafter.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Students should not go to class before 7:45 a.m. Extended Day is provided for those who arrive early from 7:30 - 8:00. Students may not enter their building until 7:45 a.m. Students remaining on campus after dismissal times will be sent to Extended Day.

## **CAFETERIA**

Parents and grandparents are welcome to have lunch with the child/grandchild occasionally during the school year. Visiting adults must sign in for lunch (form provided on the serving line) and the student's account will be billed. The students and their visitors are to sit at the designated visitors' tables. The student may not invite friends to join this special family time.

## **CLASS PARTIES**

Grade parents will sponsor class parties at Christmas, Valentines, and at the end of the year. All end-of-year parties must be approved by the Lower School principal. Only fourth and fifth grade classes may have an off-campus party at the end of the year. Parents helping are asked to not bring siblings to class parties.

## **CLASSROOM REQUESTS**

The Lower School faculty and the principal work diligently to assign students to classes. Consideration is given to personalities, learning styles, and peer relations. The faculty and the principal ask that parents rely on the good judgment of the staff and not make a teacher request for their child.

## **COUGAR SHOP AND COUGAR CAFE**

Lower and Intermediate School students may visit the Cougar Shoppe and Cougar Café only after school hours. Students must be accompanied by an adult.

## DEPARTMENT AND CITIZENSHIP

Brookstone’s faculty, staff, and administration assume that students attending Brookstone have, for their respective age levels, the appropriate self-control and seriousness of purpose to be successful in a challenging academic environment. Therefore, the School’s code of discipline is not adapted to students who require oppressive supervision or severe restrictions. Our code of discipline is governed by principles rather than a strict code of rules and penalties. One of the School’s corporate responsibilities is to cultivate in students a sense of personal responsibility for their own conduct and achievement and for the well being of the larger community of which they are a part. In the Lower School, the classroom teacher takes the lead role and responsibility in this effort.

All Brookstone students will be encouraged and expected to aspire to the following statements.

**I am the person responsible for my work.**  
**Actions have consequences.**  
**We lead by example.**  
**There is no excuse for bad manners.**

The Lower School endorses the Honor Code:

**“As a Brookstone student, I will neither lie, cheat, steal, nor tolerate any of these acts.”**

The school expects all students to maintain appropriate behavior on a daily basis.

Brookstone will not tolerate:

- Rudeness
- Crudeness
- Profanity
- Disrespect for people
- Disrespect for property

## **IN THE CLASSROOM**

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- Be attentive and participate in a respectful manner.
- Have necessary books and supplies.
- Be punctual.
- Prepare assignments according to the teacher's instructions.
- Exercise care in the use of school property, personal property, and the property of others.

## **IN HALLWAYS AND WALKWAYS**

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- Walk in a quiet and orderly fashion.
- Keep to the right in hallways and on outside walkways.

## **IN THE CAFETERIA**

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- Go through the lunch line in a quiet and orderly manner, not breaking in line.
- Remain seated during lunch.
- Leave the cafeteria as a class.
- Use reasonable table manners and self-control.
- Students must get an entrée and vegetable from the serving line. Plain trays are not allowed.

## **ON PLAYGROUNDS**

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- Refrain from picking up or throwing any unsuitable object (sand, rocks, wood chips, etc.).
- Demonstrate fair play and sportsmanship.
- Follow playground rules.

## IN RESTROOMS

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- \*Go to restrooms quietly and return to class quickly.
- \*Wash hands after every trip to the restroom.
- \*Keep the restroom tidy after use.

## DRESS CODE

We are proud of the responsibility our students have shown in tasteful grooming. To maintain the standard, we will expect students to dress in a manner that is clean and neat.

### PRE-KINDERGARTEN AND KINDERGARTEN

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- Students in Pre-K and Kindergarten are encouraged to follow the dress codes for boys and girls
- Tucking shirts in is not a requirement due to their young age, but encouraged if possible
- Closed in shoes are required; tennis style shoes are preferred for every child at this age

### BOYS: FIRST TO FIFTH GRADES

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- Required to tuck in shirts
- Required to wear collared shirts
- Required to wear tennis shoes for P.E.
- Not allowed to wear sports shorts or sweatpants (nice slacks, jeans and long shorts are acceptable)
- Flip flops are not to be worn; shoes should be closed in for safety

## GIRLS: FIRST TO FIFTH GRADES

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- Required to have blouses/tops tucked in unless the top is a shorter style made to wear out
- Required to tuck in all collared shirts
- Not allowed to wear midriff blouses, halter tops, tank tops and spaghetti straps
- Required to wear tennis shoes for P.E - changing shoes for PE class is allowed
- Not allowed to wear sport shorts, *Soffe* shorts, *or* sweatpants
- Capri pants, jeans and slacks are acceptable, as well as skirts and shorts of a reasonable length
- The reasonable length for our students is 3 inches above the knee cap
- Flip-flop styled shoes by any design are not to be worn; shoes should be closed in for safety

## DRESS CODE VIOLATIONS

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- 1<sup>st</sup> offense – warning from the teacher
- 2<sup>nd</sup> offense – second warning and an email or call to parents from the teacher
- 3<sup>rd</sup> offense – student meets with the principal; principal notifies parents to bring appropriate clothing
- 4<sup>th</sup> offense – student is sent home

## EXTENDED DAY

Extended Day opens the first day of school and closes on the last school day. The cost of Extended Day is \$5 per hour, billed by the minute. The school day hours of operation are 7:30 a.m. – 8:00 a.m. and 12:00 noon – 6:00 p.m. Parents will be billed at the end of each month for the time spent in Extended Day. Extended Day

will be closed on all school holidays and open by reservation only for Conference Days, Fall Festival and the Country Fair.

## FACULTY AVAILABILITY

Pre-Kindergarten teachers are available from 12:15 p.m. to 12:45 p.m. All other teachers are available from 3:00 p.m. to 3:45 p.m., also during their planning periods by appointment only.

Parent/Teacher Conferences are scheduled in the fall and in the spring. These dates are so noted on the school calendar. Other conferences are scheduled as needed. Parents wishing to make appointments are requested to call or email their child's teacher or notify the administrative assistant in the Lower School.

## GENERAL INFORMATION

- Fridays are SPIRIT DAYS. Students may show their school spirit by wearing Brookstone colors. Brookstone t-shirts may be worn. Shirts do not have to be tucked in on Spirit Day.
- Brookstone jerseys and cheerleading uniforms are acceptable Friday attire.
- All students in grades PK-fifth are required to have a white collared shirt to be worn on field trips and for special programs. Description: white collared shirts (polo style) with **Brookstone** embroidered in "Cougar Blue" on the front left.
- This shirt and all other Brookstone spirit items may be ordered through the Cougar Shoppe.
- Please label all coats, jackets, gloves, sweaters, book bags, etc. with the student's name.
- Students who dress carelessly while in Lower School find it difficult to adjust to the dress code when they enter the

other divisions at Brookstone. The earlier we teach children neatness and appropriateness in dress, the better prepared they will be.

## GRADING

### PRE-KINDERGARTEN, KINDERGARTEN, FIRST, AND SECOND GRADES

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Four Grading Periods Per Year

S	Satisfactory
N	Needs to Improve
I	Improving
U	Unsatisfactory

### THIRD, FOURTH, AND FIFTH GRADES

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Four Grading Periods Per Year

A	90-100	Well Above Average
B	80-89	Above Average
C	73-79	Average
D	70-72	Below Average
F	Below 70	Well Below Average
E		Excellent
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory

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## FAILING GRADES

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- Students who fail subjects or even grades sometimes profit from the experience. For others, repeating a grade may not be beneficial, and in such cases, the School and parents should discuss the appropriateness of the child remaining at Brookstone.
- If a student in the Lower or Intermediate School fails a subject for the year, the following is required:
  - 30 hours of tutoring per subject failed for the year
  - Tutor must be a certified teacher, approved by the principal
  - Tutorial hours and skills taught must be documented on the forms provided by the School
  - Student work must be attached to the documentation
  - A grade of “P” (passed) or “F” (failed) must be noted on the form
  - All documentation must be submitted to the principal one week prior to school opening

## HOMework POLICY

Homework is an integral part of our academic program. As such, homework assignments involve various types of learning – oral, written and artistic. Students are expected to complete all assignments.

Homework assignments are designed as combinations of:

- Expansion of classroom activities,
- Preparation for future classroom activities and/or assignments,
- Verification of learning,
- Reinforcement of concepts, and
- Promotion of interest in a subject area.

At each grade level, on average, students should have homework assignments requiring the following amount of time per school night:

Please note that all children do not work at the same pace.

<b>Pre-K and Kindergarten</b>	10 minutes
<b>First</b>	20 minutes
<b>Second</b>	20 – 30 minutes
<b>Third</b>	30-45 minutes
<b>Fourth &amp; Fifth</b>	60-75 minutes

## LATE ARRIVAL WEDNESDAYS

Parents of lower school students who must arrive early on late Wednesdays should contact the lower school office for permission to arrive early. Those students will be cared for in Extended Day at no charge.

Students in the Intermediate school who must arrive early should contact the Lower school office for permission to arrive early. Those students will attend a study hall in the cafeteria.

## LIBRARY

Removal of library materials, whether printed or electronic, without following established check-out procedures is considered stealing.

## LITTER

The school belongs to each student. Each student should take pride in the school's general appearance by helping to keep the campus clear of litter.

## LOST & FOUND

If you find a lost article on the Brookstone campus, please take it to one of the division secretaries. All items turned into the lower school office will be located in the Commons Room behind the LS administrative offices.

## PARTY INVITATIONS

- The school encourages invitations extended to ALL students in the class and to be mailed
- If your child is inviting all the children in the class, or all girls or all boys, to a party, the teacher is permitted to hand the invitations out to those groups of children at the end of the day
- This policy helps to eliminate hurt feelings. Children are particularly sensitive to being excluded by someone they think is a friend.

