All information contained in this handbook is current as of its publish date of August 2019. However, policies and information may change throughout the school year. For the most up-to-date information, please view the online version at www.brookstoneschool.org.

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MISSION STATEMENT

Brookstone School, a college preparatory school founded in the Judeo-Christian ethic and committed to academic excellence, endeavors to build in its students the core values of loyalty, courage, wisdom, honor, service, respect, and leadership.

BELIEFS

• We seek to prepare students for college by developing the skills and knowledge necessary not only for admission but also for realizing their highest potential for success while in college and beyond.

• We seek to develop all dimensions of the individual student in an atmosphere that supports high standards of conduct in accordance with our stated Honor Code and commitment to the Judeo-Christian ethic.
  - Judeo-Christian ethic means those moral teachings common to both Judaism and Christianity.
  - We value ethnic, religious, socio-economic, and political diversity. We welcome students of all backgrounds, believing that such diversity strengthens our community.
  - We provide the opportunity to participate in a wide range of extra-curricular activities to enhance the growth of our students intellectually, spiritually, artistically, and athletically.

• We maintain a commitment to academic excellence by:
  - Delivering quality instruction by an expert, caring faculty that is enriched by ongoing professional development
  - Utilizing a comprehensive, sequenced, and balanced curriculum from 3K–12th grade that supports varied learning styles in an educationally sound environment
  - Using current technology with proficiency to enhance teaching and learning across the curriculum

• We seek to build the following core values in our students: loyalty, courage, wisdom, honor, service, respect, and leadership. We are committed to expecting, teaching, and modeling these values.
  - Loyalty includes faithfulness to our stated beliefs, to each other, and to our commitments and obligations.
  - Courage includes not only a willingness to push ourselves beyond our comfort zones when appropriate but also to have the moral conviction to stand for what we know to be right and to be brave and honorable in our decision-making.
- Wisdom includes a foundation of scholarly knowledge, sound judgment, and the desire for lifelong learning. We believe that the ongoing and self-motivated pursuit of knowledge throughout life is essential to an individual’s achieving his/her highest potential.

- Honor includes honesty and integrity in both beliefs and actions. Brookstone students are expected to have a high sense of both personal and academic integrity as evidenced by our stated Honor Code, which reads, “As a Brookstone student, I will neither lie, cheat, steal, nor tolerate any of these acts.”

- Service is a part of the curriculum at every grade level. We encourage the development and practice of servant leadership as a lifelong characteristic of our students. Others before self is the ideal model for meeting the needs of our community both locally and globally.

- Respect includes acknowledging and showing esteem for the worth of both oneself and others. Mutual respect is the foundation of our school community.

- Leadership is cultivated and encouraged at all grade levels. We believe the core values of loyalty, courage, wisdom, honor, service, and respect create confident, capable leaders and citizens.

VISION STATEMENT

Brookstone School will be a preeminent college preparatory institution offering students an academically rich environment and building the core values that prepare its graduates for success in life.

HISTORY

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.

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 the administration building, Lower School complex for K-9, cafeteria, Jordan Gym, and the Head of school’s home.

James P. McCallie was selected first Head of School.

1970 Upper School building constructed and six tennis courts added. 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 Head of School.

1981 First SACS accreditation and self-study.

1985 Capital Campaign for facilities and endowment completed - $2.5 million.

Turner Arts Center opened – auditorium and drama rooms. Math wing to Upper School opened.

1991 Capital Campaign for facilities and endowment - $5 million.

1992 Pre-school building opened.

Robert A. Newton became the third Head of School.

1997 Launch of Network to Tomorrow Capital Campaign.

Ribbon cutting for new roadway system.


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 the fourth Head of School.

2007 New Upper School opened.


2009 Dr. Frank Brown became interim Head of School.

2010 Dr. Brian D. Kennerly became the fifth Head of School.

2011 Excellence Now Campaign began to raise money for people and programs of Brookstone School.

2013 Excellence Now Campaign completed.

3K Program is launched.

2014 Learning Center is endowed for professional development and renamed the Cheves Family Learning Center

2015 Dr. Frank Brown became interim Head of School.

2016 F. Martin (Marty) Lester, Jr. became the sixth Head of School.

2017 Mary Lynne Smission Cumiskey Tennis Complex began in April 2016 and was completed in February 2017.

2018 The Cheves Athletic Center was completed in April 2018. The new Brookstone Extended River Road location opened.

BRANDING INFORMATION

SCHOOL COLORS
The Brookstone School colors are Legacy Blue, Visionary Blue, and White. When designing anything for Brookstone School, please refer to the communications office in the Kirven Building for approval and to make sure you are using the correct colors.
"LOYALTY, COURAGE, WISDOM"
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 and 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
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
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
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
Brookstone requires each person to be accountable for his or her actions. We all share responsibility for the welfare of the greater school community.

“BE THE ONE”
At Brookstone, we are one: one family, one community, one mighty force in a child’s life. Here, every student is challenged to discover the leader he or she is meant to be. Students are encouraged to "Be The One who is bold in tackling problems, strong in standing firm, resolute in staying true to high ideals, and fearless in being out in front. "Be The One."

ACCREDITATIONS & AFFILIATIONS
Brookstone School is fully accredited pre-kindergarten through twelfth grade. It has affiliation with the major organizations listed below, as well as many other individual educational groups.

ACCREDITATION
- Southern Association of Independent Schools
- Southern Association of Colleges & Schools
- AdvancED Education, Inc.
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 through report cards, posting of grades, 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, safe, 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 fund raising activities.

• The school values parents’ understanding and perspective of their child’s life experiences and potential.

• The school will strive to ensure students’/family’s rights of privacy in all of its communications and administration of school business.
• 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 child.

• Parents will seek a healthy balance between high academic and extracurricular expectations for achievement and realistic goals for their child 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 child, 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 child 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 child.

• 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 fund raising 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, verbal, or via social media. Parents will stress the
  importance of this practice with their child.
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, a transcript, and one or two teacher recommendations, depending on the division. Additional supporting materials, such as educational psychological reports, may also be required. After the above information is on file, the applicant will be scheduled for admissions testing, a classroom visit, and/or an interview with a faculty member, as is deemed necessary.

All admissions decisions are made by an admissions committee consisting of the enrollment director, administrators, and faculty members. For grades that are full, applicants will be placed in a waiting pool.

After the admission committee decides acceptable readiness for an applicant, first consideration will be given to applicants in the following groups, in no special order: siblings of current Brookstone students, children of current faculty and staff, children of alumni, children of Brookstone Board members, and students whose qualities would be an asset to the school.

In addition, the admissions committee will look for applicants who can most enhance the student body, taking into consideration previous school activities and involvement, their interview, recommendations, writing sample, testing and any other relevant criteria.
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 sixth level of the Middle School and continues through junior varsity and varsity teams in the Upper School.

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

CHANGES IN ESSENTIAL INFORMATION

Any changes to the following information can be changed through the CougarNet Portal: home addresses and telephone numbers, business addresses, email 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, phone (cell and home), and paper mail.

SCHOOL NEWS

CougarNet—Areas of the Brookstone website, exclusive to current parents, students, faculty, and alumni, where parents can access news, athletic events, school calendar, student grades, and online parent/faculty directory.

Alertnow®—A phone messaging system used for emergency and communication purposes to remain in contact and communicate with parents appropriately.
The channel of communications for Brookstone School is put in place to promote better communication among constituencies of the school. The proper channels for communication are as follows:

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<td>2. Head Varsity Coach</td>
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<td>3. Director of Athletics</td>
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<td>4. Department Chair</td>
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**TRUSTEE COMMUNICATIONS COMMITTEE**

**Purpose**
- The purpose of the trustee communications committee is to hear parental or staff concerns that already have gone through the proper channels of communication.

**Function**
- The committee will determine whether the concern raised by the parent or staff member is such that it is properly a matter for board consideration. The sole function of the committee is to determine whether the concern presented should be referred to the board of trustees or not.