## RAINY WEATHER

Students in the intermediate school should prepare for inclement weather by keeping rain gear in their lockers. Small collapsible umbrellas are allowed. Lower school students should prepare by keeping in their desks or cubbies a weather-proof, hooded poncho packaged in a small storage bag.

## SNACKS

Refreshments for special occasions are acceptable for all grades when coordinated with the classroom teachers. Healthy snacks are encouraged.

Due to the growing number of students with allergies to peanuts, please refrain from selecting peanuts or peanut-based foods for class treats or snacks. Chewing gum is not allowed at Brookstone.

## PHYSICAL EDUCATION

All students in Kindergarten through Fifth grades participate in the physical education program. Excuses for P.E. must be sent to the teachers; excessive excuses will be addressed by the Lower School principal. While we do not wish to sit in judgment on such parental decisions, experience has shown that there are those students who intentionally try to avoid participation. Frequent excuses tend to isolate a student from the group and it becomes increasingly difficult to develop a positive attitude towards physical fitness. When such cases occur, a conference with the parents will be requested. Physical fitness tests are administered yearly.

# MIDDLE SCHOOL

## THE MIDDLE SCHOOL

- To report student absences, call Mrs. Nicole Farley, 706-660-9683.
- We encourage the use of e-mail to communicate concerns or questions to individual teachers. If you have not received a response within 24 hours, please call the School.
- To request parent-teacher conferences, call Ms. Sandi Smith, Middle School counselor.
- To secure assignments for absent students, parents are encouraged to check the school's web page through *BrookNet* or *ParentNet*. Teachers post daily/weekly assignments on-line. If you find that assignments have not

been posted for the days needed, call the school and request that assignments be gathered from your child’s teachers. Handouts should be picked up from the middle school office between 3:00-3:30.

- To discuss concerns about the school or its programs, call Mrs. Chris Moore.

## DAILY SCHEDULE



# Brookstone School Middle School Daily Schedule

	C	O	U	G	A	R	S	Wednesdays	Half Day Schedule
8:00-8:55 AM	1	2	3	4	5	6	7	Class 9:00-9:45	8:00-8:30 AM Period 1
9:00-10:00 AM	2	3	4	5	6	7	1	Class 9:50-10:50	8:35-9:00 AM Period 2
10:00-10:25 AM	Program Time							Break 10:50-11:00	9:05-9:30 AM Period 3
10:30-11:20 AM	3	4	5	6	7	1	2	Class 11:05-11:45	9:35-10:00 AM Period 4
11:25-12:15 PM	4	5	6	7	1	2	3	Class 11:50-12:30	10:00-10:15 AM Break
12:15-12:45 PM	Lunch							Lunch 12:30-12:55	10:20-10:45 AM Period 5
12:50-1:40 PM	5	6	7	1	2	3	4	Class 1:00-1:40	10:50-11:15 AM Period 6
1:45-2:35 PM	6	7	1	2	3	4	5	Class 1:45-2:25	11:20-11:45 PM Period 7
2:35-3:10 PM	Study Hall							Study Hall 2:25-3:10	
3:10-3:30 PM	Office Hours							Office Hours	

Attendance is taken and announcements are made during the first 5 minutes of the first block each day. Meetings may only happen during Program time. No meeting of any kind may happen during office hours. All teachers are in their classrooms during office hours. Office hours are intended for voluntary or mandatory extra help sessions. Mandatory extra help may be assigned by a student’s teacher, advisor, or grade chair. Athletic practices begin at 3:50PM.

### Program Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Morning Meeting/ Class Meeting</i>	<i>Guidance/ Assemblies/ Advisory</i>	<i>Break</i>	<i>Guidance/ Assemblies/ Advisory</i>	<i>Clubs/ Pep Rallies</i>

- *Teachers are available for extra help during office hours.*
- *Middle school athletic practices begin at 3:45PM.*
- *All classes meet on half days.*

## THE HONOR SYSTEM

Brookstone School is committed to creating an environment that encourages growth of character and intellect in each of its students. This can happen through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in knowledge. Our school community is based on the strengths of its members as each person functions on his/her willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

The spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources and each other. In this atmosphere of mutual trust and sharing, a student's work must be his/her own. This principle applies to quizzes, tests, examination, essays, term papers, special projects and homework assignments. The Honor Code is a standard that sets Brookstone School apart from many other schools. It is a standard by which our lives are judged, our respect is earned, and our work is validated. When a student pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school and the honor upon which it is based remain strong and most effective when every person in the school community lives by these basic principles.

## THE HONOR CODE

Each student is expected to have a high sense of personal integrity in dealings with other students and in academics. With regard to academic integrity, students are reminded that Brookstone expects its students to adhere to the following code: *“As a Brookstone student, I will neither lie, cheat, steal, nor tolerate any of these acts.”* A student’s word is his/her bond.

- Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.
- Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another’s work as one’s own. Any student who helps another student gain an unfair advantage is also guilty of an honor offense.
- Stealing is the taking of anything without the consent of the owner.

## THE PLEDGE

Middle School students write the Honor Pledge, *“I pledge upon my honor that I will neither give nor receive unauthorized aid on this assignment”* on all quizzes, tests, and other work done for credit. In so doing, students give their word that their work is their own.

While students need not write the Honor Pledge on homework assignments, it is understood that homework represents the student’s own work, and collaboration on homework assignments without the teacher’s expressed permission constitutes a violation of the Honor Code.

# PLAGIARISM

Plagiarism is a form of cheating. It is defined as either intentionally or unintentionally borrowing someone else's words, ideas or facts and passing them off as one's own. In either case, failure to credit the source of those words, ideas or facts properly constitutes an act of plagiarism and is a violation of the Honor Code.

# CONSEQUENCES

Every student should, when aware of an infraction of the Honor Code, report the infraction to a teacher, a grade chair, or the administration.

A student found guilty of an Honor Code violation shall be subject to possible dismissal from the school. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the age of the student and the number of years he/she has lived under the school's Honor Code. The principal, in consultation with the headmaster ultimately determines disciplinary action.

# GENERAL MIDDLE SCHOOL INFORMATION

All school policies are created in order to promote an orderly, healthy and happy school climate, thereby promoting the general welfare, safety and sound learning environment of each student. The goal of these policies is to create self-disciplined, hardworking and responsible school citizens.

The student body can function successfully only when it experiences cooperation from each member of the group. Since students differ in maturity and life experiences, some require more personal guidance than others. In light of this truth, the following guidelines have been established. Parents of students accepted in the Brookstone student body are informed of these regulations and asked for their unqualified support. The school does not wish to project itself into any student's home nor encroach upon the proper authority of the parents. However, the school necessarily must be concerned with any action which may endanger the student, disrupt the instructional process or harm the reputation of student and school alike. One of our most important school values is community, a body comprised of students and faculty with mutual respect. Therefore, students who have earned disciplinary action are expected to accept it in a spirit of goodwill and good grace, recognizing that the action taken is intended for their benefit.

## ARRIVAL TIME

Students must be in homeroom by 7:55 a.m. Students are encouraged to arrive at school after 7:35 a.m. unless they are arriving for a specific meeting or event and have a faculty sponsor present. The homeroom warning bell rings at 7:50 a.m., and homeroom begins promptly at 7:55 a.m.

## ASSIGNMENTS

All middle school students will be issued student assignment book on the first day of school in which to write homework assignments in all subjects on a daily basis. These books allow students to plan ahead, and they provide parents an opportunity to check work. All assignments will be posted daily or weekly on the Brookstone School website via *BrookNet* or *ParentNet*.

## ATTENDANCE

A student is expected to attend school and meet all scheduled classes, assemblies and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

## CLASS CUTS

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A student cutting class, homeroom, and/or study hall will receive a major detention. Students who cut to avoid a project deadline or test will receive a maximum of 80% of full credit for the work. Any further class cuts during the year could lead to suspension/expulsion, to be determined by the administration.

## EXCESSIVE ABSENCES

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Irregular attendance is disruptive to a student's academic progress. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. Parents are asked to avoid taking or dismissing students from school. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning.

Brookstone feels that class attendance is essential for academic growth and therefore, reserves the right to refuse credit to students who miss eight (8) or more classes in any course during the semester unless the Administration determines that extenuating circumstances exist. While the Administration will treat each case individually based on its merit, please know that Brookstone does not seek, nor does it provide, distance learning or home-school partnering as an educational option. Each student will be allowed eight absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws, before the school will take action. Such action might include, but is not limited to, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged or recurring illness, the school may require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place to determine if the student is to earn credit in the subjects missed. Parents will be notified when a student reaches seven (7) absences within a semester.

Absence from school will be excused for:

- Illness
- Emergency family matter
- Death in the family
- Dental or medical appointment, when appointment at another time is not possible
- Court appearance
- Religious observance
- Funeral
- Graduation or wedding of family member
- Being a page in the legislature
- Siblings of athletes who are participating in Brookstone School State Tournaments (prior notice needed; absences will be excused at the administration's discretion)

If a student is absent, or plans to check in/out for any reason, parents are asked to contact the middle school secretary by 8:00 a.m. on the day of the absence. Parents must sign out students who check out for any reason during the school day. Please check the assignments on-line and pick up handouts between 3:00-3:30 p.m. Students who are absent with no parent contact will be marked unexcused.

Absences for reasons other than those listed above are considered unexcused. Family trips that do not coincide with official Brookstone holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

### **EXTRACURRICULAR ELIGIBILITY**

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A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is the attending of academic classes. Those who do not abide by this policy may not participate in the extracurricular activities on the day of the absence unless otherwise authorized by the principal. A student must be present for the academic day no later than 10:00 a.m. in

order to participate in the day's extracurricular events. If it is a half-day schedule, he/she must check in before 9:30 a.m.

Parents who provide the principal with advanced notice concerning medical or dental appointments and check their child in after 10:00 a.m. with appropriate documentation of the medical or dental appointment visit may be allowed to participate in the extracurricular events. Students who attend school all morning and check out for a previously-scheduled, non-emergency dental or medical appointment after 10:00 a.m. may participate in extracurricular activities. Students who check out due to illness are not allowed to return to school for the remainder of the day and are ineligible for extracurricular activities for that day.