**Composition**
- Three trustees appointed by the committee of trustees will serve staggered terms.
- The chairman of the board will serve as ex-officio member of this committee.
- A committee chairman will be selected by the committee on an annual basis.

**Process**
- All parents or staff members must first follow the proper communication channels listed above. If not, any request of review by the trustee communications committee is premature.
• The committee will hold a meeting upon the receipt of a written request made by a parent or staff member. Such a request must include a detailed explanation of the concern being brought to the committee by that parent or staff member and a specific explanation of the relief sought. Once the committee receives this request it will work with the parent or staff member to arrive at a mutually convenient time and place for meeting.

• Any person bringing an issue before the trustee communications committee may appear and request confidentiality, or that person may request that a member of the committee or any other trustee present that person’s concern to the committee with the identity of the concerned party confidential.

• Once this committee has heard a concern and has a reached a decision of whether or not the concern should be presented to the board of trustees, the findings of the committee will be communicated by the chair of the committee to the parent or staff member in question or if applicable to the trustee presenting the individual’s concerns to the committee.

• It is not the purpose of the trustee communications committee to substitute its judgment for the judgment of the administration. Nor is it the purpose of the trustee communications committee to expand the scope of what is otherwise appropriate trustee involvement in school affairs. If the trustee communications committee determines that the concern should be referred to the board of trustees, the board in its sole discretion may determine whether or not to ask that the parent, staff member, or the trustee designee appear at the next regularly scheduled board meeting, or whether the board will determine to consider the person’s concern without the person bringing the concern present. If the concern is considered by the board, the chairman of the trustee communications committee will be responsible for communicating the results of the board consideration to the person bringing the concern.
Above the diagonal line = allocation of board’s time
Below the diagonal line = allocation of head’s time


BOARD OF TRUSTEES 2019 - 2020

OFFICERS
Mr. Jason Branch ('91), Chairman
Mr. Billy Blanchard, Chairman-Elect
Mrs. Stephanie Hunter ('81), Past Chairman
Mr. Steve Butler, Secretary
Mrs. Lee Lee James, Assistant Secretary Treasurer
Mr. Henry Swift, Treasurer

EX OFFICIO
Mr. Marty Lester
Head of School
Mrs. Laura Harris
Ast. Head of School and Chief Financial Officer
Mr. Bill Doerr
Asst. Head of School for Institutional Advancement

MEMBERS AT LARGE
Mr. Rick Alexander
Dr. Raj Arora
Mr. Bo Bickerstaff ('96)
Mr. Keith Chambliss ('76)
Dr. Vik Chhokar ('90)
Mrs. Claudia Garrard
Dr. Linda Hadley ('75)
Mr. Edward Hudson
Mrs. Katie Krieg ('00)
Mrs. Betsy Leebern
Mr. Cal Martin ('73)
Dr. Lee McCluskey
Mr. Fray McCormick
Dr. Edwin L. Page ('83)
Mr. Will Peek ('85)
Mrs. Lane Riley ('01)
Mr. Heath Schondelmayer
Mr. Chuck Staples
Mr. Fray McCormick
Dr. Ted Thorne
Mr. Bill Turner, III ('96)
Mrs. Katherine Waddell
Mr. Travis Wade ('94)
Mr. Will White
Mr. Bill Woolfolk

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.

Although 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.

Fair Use

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 materials 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 copying and 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, music, 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.

The following are examples of copying to complete an assignment:
• Student use of photocopy machines or computers to enter text, data, illustrations, etc., as part of a class requirement.
• Students producing media projects (slides/videos/films, etc.), copying pictures from books, scenes from videos/TV programs, or music.

When Congress rewrote 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, such copying may be a “fair use” as long as the copy is only used for a school project.

The key question concerns future uses of the material you produce for class assignments. You may keep it for your own enjoyment and show it to a prospective employer during a job interview. However, if it includes copies of copyrighted works, it is in most cases illegal to share a computer application 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 making any broadcast or cable transmission.

Please remember that your education would not be possible without books, magazines, encyclopedias, computer applications, videos, and all 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 the people who made the work available a fair return on their labor.

In addition to copyright laws, Brookstone students are expected to be familiar with Creative Commons Public Licenses and use material accordingly.

Creative Commons information can be found on:
www.creativecommons.org.
EMERGENCY SITUATIONS

Our Emergency Response and Crisis Management Manual contains campus-wide procedures for emergency situations. Each classroom on campus has a current copy for reference. Faculty and staff also have a digital copy readily available on each of their computers.

Please refer to this manual for all school policies, procedures, and responses to emergency situations as well as directions for parents, when needed, in major situations.

For any further questions regarding our response plan, please contact Connie Mansour at cmansour@brookstoneschool.org.

FINANCIAL INFORMATION

Tuition charges include lunches for grades kindergarten through twelve, insurance, testing (except AP exams), laboratory fees, and lower/Intermediate School book rental fees. School supplies are charged separately. Middle and Upper School students must purchase technology devices and books. 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 tuition can be paid in advance, over 3 installments, or auto-deducted monthly over 10 months. Parents electing to participate in the 10-month installment plan must authorize ACHs from their bank account and will be charged a 5% fee.

Parents have the option to use VISA, Master Card, American Express, or Discover to pay monthly account bills and tuition payments. There will be a convenience fee charged any time a credit card is used for any payment.
BOOKS
Parents in Middle and Upper School will be responsible for purchasing their students’ textbooks. A link to the online bookstore can be found on the school website. ISBN numbers are provided should parents wish to purchase the books through another source. Parents are responsible for every aspect of purchasing textbooks.

BROOKSTONE EXTENDED (B.E. FEES)
The cost for Brookstone Extended for 2019-2020 is $7 per hour, billed by the minute. Parents will be billed at the end of each month for the time spent in B.E. (See Lower/Intermediate School information section regarding when B.E. is open).

FINANCIAL AID
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 our online portal by FAST. This application is open from January to March for the next school year. Please contact Laura Harris at lharris@brookstoneschool.org for additional information.

In distributing financial aid, the following criteria in prioritizing the recipients and amounts of financial aid awards.

1. Returning students already receiving financial aid in good financial standing (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 FAST must be repeated each year of a student’s enrollment at Brookstone. The award also considers the student’s overall academic, social, and disciplinary record at the school. All information regarding financial aid is held in the strictest confidence.

FINANCIAL OBLIGATIONS
Through the direction of our board of trustees, all account balances must be paid including the tuition installment due June 30 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 September 30. If not paid by November 16, your student will not be allowed to return to school until paid. The third tuition installment is due January 31. If not paid by February 1, your student will not be allowed to return to school for second semester.

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 sixty 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.

**STUDENT SOLICITATION FOR CONTRIBUTIONS**

All school fundraising efforts need to be approved at least two weeks prior to the proposed event by the Assistant Head of School for Institutional Advancement and the appropriate division head. This includes any formal fundraising efforts for the Upper School, Middle School, Intermediate School, and Lower School. All clubs and class level fundraising projects are included in these guidelines. There is an appropriate form that must be completed for consideration of the proposed project.

**BROOKSTONE PARENTS ASSOCIATION (BPA) DUES**

Membership dues for the Brookstone Parents Association (BPA) for the 2019-2020 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**

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 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 a $100 deductible. A brochure is available in the business office which explains all the provisions and exclusions to the policy.

**TUITION REFUND INSURANCE**

Parents will have the opportunity to purchase Dewar, Inc. tuition insurance for the 2019-2020 school year. Each year, information is included with enrollment contracts.
FUNDRAISING

Brookstone School is fortunate to have a dedicated base of alumni, parents, and friends that supply roughly 30 percent of our budget annually through charitable donations.

To ensure that our constituents are properly stewarded, no one receives multiple solicitations, strategic priorities are met, and that the school follows the guidelines established by the IRS, all requests for support and charitable gifts must be cleared by the Office of Institutional Advancement.