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### **LATE ARRIVALS**

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After 7:55AM :

- Student must legibly sign in at the office
- Bring a parental note to the middle school office no later than the next school day, stating the reason for tardiness.

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### **EARLY DISMISSALS**

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- Students must present parental permission (a phone call, email, or note) to Nicole Farley before 8:00 a.m.
- Parents must sign middle school students out when picking them up for any reason.

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### **TARDIES**

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- Seven unexcused tardies in one semester – morning detention
- The eleventh (11<sup>th</sup>) tardy in one semester – morning detention and a parent/student conference with the principal

- Any additional tardies during one semester may result in an in-house or out-of-school suspension

If students sign in late and miss tests/quizzes, they must be prepared to make up those tests or quizzes after school the same day. Students who miss tests/quizzes because of appointments must have permission from the teachers before leaving and must arrange in advance the test or quiz makeup times.

## **MAKE-UP WORK**

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All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days as they were absent to complete the work due to illness or other types of excused absences. If the first day absent is a test/quiz day, the student can expect to make up the test/quiz on the day of return unless other arrangements have been made in advance with the grade chair or the teacher. If the student is absent for only one day, and the day that the student is absent is the test/quiz day, then the student is expected to take the test/quiz the day upon return.

Students who have been absent two (2) or more days and have a number of tests or quizzes and other assignments to make up should work with the grade chair and the classroom teachers to devise a schedule for making up the work.

Students who receive an incomplete at the end of a semester must be complete all work within fifteen (15) school days. Extension of this deadline requires documented extenuating circumstances.

## **PLANNED ABSENCES**

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Parents should send a note to the principal as early as possible for a planned absence, at the very latest two days before the absence is to occur. Planned absences may be either excused (family

wedding, for example) or unexcused (family trip, for example). Upon receipt of the parental note, the principal will give the student an assignment form to be filled in by the teachers and returned for review by the principal.

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## **UNEXCUSED ABSENCES**

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Absences for any reasons other than those listed in the “Excused Absences” section of this handbook are considered unexcused. The student who misses school for an unexcused reason will assume all responsibility for making up missed work.

While it remains the prerogative of the parents to take a child out of school, we strongly urge all parents to plan trips in consideration of the school calendar. Early departures and delayed returns from scheduled school vacation periods are unexcused absences. Excessive absences for unexcused reasons may be reported as per state truancy laws. Family trips that do not coincide with official Brookstone holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

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## **SICK STUDENTS**

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Students should not come to school with a fever.

If your child has a contagious disease, please contact the Middle School office. A child must be fever free and symptom free for 24 hours before returning to school. Students suffering from conjunctivitis (pink eye) must be treated and not return to school for 24 hours thereafter.

## BOOKS

Students will be issued textbooks in the classroom. In Middle School the book rental fee will be charged to the student's account in September. The book rental fee will be all inclusive. This means that all paperback novels, workbooks, and textbooks are included in the rental fee. The parent will reimburse the school for any lost, destroyed, or misused books based on the full replacement cost. When issued books in English, science, math, and social studies, students are to take them home and leave them at home until time to collect books at the end of the year. Teachers in these areas have classroom sets of books for students to use while at school.

Having labeled their textbooks with their names, students may cover their texts but should not use graffiti to personalize book covers or contents.

## CELL PHONES

It is not permissible to carry a cell phone during the school day. Cell phones must be off and kept in lockers. Students are not permitted to carry them during the school day in purses, PE bags, etc. Students who carry cell phones during the school day will be issued detentions. Students may use cell phones outside the building after 3:10 p.m. Cell phones may never be used in the middle school during the school day. Students whose cell phones ring in the building during the school day, or any student who violates this policy by using a cell phone, will have his/her phone confiscated and will be issued a detention.

## CLASS PARTIES

Grade parents will provide treats for all students at special times of the year. Because of the inevitable disruption to the school day, the middle school does not allow food brought into school to celebrate birthdays. Invitations to parties or other functions that do not include every member of the class should be mailed from home and not handed out at school.

## CLASSROOM PROCEDURES

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

- Proper respect must be shown to other students and adults. Listen without speaking when another person is speaking. Offer help or advice to other students. Never belittle another student for an opinion, question or answer.
- Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir,” or “No, ma’am.”
- Show proper respect for all property. Whether it is a student’s personal property or the school’s property, proper respect should be paid to everything that does not belong to you. Show proper respect for the facilities. Never write on desks, tables, walls, etc. Do not adjust thermostats, windows blinds, etc. without being directed by a teacher. Pick up papers and trash anywhere on the school grounds; have pride in your school and all of its facilities.

- Students must not deface school property or the property of others. To do so is a serious matter.
- Chewing gum is not allowed in the middle school. Demerits will be given for chewing gum.

## **CO-CURRICULAR ACTIVITIES**

Brookstone believes in the education of the whole child – mind, body and spirit – so that its students can be healthy, knowledgeable and socially aware. This is realized through the commitment of the faculty and students to a broad school program including academics, athletics, arts and activities. We encourage students to be aggressive in their search for various clubs, activities and leadership opportunities to help broaden their learning and education at Brookstone. All students will have opportunities to participate in service endeavors. Involvement in such activities is considered an integral part of the students’ social and spiritual development.

### **STUDENT COUNCIL**

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Each fall, Brookstone Middle School students elect a new Student Council. Student Council officers, members of the 8th grade, are elected by the entire student body after a campaign of posters and speeches. The Council is a forum where students can voice their opinions about issues that impact their school lives. Student Council officers may not serve as Beta Club officers.

### **BETA CLUB**

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The purpose of the National Junior Beta Club is to promote scholarship, leadership, and good citizenship. Students in grades six and seven become eligible for induction into Beta Club based

on academic performance. A student must have earned a 93 academic average for the year in order to be among the seventh and eighth graders inducted the following fall. Only academic subjects are averaged, and no rounding is used. To continue membership, a student must maintain an academic average of 90 with no grade below an 85 and must complete three (3) of the four (4) Beta Club service projects during the school year. In the case that these requirements are not met, the member will be on probation for the following term. Only one probationary period is allowed each year. The need for a second probation in one school year will result in dismissal from the Beta Club. Members are expected to participate in all Beta sponsored fundraising and service projects.

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## **CLUBS, ORGANIZATIONS, AND ACADEMIC TEAMS**

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Academic Bowl Team	Science Olympiad
Math Team (6 <sup>th</sup> – 8 <sup>th</sup> )	Geography Bee
Mathcounts Team	Beta Club
History Day Competition	Student Council

See athletic portion of Brookstone website for detailed information about sports offerings for middle school students.

Students may remain eligible for participation in sports and other extracurricular activities as long as they are passing five or more courses. Students who are failing more than two courses at the end of the semester are immediately declared ineligible for practice, play, or performance.

Students who become ineligible at the end of the first semester may not participate in any tryouts or spring practices that occur before the end of the school year.

Eighth grade students must pass a minimum of five courses the semester prior to entering ninth grade in order to participate in fall

activities in ninth grade. For eligibility purposes, summer school is considered an extension of the second semester.

## AWARDS

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Students are recognized for special accomplishments throughout the year. Two Awards Assemblies are held during the closing days of the school year. The list below identifies some of the awards presented in the Middle School.

Top Math Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Scott Wilson Cougar Spirit Award (8 <sup>th</sup> )
Top English Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Scholar Athlete (2 8 <sup>th</sup> graders)
Top Science Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Robert A. Newton Award (2 8 <sup>th</sup> graders)
Top Social Studies Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Principal's Award (8 <sup>th</sup> )
Excellence in Spanish Award (7 <sup>th</sup> , 8 <sup>th</sup> )	William A. Fort Scholarships (2 6 <sup>th</sup> , 2 7 <sup>th</sup> , 1 8 <sup>th</sup> )
Excellence in French Award (7 <sup>th</sup> , 8 <sup>th</sup> )	Linda Rogers Memorial Scholarship (8 <sup>th</sup> )
Excellence in Latin Award (7 <sup>th</sup> , 8 <sup>th</sup> )	Headmaster's List
Geography Bee Winner	Outstanding Band Student Awards
Best Citizen Award (2 from each grade)	Outstanding Art Student Awards
Outstanding Athlete (2 8 <sup>th</sup> graders)	Honor Roll
Outstanding Scholar (2 8 <sup>th</sup> graders)	Outstanding Speech Award (8 <sup>th</sup> )

## CONFLICTS

Though we understand the Brookstone is composed of a diverse group of people, we also know that peace is not realized through certain types of conflict. Our emphasis need not be focused on running from conflict but on resolving conflict. One of the first evidences of maturity is the ability to talk out a disagreement with someone else without resorting to ridicule, backbiting or fighting. Fighting will not be tolerated at Brookstone. We must learn to talk directly to other people and learn to work out problems through constructive discussion.

## **COUGAR CAFE**

Middle School students are permitted to visit the Café before 7:55 a.m. and after 3:10 p.m. only. Going to the Café before school is not an acceptable excuse for being tardy to class.

## **COURSE SELECTION**

Because class schedules and teacher assignments are determined on the basis of information provided during registration the previous spring, students should carefully consider their selections in registering for the following year. After the beginning of the school year, changes may be made only in extraordinary cases as determined by the principal. Although student choices of electives will be honored to the greatest extent possible, balance in class size and the number of requests may preclude granting a first choice in all instances.

## **DEPARTURE TIME**

The end of the last class is 3:10 p.m., but extra help is offered until 3:30 p.m. Monday-Thursday. Middle school students should leave campus immediately, after their school day, extra academic help (3:10 p.m. to 3:30 p.m.) or subsequent sports or fine arts activities.

# DRESS CODE

## REGULAR DRESS

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**Pants:** Long pleated or flat style dress pants or jeans that are the correct size (not too tight or too baggy) are acceptable. Outside pockets and/or cargo pants are not acceptable. Pants should be worn at the normal waistline. Carpi style pants are acceptable for girls.

**Shorts:** (Boys and Girls) Shorts may be worn by boys and girls, but must be no shorter than three inches above the knee. Athletic type shorts are not appropriate for school.

**Skirts:** (Girls only) Skirts of the same type outlined in the pants section may be worn with the length no shorter than three inches above the top of the kneecap.

**Shirts:** Boys are required to wear collared shirts and must wear them tucked in throughout the day.

Girls are required to wear tops appropriate for school (no undergarments, no straps, including cami straps, should show).

Girls need to tuck in shirts that are made to be tucked in (example: a boy's polo shirt must be tucked in for girls and boys). Girls' tops should be of a modest design. Sleeveless shirts may be worn. Tank tops, racer back shirts, extremely tight, low cut or short tops are not allowed.

**Shoes:** Dress and casual shoes, athletic shoes, or leather sandals are acceptable.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over a shirt that meets the dress code.

## SPIRIT DAY

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Every Friday students may either follow the regular dress code, or they may wear any Brookstone t-shirt. The t-shirt must fit properly and be in good condition, but it does not have to be tucked in. Regular dress pants, shorts, or skirt guidelines apply.

## DRESS UP DAY

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Dress up days will be announced periodically throughout the year for special occasions. Dress up days will be reserved for special occasions or when special assemblies and guests are present on Campus. Dress Up days will be announced in advance in the morning announcements. “Forgetting” or “not knowing” about a Dress Up day will not be accepted as excuses for not being in dress code for Dress Up day.

### BOYS:

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**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Shorts are not acceptable for Dress Up days. Denim pants are not acceptable.

**Shirts:** Oxford style shirt either short sleeved or long sleeved of a solid color or modest striped or checked design. Shirrtails must be tucked in at all times. Bow ties or regular ties are required for Dress Up day and are to be worn appropriately.

**Shoes:** Dress shoes and socks. Leather shoes excluding sandals should be worn on dress up days; athletic shoes are not acceptable for dress up days.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over the collared dress shirt.

## **GIRLS:**

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**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Stretch or tight fitting slacks are not permitted. Denim pants are not acceptable.

**Shirts/blouses:** Girls tops should be of a modest design. Sleeveless tops may be worn, but tank tops and racer back shirts are not allowed. Extremely tight, low cut or short tops are not allowed. Girls will not be required to tuck in their tops; however, if the length of the top is in question, the test of appropriateness will include the raising of both arms to determine if the midriff is covered.

**Skirts:** Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Dresses:** Dresses no shorter than two inches above the top of the kneecap may be worn. Dresses should have a modest neckline and shoulder straps must be at least 2 inches in width.

**Shoes:** Leather dress shoes are appropriate. Sandals are acceptable as long as they are of a dressy design and have a heel. Athletic shoes, water-type shoes (Teva etc.), Birkenstocks, and flip-flops are not appropriate.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over an appropriate top. General considerations:

## GENERAL INFORMATION

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- Dress code guidelines are in effect when students are in the middle school building until 3:30 p.m. and on all school trips.
- Earrings are not allowed for boys and in moderation for girls.
- Visible piercing other than ears are not allowed.
- Visible tattoos are not allowed.
- Hats are not to be worn in the building at any time (boys and girls).
- Extreme haircuts or hair color is not allowed.
- Since fashions are constantly in flux, students are encouraged to seek approval prior to wearing an item if there is a question about its appropriateness. In general, if there is a question about the appropriateness of an article, it probably won't be approved and should not be worn.

The administration reserves the right to determine what is and is not appropriate. All decisions are final. Dress code violations will have the following consequences:

Demerits will be given for dress code violations. Infractions Parents will be contacted for a change of clothes when outfit is not appropriate for class. If the student's parent is not reachable, the student will not be allowed to attend classes. All classes missed due to dress code infractions will be considered unexcused absences.

## DISCIPLINE

Brookstone students are expected to behave in a manner appropriate to their age and conducive to a friendly and productive

environment. Students learn better in an environment in which the expectation of good conduct is clear, the limits of behavior are plainly stated and the consequences of unacceptable behavior are clearly defined. Proper behavior is expected at all times on campus and at all school-related functions.

## **CONDUCT**

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Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The throwing of any projectile is forbidden. Weapons (toys or real), matches, knives, lighters, and/or obscene materials may not be brought on campus. These will be confiscated. Knives and guns are strictly prohibited.

Infractions of the rules will be handled by the teachers and grade chairs with assistance from the principal as deemed appropriate. The principal will also review any minor or major detentions issued.

## **DETENTIONS**

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Demerits are given to students who choose to behave in a way not conducive to a productive learning environment. Any student who accumulates 5 demerits will be assigned detention. Middle school detentions will be held on Friday mornings from 7:00 a.m. until 7:45 a.m. Students must not be late to any detention. If a student is late, he/she will be required to serve time the following Friday at 7:00 a.m. Students must sit silently for the full time of the detention without sleeping, studying, or distracting other students.

Students will sign forms issued by the principal, indicating receipt of a detention and its reason(s). Parents must sign the form and return it to the principal's office the next school day. All detentions issued on Thursday or Friday of a given week may be served the following week.

Examples of behaviors resulting in minor offense consequences (#of demerits):

- Being tardy to school or class (1)
- Disturbing class (3)
- Chewing gum (no warning given) (1)
- Dress code violation (no warning is given) (1)

The above list is not intended as exhaustive.

Examples of behaviors earning major offense consequences determined by principal include:

- Class cut
- Inappropriate language, spoken or written
- Insubordination
- Defacing school property or the property of others
- Fighting / Bullying
- Repeated minor offenses
- Forgery
- Gambling
- Honor code violations

The above list is not intended as exhaustive.

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## **REPEATED DETENTIONS**

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If a student has accumulated six (6) detentions over the course of the semester, he/she will require a parent conference with the principal and the headmaster. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the principal and headmaster and may lead to expulsion.

Detentions are set so that they do not prove punitive to school team activities or obstruct extra academic help. Detentions may be postponed to the next week for:

- A previously planned family trip,
- A school function.

This postponement may be granted only if a written explanation is submitted to the principal before 12:00 p.m. (noon) on the Thursday prior to the detention.

## EATING

All students are expected to eat lunch in the school cafeteria. Students are not to be checked out by parents for lunch off campus except under rare, unusual circumstances.

Food should be consumed only in the cafeteria in the course of the regular school day, unless specific permission has been given by faculty. Students should dispose of all litter in the appropriate containers.

Students may not bring their own food except for healthy snacks which should be eaten during scheduled snack breaks and after 3:30 p.m. Each student should use a clear water bottle with his/her name clearly marked. Water bottles may be carried throughout the day, and water is the only drink allowed in the middle school. A physician's note regarding any special dietary/medical needs to be given to Sandi Smith.

Gum is not allowed in the middle school.

## ELECTRONIC DEVICES

Personal electronic devices, such as CD players, DVD players, and iPods may be brought to school only with special permission of a teacher or administrator, and may be used only under their supervision.

## EXAMS

The school year is divided into two semesters. Scheduled 1 ½ - hour examinations are given in eighth grade at the end of each semester. Examinations count 20% of the semester grade.

Students who are ill and cannot take an exam should contact the grade chair who will schedule makeup exams. Students are not allowed to take exams early.

During the exam periods, eighth grade students attend school for partial days only. Sixth and seventh grade students do not take exams, and they do attend school as usual (full days).

## EXTRA HELP

Students are encouraged to attend extra help as needed. This period, Monday through Thursday from 3:10 p.m. to 3:30 p.m. allows time to ask questions, to clarify ideas, to practice or reinforce skills, to make up work or tests due to absences or to pursue a special topic of interest. It is a time to provide individualized help, although the number of students in attendance on any given day will necessarily affect the amount of individualized attention students can receive. Any student having difficulty scheduling extra help should see the grade chair for assistance.

- Any student with a grade of 75 and below should seek extra help.
- Any student with a grade below 70 will be required by the grade chair and subject teacher to report to extra help.
- Any student, regardless of his or her average in the class, may be required to attend extra help at the teacher's discretion.

## **FACULTY AVAILABILITY**

Faculty members are available from 3:10 p.m. – 3:30 p.m. each day to assist students and to confer with parents. Parents wishing to make appointments to meet with teachers during their planning periods are requested to call Sandi Smith.

## **FAILING GRADES**

Any grade below 70 is a failure. To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 70 or above.

A student who fails more than two courses included in the student's cumulative grade point average for the year will be dismissed.

Eighth grade students who have a failure in the second semester as a result of an exam are eligible for a re-exam if all the following conditions are met:

- Student must have a passing pre-exam average (i.e., 70 or above).
- Examination grade must be no lower than 50.
- Student must take the re-exam at a specified time and date.

- In year-long courses, students must have had a passing average for the first semester.

To receive a passing mark for the course, the student must pass the re-examination. The maximum semester grade, based on passing the re-examination, will be 70. If the student passes the re-exam, both the exam grade and the semester grade will be recorded as 70. Students who do not receive a passing grade on the re-exam receive their original exam grade and final average. No re-exams will be given at the end of the first semester.

## FAILING GRADES

Students in grades six through eight that fail math or English for the year must complete a 40 hours of tutoring with a tutor approved by Brookstone. Brookstone must receive a certificate of satisfactory completion of the course prior to admittance into the next grade level. Students failing other courses may be required to attend summer school at the discretion of the administration. Any student failing more than two courses will be asked to withdraw from Brookstone.

## GRADE REPORTING

Grades for year-long and one-semester courses will be reported as follows:

*1<sup>st</sup> Grading Period* – grades for all students and comments for students with an average of 75 and below

*1<sup>st</sup> Semester Grading Period* – grades with comments for all students

*3<sup>rd</sup> Grading Period* – grades for all students and comments for students with an average of 75 and below

*2<sup>nd</sup> Semester Grading Period* – grades for all students and comments for students who failed one or more courses

Progress reports for all students with averages below 80 will be issued at the halfway point of each nine-week period, and accompanying comments will be written for those students.