All special fundraising projects must be approved by the Assistant Head of School for Institutional Advancement. The school supports the Brookstone Fund and the fundraising projects sponsored by the Brookstone Parents Association (BPA). BPA fundraisers provide funds throughout the school, making the need for satellite drives unnecessary.

WHAT IS THE BROOKSTONE FUND?

The Brookstone Fund is a yearly fundraising appeal designed to support Brookstone School. Brookstone’s Assistant Head of School for Institutional Advancement, Director of Alumni Relations and Annual Giving, and parent volunteers work together to solicit the participation of every parent to the fund. Every independent school in the country depends on an annual fund campaign to support their operating budgets.

WHY DOES BROOKSTONE NEED AN ANNUAL FUND?

The Brookstone Fund provides the margin of excellence that makes Brookstone an institution of distinction. Your philanthropy enables Brookstone to accomplish its mission of keeping class sizes small, equip our teachers with teaching tools that make an impact, build infrastructure, and keep tuition as affordable as possible. Our school depends on revenue from the following areas: tuition, endowment income, annual fund giving, and special designated gifts.

YOUR GIFT HELPS ATTRACT COMMUNITY SUPPORT

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, faculty, and staff through contributions to the Brookstone 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 guidance program is aligned with ASCA National Standards for School Counseling Programs.

The program structure consists of four components:
• Guidance Curricula
• Individual Planning
• Responsive Services
• System Support
The Lower/Intermediate 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 twelfth 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.

**COLLEGE ADVISING**
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, advisors, and the Middle School/Upper School counselor, assist each student in exploring educational/career/personal options that best “fit” individual needs.
GOALS AND STRATEGIES
• 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, 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 and 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 on the following: 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 completing 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
• Assist parents in the interpretation of standardized testing results

MIDDLE SCHOOL AND UPPER SCHOOL GUIDANCE COUNSELING GOALS AND STRATEGIES
• Conduct preventive educational activities to meet the immediate needs and concerns of students, parents, and faculty.
• 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.

LOWER AND INTERMEDIATE SCHOOL GUIDANCE COUNSELING
GOALS AND STRATEGIES
• Conduct ongoing, developmentally appropriate guidance classes to meet the needs of the students at their grade levels.
• 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

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. 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 haz ing
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.

BULLYING

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. These include 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 or she has been the victim of bullying should report the incident to his or her division head 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.
COVERAGE
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, division head, 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
The conduct prohibited by this policy, whether verbal, physical, visual, or electronic includes any harassment, discrimination, or retaliation, and any conduct that affects someone because of that individual’s race, color, religion, gender orientation, 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
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, electronic, 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 an appropriate member of the administration or faculty. There shall at all times be 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 conducted by the Head of School 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 not always. 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 the following:

- Offensive sexual 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, displaying offensive sexually suggestive objects or pictures, cartoons, or posters
- Unwelcome pressure for sexual activity
- Offensively suggestive or obscene letters, notes, invitations, electronic messages, including email, telephone calls, texts, faxes, and the like
- Offensive touching or physical contacts such as patting, grabbing, pinching, or brushing against another's body
- Stalking or other sexually-related criminal activity
HAZING
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, division head, or counselor. Offending students will suffer appropriate disciplinary action including the possibility of suspension or dismissal from Brookstone School.

PROCEDURES
Students who believe they are victims of harassment, discrimination, or retaliation or have witnessed such should report the matter to the Lower School, Intermediate School, Middle School, or Upper School division head, Assistant Middle School division head, Assistant Upper School division head, grade chair, counselor, or the Head of School. 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
In the complainant’s position, determination of whether particular conduct violates this policy will take into account the totality of the circumstance, including the following issues:

• 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
• The relationship between the parties

PROHIBITION OF RETALIATION
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 or her rights under this policy. Anyone experiencing or witnessing any conduct he or 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.

HEALTH AND WELL-BEING

Brookstone School is committed to fostering a safe and protected, drug and alcohol free environment for its students. Brookstone will partner with parents to educate students about the negative consequences of drug and alcohol use and offer students tools to say no to the use of these harmful chemicals. We are guided by research which shows the longer a student delays experimentation with drugs, the less likely he or she is to develop an addiction to them. It is in this spirit, along with the education of parents and students, Brookstone employs mandatory, but random, drug testing of all school students in grades 8-12. While no school has the ability to monitor the behavior of its students at all times, Brookstone has adopted this policy of drug testing in hopes of providing a meaningful drug prevention effort that encourages all its students to make positive, healthy choices.

EDUCATION

Grades K-4: Age appropriate literature based discussions on making safe and healthy choices in life

Grade 5: Education and Awareness
Age appropriate drug education and awareness curriculum that develops basic, core skills needed for safe and responsible choices. This includes skills that extend well beyond drugs to healthy and mature choices in life such as:

• Self-awareness and management
• Responsible decision making
• Understanding others
• Relationship and communication skills
• Handling responsibilities and challenges

Grades 6 - 8: Education: Risks and realities of drug, alcohol, and tobacco usage.
• Drug prevention specialists meet once with all 6th and 7th grade students in small groups to discuss making healthy choices. These specialists use the data from our school’s survey to discuss perceptions of use and dangers.
• Students in 8th grade meet with the prevention specialist 4 different times for a more intensive program. Topics discussed include perceptions of use, healthy choices, and the dangers of substance abuse.
**Grades 9 - 12:** Education: Deeper dive into the risks and realities of alcohol, tobacco, and drug usage

- Drug prevention specialists meet with all students in an assembly to address current trends and dangers of substance abuse.
- 10th grade students meet with prevention specialists 4 different times for a more intensive program. Topics discussed include perceptions of use, healthy choices, and the dangers of substance abuse.

**DRUG TESTING**

**Mandatory Drug Testing – 2019-2020 School Year**

- All students in grades 8 – 12 are subject to mandatory, random Drug Testing during the academic year.
- Hair testing protocol are employed and conducted by a licensed third party.
- The collection of hair samples will be supervised by Brookstone’s school nurse.
- All students will be tested at least once, 25% of students randomly tested twice, and a small percentage randomly tested a third time.
- All positive test results will be sent exclusively to the Brookstone Head of School, or, when deemed necessary, to the Head of School designee.

**First Positive Test**

- The Head of School will contact the student’s parent(s)/guardian(s) and schedule a conference.
- The meeting must be attended by the parent(s)/guardian(s) and the student, along with two Brookstone administrators, the Head of School being one.
- An assessment will be required and the Head of School will provide a list of State Licensed Mental Health/Drug and Alcohol Counselors. The family will make a treatment decision following the completion of the assessment.
- No punitive action will be taken, but the student will be retested at least once more during the school year, no sooner than 100 days following this first positive test. If there are less than 100 days remaining in the school year, the student will be retested during the week prior to the beginning of the next school year.
- Refusal to provide a hair sample for testing upon request will be treated as a first positive.

**Second Positive Test**

- The Head of School will contact the student’s parent(s)/guardian(s) and schedule a conference. The meeting must be attended by the parent(s)/guardian(s) and the student, along with two Brookstone administrators, the Head of School being one.
• An assessment will be required and the Head of School will provide a list of State Licensed Mental Health/Drug and Alcohol Counselors.
• The prescribed treatment program will be mandatory.
• The student will not attend school until the prescribing counselor and the attending physician recommend the student’s return to school
• Where there is an extended amount of time away from school, Brookstone will work with the student to the extent possible to ensure all class assignments are fulfilled.
• Students will be retested every 100 - 120 days following the 2nd positive until graduation from Brookstone. Subsequent retesting will be conducted at the parents’ expense.
• Refusal to provide a hair sample for testing upon request will be treated as a second positive.

**Third Positive Test**

• The student is dismissed with the opportunity to withdraw first.

**Random Plus Testing:**
Significantly smaller groups of students will be selected for testing following the initial ‘all inclusive’ testing early in the school year. In an effort to further ensure the safety and health of students, a student suspected of usage later in the academic year may be manually inserted into the random selection pool.