## GRADING SCALE

The school year is divided into four terms at which a student will be given a grade in each course.

A	90-100
B	80-89
C	73-79
D	70-72
F	Below 70

## HOMEWORK

Classes meet six times in a seven-day cycle and assignments are given for each class period. The core courses in the middle school are English, math, social sciences, science, and foreign language. It should be expected that homework in these classes will be given almost every night. The time expectation for each core course will be as follows:

6<sup>th</sup> grade – 15 minutes of homework per core course

7<sup>th</sup> grade – 20 minutes of homework per core course

8<sup>th</sup> grade – 25 minutes of homework per core course

These time guidelines are meant to cover written homework assignments. Studying for a test or working on long-term projects

will require longer amounts of time. Also, all middle school students are encouraged to review the notes from all of their courses on a daily basis in order to build good study habits and to avoid procrastination. Other courses have more limited homework, either in frequency, amount of time per assignment or both.

The school recognizes that parents may and should be interested in and encourage their child's efforts; ultimately, however, homework represents the student's efforts and should not be done by parents. In addition, sharing of homework with another student, unless specifically permitted in certain cases of group work by teachers, breaks the Honor Code.

Assignments are not given over Thanksgiving, Christmas, Spring Break, Family Nights, or on other occasions specified by the principal.

## HONOR ROLL

Headmaster's List: All grades 90 or above

Honor Roll: 85 average, no grade below 80.

Students whose grades meet the above criteria will be recognized each grading period. Those students who have earned recognition at least three of the four grading periods and whose final averages satisfy the above criteria will receive Honor Roll or Headmaster's List certificates on Awards Day.

## LATE ARRIVAL WEDNESDAYS

Middle school students who arrive prior to 8:45 AM on Wednesdays are to report to the cafeteria where a staff member will hold a study hall until 8:45 a.m.

## LIBRARY

The library is to be used for reading and research. The demands on the library are heavy; consequently, we intend to take every precaution to see that it remains orderly so that serious study and research may take place.

## LOCKERS

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep belongings organized and together. Books and other belongings should not be left lying in corridors, on floors, on top of lockers, or elsewhere around campus. Students must not write on lockers or place decals, stickers, or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior and must be removed at the end of the school year. Since lockers are the property of the school, they may be subject to search at any time.

## MOVIES IN THE CLASSROOM

Instructional time is valuable, thus, only movies that provide a direct and educationally sound connection to material being studied will be shown in Middle School classrooms. Movies with PG ratings will not be shown prior to parental permission being secured. Teachers may use short excerpts from movies with restricted ratings as long as the excerpt contains no violent or otherwise questionable content (example: a brief scene from The Patriot to illustrate dress during the revolutionary period in American history).

## NET CLASSROOM

Grades for Middle School students are posted weekly on Net Classroom. Parents are issued a user identification number, a password, and instruction sheets are available if needed. Questions about this service should be directed to Nicole Farley in the Middle School office. To access assignments, be sure to use *BrookNet* or *ParentNet*.

## PHYSICAL EDUCATION

All students in grades 6 through 8 participate in the physical education program. Physical fitness tests are administered yearly. There is no required uniform for Middle School physical education, but all students are expected to have a t-shirt, appropriate shorts, and tennis shoes to wear for P.E. If a student fails to bring P.E. clothes, he or she will participate in regular school clothes.

Parents should send a note to the PE teacher if their child is unable to participate in PE. While we do not wish to sit in judgment on a parent's decision in these matters, experience has shown that there are students who intentionally try to avoid participation. Frequent excuses tend to isolate a student from the group, making it increasingly difficult to develop in students a positive attitude towards physical fitness.

## RE-ENROLLMENT

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts.

## **SPEECH PROGRAM**

Brookstone has a required speech program for eighth grade students. These students are required to research and deliver a speech at a Middle School assembly. This culminates a combination of research in English class and work in speech class. The most memorable speaker receives an award at the end of the year. All eighth graders will complete a speech course prior to delivering speeches.

## **SCHOOL FUNCTIONS**

School-sponsored social events such as parties and dances are for Brookstone middle school students only.

Middle school students are not permitted to attend high school functions such as dances, even if invited by a high school student.

## **SLEEPOVERS**

Brookstone discourages coed sleepovers. The school believes that coed sleepovers are beyond the realm of adequate adult supervision and may serve as “stumbling blocks” within the Brookstone community. We therefore ask that parents and students support this policy.

## **TELEPHONE USAGE**

There is a phone in the middle school office which may be used by students between classes. Parents should call the middle school office (706) 660-9683 with any messages or emergencies for students. Please make every effort to finalize afternoon plans with your child before the school day begins.

# UPPER SCHOOL

# DAILY SCHEDULE



## Brookstone School Upper School Daily Schedule

	C	O	U	G	A	R	S	Mondays	Wednesdays	Half Day Schedule	
8:00-8:05 <i>(attendance/ announcements)</i> 8:05-8:55 AM	1	2	3	4	5	6	7	<i>Morning Meeting/ Class Meetings</i>	9:00-9:05 <i>(attendance/ announcements)</i> Class 9:05-9:50	8:00-8:05 <i>(attendance/ announcements)</i> 8:05-8:30 AM	Period 1
9:00- 10:10 AM	2	3	4	5	6	7	1	Class	Class 9:55-10:55	8:35-9:00 AM	Period 2
10:10- 11:00 AM	Program Time							Class	Break 10:55-11:20	9:05-9:30 AM	Class
11:05 11:55AM	3	4	5	6	7	1	2	Class	Class 11:25-12:10	9:35-10:00 AM	Period 4
12:00- 12:50 PM	4	5	6	7	1	2	3	Class	Class 12:15-1:00	10:00-10:15 AM	Break
12:50- 1:20 PM	Lunch							Lunch	Lunch 1:00-1:30	10:20-10:45 AM	Period 5
1:25- 2:15 PM	5	6	7	1	2	3	4	Class	Class 1:35-2:20	10:50-11:15 AM	Period 6
2:20- 3:10 PM	6	7	1	2	3	4	5	Class	Class 2:25-3:10	11:20-11:45 PM	Period 7
3:10- 3:40 PM	Office Hours							Office Hours	Office Hours		

Attendance will be taken and announcements read during the first five minutes of the first block each day. Meetings may only happen during Program time. No meeting of any kind may happen during office hours. All teachers are in their classrooms during office hours. Office hours are intended for voluntary or mandatory extra help sessions. Mandatory extra help sessions may be required by the teacher, advisor, or grade chair. Athletic practices begin at 4:00 PM.

## ACADEMIC HONORS

### Headmaster's Roll:

All grades 90 or above. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Headmaster status. Grades earned in Terms 1 and 3 and Semester 1 and 2 are used for awards.

**Honor Roll:**

Overall average of 85 with no grade below 80. Only academic grades will be used to determine if a student has an average of 85. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Honor Roll status.

**Certificate of Merit:**

Presented to the student who has maintained Headmaster status for the year. The Brookstone Parents' Association will place a book in the Media Center in honor of these students.

## ADVANCED PLACEMENT COURSES

Students enrolled in an Advanced Placement course will take the AP exam in May as part of the course requirement. Parents will be billed at the beginning of the second semester for each AP exam. On completion of the course, students who take the AP exam and pass may possibly receive college credit.

## ATTENDANCE INFORMATION

A student is expected to attend school and meet all scheduled classes, assemblies and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

## CLASS CUTS

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A student cutting class, homeroom, and/or study hall will receive a major detention. Students who cut to avoid a project deadline or test will receive a maximum of 80% of full credit for the work. Any further class cuts during the year could lead to suspension/expulsion, to be determined by the administration.

## EXCESSIVE ABSENCES

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Irregular attendance is disruptive to a student's academic progress. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. Parents are asked to avoid taking or dismissing students from school. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning.

Brookstone feels that class attendance is essential for academic growth and therefore, reserves the right to refuse credit to students who miss eight (8) or more classes in any course during the semester unless the Administration determines that extenuating circumstances exist. While the Administration will treat each case individually based on its merit, please know that Brookstone does not seek, nor does it provide, distance learning or home-school partnering as an educational option. Each student will be allowed eight absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws, before the school will take action. Such action might include, but is not limited to, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged or recurring illness, the school may require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place to determine if the student is to earn credit in the subjects missed. Parents will be notified when a student reaches seven (7) absences within a semester.

Absence from school will be excused for:

- Illness
- Emergency family matter
- Death in the family
- Dental or medical appointment, when appointment at another time is not possible
- Court appearance
- Religious observance
- Funeral
- Graduation or wedding of family member
- Being a page in the legislature
- Siblings of athletes who are participating in Brookstone School State Tournaments (prior notice needed; absences will be excused at the administration's discretion)

If a student is absent, or plans to check in/out for any reason, parents are asked to contact the upper school secretary by 8:00 a.m. on the day of the absence. Parents must sign out students who check out for any reason during the school day. Please check the assignments on-line and pick up handouts between 3:00-3:30 p.m. Students who are absent with no parent contact will be marked unexcused.

Absences for reasons other than those listed above are considered unexcused. Family trips that do not coincide with official Brookstone holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

## **EXTRACURRICULAR ELIGIBILITY**

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A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is the attending of academic classes. Those who do not abide by this policy may not participate in the extracurricular activities on the day of the absence unless otherwise authorized by the principal. A student must be present for the academic day no later than 10:00 a.m. in

order to participate in the day's extracurricular events. If it is a half-day schedule, he/she must check in before 9:30 a.m.

Parents who provide the principal with advanced notice concerning medical or dental appointments and check their child in after 10:00 a.m. with appropriate documentation of the medical or dental appointment visit may be allowed to participate in the extracurricular events. Students who attend school all morning and check out for a previously-scheduled, non-emergency dental or medical appointment after 10:00 a.m. may participate in extracurricular activities. Students who check out due to illness are not allowed to return to school for the remainder of the day and are ineligible for extracurricular activities for that day.

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### **LATE ARRIVALS**

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After 7:55AM :

- Student must legibly sign in at the office
- Bring a parental note to the upper school office no later than the next school day, stating the reason for tardiness.

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### **EARLY DISMISSALS**

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- Students must present parental permission (a phone call, email, or note) to the upper school office before 8:00 a.m.
- We will permit no student to leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

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### **TARDIES**

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- Seven unexcused tardies in one semester – morning detention
- The eleventh (11<sup>th</sup>) tardy in one semester – morning detention and a parent/student conference with the principal

- Any additional tardies during one semester may result in an in-house or out-of-school suspension

If students sign in late and miss tests/quizzes, they must be prepared to make up those tests or quizzes after school the same day. Students who miss tests/quizzes because of appointments must have permission from the teachers before leaving and must arrange in advance the test or quiz makeup times.

## **MAKE-UP WORK**

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All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days as they were absent to complete the work due to illness or other types of excused absences. If the first day absent is a test/quiz day, the student can expect to make up the test/quiz on the day of return unless other arrangements have been made in advance with the grade chair or the teacher. If the student is absent for only one day, and the day that the student is absent is the test/quiz day, then the student is expected to take the test/quiz the day upon return.

Students who have been absent two (2) or more days and have a number of tests or quizzes and other assignments to make up should work with the grade chair and the classroom teachers to devise a schedule for making up the work.

Students who receive an incomplete at the end of a semester must be complete all work within fifteen (15) school days. Extension of this deadline requires documented extenuating circumstances.

## **PLANNED ABSENCES**

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Parents should send a note to the principal as early as possible for a planned absence, at the very latest two days before the absence is to occur. Planned absences may be either excused (family wedding, for example) or unexcused (family trip, for example). Upon receipt of the parental note, the principal will give the student an assignment form to be filled in by the teachers and returned for review by the principal. Family trips that do not coincide with official Brookstone holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

## **UNEXCUSED ABSENCES**

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Absences for any reasons other than those listed in the “Excused Absences” section of this handbook are considered unexcused. The student who misses school for an unexcused reason will assume all responsibility for making up missed work. All work missed during an unexcused absence will receive a maximum of 80% of full credit for the work.

While it remains the prerogative of the parents to take a child out of school, we strongly urge all parents to plan trips in consideration of the school calendar. Early departures and delayed returns from scheduled school vacation periods are unexcused absences. Excessive absences for unexcused reasons may be reported as per state truancy laws. Family trips that do not coincide with official Brookstone holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

## SICK STUDENTS

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Students should not come to school with a fever.

If your child has a contagious disease, please contact the Upper School office. A child must be fever free and symptom free for 24 hours before returning to school. Students suffering from conjunctivitis (pink eye) must be treated and not return to school for 24 hours thereafter.

## AUTOMOBILES

All students who drive cars to school must be registered with the Upper School office. Misuse of private cars will be reported to parents. Students who handle cars in a careless manner will be disciplined and may be restricted from bringing them on the school grounds. The maximum speed limit on campus is 19 m.p.h.

Students driving automobiles to school may NOT use them until the end of the school day when they are free of school obligations and are leaving campus. Any student who leaves campus without approval may lose their driving privileges. Students should not loan their car nor borrow other student's cars. Damage done to property of the School or other students' property by student automobiles will be the responsibility of the student and his/her family.

Drivers are required to obey all traffic signs and instructions of traffic control personnel. Driving on campus is a privilege that can be suspended.

- There must be no speeding or reckless driving on campus. Passing is prohibited on two-lane roads. The speed limit is 5 mph near buildings and congested areas and 19 mph in other areas.

- Parking in areas, such as grassed areas, is not permitted.
- Infractions will cause the loss of driving privileges. Driving on campus at any time during a loss of driving privilege will result in suspension from school.
- No students are permitted to ride on hoods, in truck beds or other parts of vehicles not intended for passengers.

It is the responsibility of the student to inform the school if the student's driver's license has been revoked.

Rules governing students with or without automobiles are:

- Students are NOT to go to the parking lot during the academic day;
- Students are NOT to sit in cars while parked on the grounds;
- Students are NOT to park in the Illges Gym parking lot prior to 5:00 p.m.;
- Students who park in spaces not assigned to them are subject to having their vehicles towed and their driving privileges revoked.

The campus is closed from 9:00 p.m. to 6:30 a.m. (except for school sanctioned events). Overnight parking is not allowed without prior approval.

Students who anticipate getting a Georgia driver's license must participate in a statewide mandatory drug and alcohol program. This program will be offered during the second semester. A record of their attendance and successful completion will be sent to the Division of Motor Vehicles. Students need to pick up their card certifying completion of the course and a Certificate of Attendance from the Upper School office BEFORE they take their driving test. Also during the course of the year, classes in Health Education will devote a great deal of time to drug and alcohol education for students at all levels.

## BOOKS

All Upper School students will participate in a book rental program. Book rental fees will be \$300 per student. The book rental fee is all inclusive. This means that all paperback novels, workbooks, textbooks, and agendas are included in the fee. The \$300 does not include summer reading material. The parent/guardian will reimburse the School for any lost, destroyed, or misused books based on the full replacement cost of the book. Every student will be charged the book rental fee in September. No book rental fees will be prorated. Books are distributed at the beginning of the school year and collected at the end of the year.

## CELL PHONE USAGE

Cell phones may never be used in any building during the school day. Students may use cell phones outside the buildings. Students whose cell phones ring in the building during the school day, or any student who violates this policy by using a cell phone, will have his/her phone confiscated and will be issued a detention because of it being a disruption to the learning environment. Text messaging is also not allowed.

## CLASSROOM PROCEDURES

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

- Proper respect must be shown to other students and adults. Listen without speaking when another person is speaking. Offer help or advice to other students. Never belittle another student for an opinion, question, or answer.

- Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr
- Respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir,” or “No, ma’am.”
- Show proper respect for all property. Whether it is a student’s personal property or the school’s property, proper respect should be paid to everything that does not belong to you. Show proper respect for the facilities. Never write on desks, tables, walls, etc. Do not adjust thermostats, windows, blinds, etc., without being directed by a teacher. Pick up papers and trash anywhere on the school grounds; have pride in your school and all of its facilities.
- Students must not deface school property or the property of others. To do so is a serious matter.
- No food or drink is allowed in classrooms or in the halls. Chewing gum is not allowed on the campus. Detentions will be given for gum chewing.

## CO-CURRICULAR ACTIVITIES

Brookstone believes in the education of the whole child - mind, body and spirit - so that its students can be healthy, knowledgeable and socially aware. This is realized through the commitment of the faculty and students to a broad school program including academics, athletics, arts and activities. We encourage students to be aggressive in their search for various clubs, activities and leadership opportunities to help broaden their learning and education at Brookstone. Examples of such activities include: the school newspaper, Honor Council, Student Government, Yearbook, Servant Leadership, etc.

## COLLEGE VISITATION

Seniors and juniors may use two days each year for college visitations. While students are encouraged to use fall break, spring break and other long weekends for college visits, there may be occasions when a student must miss a regular school day, especially when travel time to the college is a major factor. The students must schedule an admissions interview or other appointment with the college admissions office. Students must obtain a preplanned absence form from the upper school office. It is expected that students will turn in all assignments in advance and that they will return to class prepared. Students who do not plan college visits in advance and do not fill out pre-planned absence forms before their departure will be issued unexcused absences for any days missed. No college visits can be scheduled in May so students can give final exams their full attention.

Students are responsible for all work missed during the absence and must take all tests missed within two days after returning to class.

## CONFLICTS

Though we understand that Brookstone is composed of a diverse group of people, we also know that peace is not realized through certain types of conflict. Our emphasis need not be focused on running from conflict but on resolving conflict. One of the first evidences of maturity is the ability to talk out a disagreement with someone else without resorting to ridicule, backbiting or fighting. Fighting will not be tolerated at Brookstone. We must learn to talk directly to other people and learn to work out problems through constructive discussion.

## **COURSE SCHEDULES AND CHANGES**

Schedule change requests are presented to the Director of Studies. The Principal, Grade Chair, department chairman, and teacher approve all changes. The deadline for dropping or adding a course will be through the first week of June unless the Guidance Counselor or a faculty member recommends a change. Students will have to complete at least one semester of a course if they miss the drop/add deadline.

If during a school year, a student transfers from one course to a comparable course, (i.e., from Algebra 2H to Algebra 2), a teacher evaluation is necessary and the grades from the previous course may be averaged with the new course grades. If at the end of a marking period there are insufficient grades to determine the grade for the new course, the student will receive an incomplete for that marking period.

## **CUM LAUDE SOCIETY**

As provided in the Constitution, a Chapter may elect not more than 20% of the senior class who have demonstrated academic excellence in the college preparatory curriculum. The election is held in the fall of the senior year.

## **DEPARTMENT AND CITIZENSHIP**

Brookstone operates under a philosophy that involves well-understood standards of conduct. The faculty strives to work with students on a basis that promotes a cooperative and practicable relationship. Thus, it is essential that each student accept total responsibility for his or her conduct at all times.

Teachers are instructed not to tolerate misbehavior in the classroom. The school should not have to be constantly involved in disciplinary actions. Time spent in this manner simply takes away valuable teaching time from those students who deserve an atmosphere where learning is uninterrupted. There is no place in a strong educational program for the immature, selfish individual who delights in preventing others from learning.

School rules are applicable to trips on which students act as representatives of the School. The School by no means intends to overlook deportment that does not meet the accepted guidelines. Such offenses as being late to class, chewing gum, lack of class materials, disturbances in study hall or library, improper dress and similar actions automatically subject a student to disciplinary actions. Student use of tobacco of any sort is prohibited on the campus.

## **DISCLOSURE CLAUSE**

Any student who is charged with a misdemeanor or a felony is under obligation to promptly report this to the school's administration. Failure to do so may result in dismissal from school.

## **DISCREDIT CLAUSE**

Brookstone reserves the right to suspend or require a student to withdraw for cause, medical or otherwise. This includes students who are involved in an activity that reflects in a negative, harmful way on the school or its community. Any activity that is deemed illegal by local authorities, a conviction in court or plea of nolo contendere, other than a routine traffic violation, may result in a suspension from school and may result in dismissal. Each situation

will be investigated on its own merits and the Administration will do all in its power to support students and families who are entirely forthright regarding incidents and issues.

## DISMISSAL TIME

The end of the last class is 3:10 p.m. The school day does not officially end until 3:40 p.m, at the end of Office Hours. Following those rules applying to cars, upper school students should leave campus immediately after their school day (3:10 p.m. to 3:40 p.m.) or subsequent sports or fine arts activity.

## DRESS CODES

### MONDAYS-THURSDAYS (REGULAR DRESS)

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**Pants:** Long pleated or flat style dress pants or denim pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Capri type pants are acceptable for girls.

**Shorts:** Bermuda style, knee-length shorts of appropriate material (no athletic type shorts). Belts must be worn with shorts.

**Skirts:** Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Shirts: (Boys and girls)** Oxford style shirts either short sleeved or long sleeved of a solid color or modest striped or checked design. Golf type shirts should be of a solid color or modest stripe or

checked design. Turtleneck shirts and mock turtleneck shirts are acceptable. Shirrtails must be tucked in at all times (Boys only).

**Shoes:** Dress and casual shoes, athletic shoes, or leather sandals are acceptable.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over a shirt with a collar.

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## **SPIRIT DAY**

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Every Friday students may either follow the regular dress code, or they may wear any Brookstone t-shirt. The t-shirt must fit properly and be in good condition, but it does not have to be tucked in. Regular dress pants, shorts, or skirt guidelines apply.

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## **DRESS UP DAYS**

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Dress up days will be announced periodically throughout the year for special occasions. Dress up days will be reserved for honoring students (National Honor Society, Cum Laude, etc.) or when special assemblies and guests are present on campus. Dress up days will be announced in advance in the morning announcements. “Forgetting” or “not knowing” about a Dress up day will not be accepted as excuses for not being in dress code.

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## **BOYS**

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**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Shorts are not acceptable for Dress Up days. Denim pants are not acceptable.

**Shirts:** Oxford style shirts either short sleeved or long sleeved of a solid color or modest stripped or checked design. Shirrtails must be tucked in at all times. Bow ties or regular ties are required for Dress Up day and are to be worn appropriately.

**Shoes:** Dress shoes and socks. Leather shoes excluding sandals should be worn on Dress Up days; athletic shoes are not acceptable for dress up days.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over the collared dress shirt.

## GIRLS

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**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Stretch or tight fitting slacks are not permitted. Denim pants are not acceptable.

**Shirts/blouses:** Girls tops should be of a modest design. Shoulder straps must be at least 2 inches in width. Extremely tight, low cut or short tops are not allowed. Girls will not be required to tuck in their tops; however, if the length of the top is in question, the test of appropriateness will include the raising of both arms to determine if the midriff is covered.

**Skirts:** Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Dresses:** Dresses no shorter than two inches above the top of the kneecap may be worn. Dresses should have a modest neckline and shoulder straps must be at least 2 inches in width.

**Shoes:** Leather dress shoes are appropriate. Sandals are acceptable as long as they are of a dressy design and have a heel. Athletic shoes, water-type shoes (Texas, etc.), Birkenstocks, and flip-flops are not appropriate.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over an appropriate top.

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## GENERAL CONSIDERATIONS

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- Boys are expected to be cleanly shaven at all times
- Dress code guidelines are in effect from 7:50 a.m. until 3:22 p.m. and on all school trips.
- Earrings are not allowed for boys and in moderation for girls.
- Visible piercing other than ears are not allowed.
- Visible tattoos are not allowed.
- Hats are not to be worn in the building at any time.
- Extreme haircuts or hair color are not allowed.
- Since fashions are constantly in flux, students are encouraged to seek approval prior to wearing an item if there is a question about its appropriateness. In general, if there is a question about the appropriateness of an article, it probably will not be approved and should not be worn.
- The administration reserves the right to determine what is and is not appropriate. All decisions are final. Dress code violations will have the following consequences:

All dress code violations not immediately correctable will result in a detention and the student will be sent home to correct the violation. If the student's parent is not reachable, the student will not be allowed to attend classes. All classes missed due to dress code infractions will be considered unexcused absences. (See attendance policy). The second offense will result in assigning the student to two morning detentions. After the second offense,

subsequent dress code violations will result in a Saturday Work day.

## **ELIGIBILITY - ACADEMIC**

In accordance with Georgia High School Association regulations, students who do not pass five subjects in a given semester and who fail to meet the following cumulative credit minimums are ineligible for interscholastic competition during the succeeding semester.

- 4 credits by the end of ninth grade
- 10 credits by the end of tenth grade
- 16 credits by the end of eleventh grade

## **EXAMS**

Exams missed due to illness or emergencies are to be made up as soon as possible. Those missed due to non-emergency situations are to be made up once school reconvenes. If a student is passing a course prior to the end of year exam and the final exam fails the student for the year, the student is entitled to a re-examination. If the student fails the re-exam, the course will have to be repeated.

## **FACULTY AVAILABILITY**

Faculty members are available from 7:40 a.m. until 3:40 p.m. daily to assist students. Students should schedule appointments whenever possible. Parents wishing to make appointments are requested to call the Principal's secretary to arrange a convenient

time. Calls should be made to the school rather than in the evening at home.

## **FREE PERIODS**

Students who are free for a period during the day may not leave campus and they must stay out of the hallways. Students are expected to use their time wisely; whether they need time to relax, study or be with friends is up to the individual. The upper school feels that by the time students have free periods, they are on a college preparatory course and should be making wise decisions that will prepare them for college and for life. The student lounge is open during the day to give juniors and seniors the ability to spend time together. The media center along with any open room may be used for individual studying. Classes will be in session; therefore, the hallways cannot be used during free periods for any activity. Students should stay out of hallways and go to the lounge or media center to pass time. It is imperative that students in a free period not disturb those whose classes are using the library.

## **GAMBLING**

Gambling is strictly prohibited. Violations will be handled by the administration. Students who use the internet to gamble face loss of computer privileges and additional disciplinary actions.

# GRADING

Grading Periods: Each term and semester.

90 – 100	A	Superior
80 - 89	B	Above Average
73 - 79	C	Average
70 - 72	D	Below Average
Below 70	F	Failing

# FAILURE POLICY

In support of the educational process that prepares students for college it is important to allow for both academic and personal growth. Brookstone School has defined a course of study that covers, both in content and academic disciplines, what will be necessary to be successful in post upper school education.

To allow for students to pursue this process we feel that course failure, though not designed, may at times occur. To guarantee that each child leaves our program prepared for success the following limits have been established:

The student's academic progress in the following year will be closely monitored, and if in the judgment of the school there is no sufficient improvement, the student may be asked to withdraw from Brookstone. A student who fails more than two (2) yearlong courses will be dismissed from Brookstone.

Students exceeding either of these items will seek an educational experience at another institution.

# GRADUATION REQUIREMENTS

English	4
Foreign Language*	3
Mathematics	4
Science	3
Social Studies**	3
Physical Education	½
Health	½
Fine Arts	1
Computer	½
Electives	2 ½

TOTAL CREDITS NEEDED FOR GRADUATION - 22

\* 3 for Class of 2011

\*\* Includes a semester of Economics and a semester of Government

## HOMework

Teachers assign homework on a regular basis. Students should prioritize and manage their own schedules to allow time for homework to be balanced with personal activities. In planning their schedule, students should allow for adequate time to complete assigned homework.

Homework is assigned in various classes according to the following time ranges. Please note that these times reflect the amount of time that most students need to spend on homework in a particular course.

*No Homework Course:* No homework on a regular basis/Homework may be assigned occasionally

*Light Homework Course:* An average of 10-20 minutes per night

*Full Homework Course:* An average of 25-35 minutes per night

*Advanced Placement Homework Course:* An average of 45-60 minutes per night

## **HOMEWORK GUIDELINES**

Parents may and should be interested in and encourage their child's efforts; however, homework ultimately represents student effort. (Sharing homework, unless specifically permitted in certain cases of group work by teachers, breaks the Honor Code.)

1. No assignments are given over Thanksgiving break, winter holiday break, winter break, spring break, Easter break, or on other occasions specified by the principal.
2. Good study habits are necessary for success in high school, in college and in life. Here are some suggestions for students reinforcing or improving upon present habits:
3. Do not procrastinate. Plan ahead. Do not put off assignments, papers, or homework. Use your assignment book to plan ahead, and mix major assignments with your daily homework so both will be completed well.
4. Set up a regular study time and location. Do not study in a busy part of the house where there are other distractions. Set up a regular study location and let other family members know so they can work their own routine around your schedule.

5. Collect all materials needed. Set up everything you will need for your study time so that you will not need to get up constantly, and be distracted from your tasks.
6. Be realistic about time expectations. Do not do all of the work in one hour the night before a test or a major paper. This will only set up a failure. Allow enough time to do your best job on the expected work, but also some time to do some additional research or problem-solving which may not have been assigned. Allow yourself time to be curious and creative.

## THE HONOR CODE

Brookstone is a community that believes strongly in the concept of honor. Each student is expected to have a high sense of personal integrity in dealings with other students and in academics. With regard to academic integrity, students are reminded that Brookstone expects its students to adhere to the follow the Honor Code.

Please see the Honor Book regarding specifics on the Brookstone Honor Code.

## IN-SCHOOL CONFINEMENT

Any student who is confined "in-school" will report to the Principal and will not attend classes nor have daily interaction with the student body. The student will be responsible for turning in any materials due that day to his teachers at the end of the school day. The student is ineligible for any extracurricular activities on the day of confinement.

## INTEGRITY POLICY

Honor and integrity are at the very core of a good character. These are the characteristics we prize most highly at Brookstone. We recognize from time to time students may make errors in judgment and engage in activities that do not represent themselves or the school positively.

However, it should be noted that students who are not entirely forthright during the adjudication of a discipline or honor issue may be dismissed from Brookstone, even for a first offense. We have always made a distinction between honor and judgment and will continue to do so, but we will not compromise our stand on honor.

The administration seeks to cultivate an environment in which honor and integrity reign supreme. Honesty is always the best policy.

## KEYS

Students are not to possess keys to school facilities unless they are:

- Issued to the student by an administrator or
- Temporarily borrowed with a faculty member's consent.

## LIBRARY PRIVILEGES

The library is to be used for reading and research. The demands on the library are heavy; consequently, we intend to take every precaution to see that it remains orderly so that serious study and research may take place. Any conversation must be quiet and as brief as possible.

## LITTER

The school belongs to each student. Each student should take pride in the school's general appearance by helping to keep the campus clear of litter. Students should pick up trash whenever they see it - whether it is outside on the sidewalk, in the hallways or in the stairwells. Every member of the community must strive to keep Brookstone beautiful.

## LOCKERS

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep his/her belongings together. Books should not be left lying in the hallway or around campus. Any book found around campus will be taken to Lost and Found. Students must not write on lockers or place decals, stickers or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior and must be removed at the end of the school year. Since lockers are the property of the school they may be searched at any time.

## MAKE-UP POLICY

If a student misses one day of school, he/she will be expected to take any tests and/or turn in any assignments that were due on the day of the absence on the day he/she returns. For each day absent, the student will have equivalent days to make up the work assigned during absence.

Students should have a homework buddy in each class who can be called for assignments.

Missed academic work due to an unexcused absence will result in a daily grade of “0”. Major assignments missed will be “made up” within 3 days with an 11 point reduction (not to exceed one letter grade) in grade.

If a student receives an incomplete at the end of a semester, all makeup work must be completed within fifteen (15) school days. Extension of this deadline requires documented extenuating circumstances.

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### **FOR STUDENTS WITH AN ANTICIPATED ABSENCE OF ONE DAY OR LESS**

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Students with anticipated absences, such as field trips, competitions, etc. should make up work beforehand, as agreed upon with the teacher.

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### **FOR STUDENTS WHO MISS PART OF THE SCHOOL DAY**

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If a student misses a class due to an appointment and returns to school that day, he must turn in missed work or make up tests that same day or at a time mutually agreed upon with the teacher. On the first day of their return from an absence, students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person or through a note, by e-mail, or by phone.

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### **FOR STUDENTS WHO ARE ABSENT FOR ONE OR MORE DAYS**

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Students are allowed the same number of days absent to complete work missed due to illness or other types of excused absences. Any extension of this time is at the deference of the teacher. To clarify, if a student is absent one day, he must make up all missed work the day after his return. If a student is absent two days, he must make

up all missed work on the second day after his return, etc. On the first day of their return from an absence, students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person or through a note, by e-mail, or by phone.

## NATIONAL HONOR SOCIETY

Students considered for membership will be from the junior and senior classes. They must meet the academic requirements and have thoroughly completed an activity sheet. All teachers in the upper school will be given an opportunity to comment on each applicant. The student forms and the teacher comments will be presented to the NHS selection committee consisting of selected faculty members. This committee will then review each student at least three times and make a final decision using the established criteria and any additional information available.

## MESSAGES

During the school day **ONLY EMERGENCY MESSAGES** will be delivered to the student. All other messages will be placed on the student bulletin board in the entrance near the back parking lot.

## OFFICE HOURS

The purpose of Office Hours is to allow the students to have extra time with their teachers. In the upper school, the philosophy is that the students should use this time voluntarily. Office Hours allow the students to further clarify issues, review material or generate more discussion with the teacher.

At their discretion, teachers may assign students to attend office hours for a specified amount of time or until improvement is seen in the student's academic understanding. Students must utilize this time that is given by the teachers in order to maximize their ability to understand a specific content area. This transition, to the completely voluntary time in college, conditions the students to be proactive in their approach with the faculty member and towards their academic material.

## **PUBLIC DISPLAY OF AFFECTION**

Brookstone requires and supports the rights and desires of our students to engage in healthy relationships. Any time a student is on campus, either during school hours or after school hours, students may hold hands, but kissing and inappropriate displays of affection will not be tolerated. Students who violate this policy will be subject to disciplinary action by the school.

## **RE-ENROLLMENT**

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts. Additionally, students who were suspended first semester will not receive a re-enrollment contract.

## **RE-EXAM POLICY**

High school students who have a failure in a one-semester course or in the spring semester for a yearlong course as a result of an exam are eligible for a re-exam under the following conditions:

1. Student must have a passing pre-exam average (i.e., 70 or above).
2. Examination grade must be no lower than 50.
3. Student must take the re-exam at a specified time and date.
4. In a yearlong course, student must have had a passing average for the first semester.

To receive a passing mark for the course, the student must pass the re-examination. The maximum semester grade, based on passing the reexamination, is 70. If the student passes the re-exam, both the exam grade and the semester grade will be recorded as 70. Students who do not receive a passing grade on the re-exam receive their original exam grade and final average. No re-exams will be given at the end of the fall semester, except for one semester courses.

## SENIOR EXEMPTION POLICY

The Brookstone policy for exemption of senior exams is as follows:

- Exemptions are for 2nd semester seniors enrolled in full-year courses; exemptions may be granted to seniors at the end of the first semester for one-semester courses.
- A student can have only five (5) absences, other than those that are considered school related, such as athletic absences or college visits.
- In order to exempt a final, students must have an at least an 85 average during the 2nd semester. No Honors points can be added to the average when calculating semester grades.

If all of the above criteria are met, please note that there is no limit on the number of exemptions that a senior may have. Please also note that even if all of the criteria are met, it remains at the teacher's discretion to offer the exemption.

## SCHOOL DANCES

The rules will be read to the student body prior to each dance. The following represent some rules that will be in effect:

- As with all school functions, no smoking, alcohol or drugs are to be consumed at the dance or on the school grounds and students may not come to the dance under the influence of alcohol or drugs;
- Students will not be allowed to enter the dance after the first hour;
- Students may not leave the building and return to the dance;
- Students are required to remain in the areas defined by the dance chaperones throughout the time they are in attendance.

## SCHOOL FUNCTIONS

There will be social functions arranged for upper school students. At these functions, only Brookstone students are allowed to attend the social activity unless the school has made specific invitations to others.

## SCHOOLS AND COLLEGES

Brookstone reserves the right and is sometimes obligated to report honor and discipline violations - including, but not limited to, suspensions and expulsions - to schools and colleges where students have applied for admission.

# SEARCH AND SEIZURE POLICY

## PERSONAL SEARCHES

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A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon the approval of the Head of School or a specific designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

## LOCKER SEARCHES

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A student's locker or desk is the property of Brookstone School and is under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

## AUTOMOBILE SEARCHES

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Students are permitted to park on Brookstone School premises as a matter of privilege, not a right. School authorities may perform periodic patrols of student parking lots and conduct exterior

inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

## SENIOR PRIVILEGES

Seniors should realize that all senior privileges are privileges, not rights. All exemptions are at the discretion of the principal and dean of students. Certain privileges have been granted to seniors in good academic standing. Those privileges include:

- Studying independently rather than being assigned a study hall;
- Special access to the Cougar Café at lunch each school day;
- First preference for student parking spaces.

These privileges are granted yearly, but with the understanding that the School expects each senior to assume certain responsibilities commensurate with the privileges. Seniors and their parents must sign a “Senior Privilege” contract to establish eligibility for privileges.

## SLEEPOVERS

Brookstone discourages coed sleepovers. The school believes that coed sleepovers are beyond the realm of adequate adult supervision and may serve as “stumbling blocks” within the Brookstone community. We therefore ask that parents and students support this policy.

## **SPEECHES**

Seniors are required to do research and deliver a speech before an Upper School student assembly. The L. Ashley Walters Memorial Speech Award has been established for the most outstanding senior speech. This is a one-time scholarship award that provides a partial payment of the first semester's tuition at the winner's chosen college. The award is in memory of Ashley Walters, class of 1984.

## **STUDY HALLS**

Upper School students are to report to study halls promptly and are not permitted to leave without the permission of the monitor. Those students in study hall wishing to use the library must have a note from the teacher in the course requiring such work. This procedure prevents the library from being over crowded with students who are merely doing homework assignments that do not require the use of the library.

## **SUMMER SCHOOL**

Summer school courses are taken for make-up credit only. Grades earned in approved summer school programs do appear on the transcript as a "P" for passing and to represent a credit earned in that particular course. However, grades earned in approved summer school programs do not replace the "F" from the school year, nor are summer school grades averaged in with grades earned during the school year. Students may not take summer school for forward credit. A student who fails two credits in one year will be considered in academic jeopardy and will have to make up at least one credit in summer school. The student's academic progress in the following year will be closely monitored, and if in the

judgment of the school there is no sufficient improvement, the student may be asked to withdraw from Brookstone. A student who fails more than two (2) yearlong courses will be dismissed from Brookstone.

Students who need to make up work in the summer as a result of failure must successfully complete the course at a SACS accredited summer school. This requirement meets existing SACS guidelines.

NOTE: Courses that are required for graduation may not be taken in summer school for the first time as new courses.

## SUSPENSIONS

Any student suspended "out-of-school" is not allowed on campus during the period of suspension. This includes participation in or attendance at any extracurricular activities. Out-of-school suspensions become a part of the student record. All work missed during a suspension will receive a maximum of 80% of full credit for the work.

## TOBACCO

The school vigorously opposes the use, possession or distribution of tobacco in any form on campus or at off-campus school functions. Violation subjects a student to disciplinary action.

## TUTORING

Teachers are available before and after school, (7:40 a.m.-7:50 a.m.) (3:25 p.m.-4:00 p.m.), to assist students with extra help. While Brookstone teachers try to provide as much extra help for students as possible, there are times when the faculty will contact

the family and recommend tutoring. On-campus tutors must be arranged and monitored by the Learning Center staff. In most cases, Brookstone can recommend a tutor that is known to the school and who knows our program.