**Alcohol Testing:**
Alcohol testing may also be included as an add-on screening panel at the parent(s) request and expense. Results will be confidential and provided only to the parent(s).

**Drug testing expenses will be charged as student fees. The per-student fee amount will be determined by calculating the cost of all annual random tests divided by the total number of students in Grades 8 through 12. This fee does not include the cost of required for students who have had positive test results.**

• Failure to comply with any of these policies may result in dismissal from Brookstone.
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.
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 include the following:
• 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
• Determine discipline when a violation occurs

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.

PART ONE: EDUCATION
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.

PART TWO: COUNSELING
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 it, confidential counseling does not risk a student’s enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

PART THREE: DISCIPLINE
Because alcohol and other illegal drugs have no place on our campus, at any school function, or on any school trip, all students attending Brookstone sponsored events may be breathalyzed. Any student found in possession of, using, or distributing alcohol or illegal drugs while under the school’s supervision (on or off campus) will be subject to the consequences listed below:

DEFINITIONS
Off-campus: the use, possession, or distribution of alcohol or illegal drugs/
paraphernalia off school property and at activities related to Brookstone.

**On-Campus:** the use, possession, or distribution of alcohol or illegal drugs/paraphernalia off school property and at activities related to Brookstone, to include leaving school property and returning during the school day or for an extracurricular activity or arriving at school at anytime under the influence.

The following guidelines govern school initiated investigations:

**FIRST OFFENSE**
Brookstone recognizes no minimum in regard to alcohol or drugs; possession or “a sip” are treated the same as consumption of a larger quantity. Consequences include 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 the division head stating that an assessment has occurred.
- Student 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).
- Student 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.
- A student holding class or student-elected office must vacate it for the rest of the school year.
- A student will receive an out-of-school suspension and may be subject to expulsion in egregious cases.
- Possession, use, or distribution of any controlled substance on campus is a felony under Georgia law.

**SECOND OFFENSE**
- A risk factor assessment by qualified personnel (as in first offense).
- Student will receive an out-of-school suspension or may be expelled.
- Student is subject to suspension from sports activities for the remainder of that season.

Please note: Punishments other than expulsion for students who incur violations will not carry over to the next academic year. Summerwork/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 including e-cigarettes.

**IMMUNIZATIONS & HEALTH**

Each year, all Brookstone students are required by state law to have a current Georgia 3231 Certificate of Immunization form on file prior to school attendance. These forms are available from your physician or the local health department. Students new to Georgia must have their immunizations transferred to a Georgia 3231 form by the health department or their physician. Permission for the administration of medications must also be updated each year. All medications administered at Brookstone School require the consent of a parent or guardian.

Each year parents are also required to confirm or update pertinent health 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.

**MEDICATION ADMINISTRATION AT SCHOOL**

1. **All Medication:**
   - Medications should be brought to the clinic (located in the Woodruff Arts Building).
   - A consent for prescription or over the counter medications form is required. This may be completed online or parents may request a form.
   - Medications should be picked up from the clinic by the last day of school. Remaining medications will be discarded.

2. **Prescription Medications**
   - All medications must be in the original prescription container or package and properly labeled with the student’s name, name of medication, exact dose to be given, name of health care provider, and expiration date.
• A signed consent form must accompany the medication.
• Sample medication must also be properly labeled and in the original container or package.

3. Non-Prescription Medications/Over-The Counter Medications (cough drops, vitamins, cough syrup, decongestants/antihistamines, Midol, aspirin)
   • Medication must be in the original container.
   • A signed consent form must accompany the medication.
   • The clinic stocks generic Tylenol, Ibuprofen, Benadryl, and cough drops and requires parental consent, which now may be given online.

4. Medications Carried by Student
   • A signed consent form should be on file in the clinic with a copy given to the student to accompany medications being carried and self-administered.

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**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, and organizational skills.

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**LUNCH PROGRAM**

The school’s lunch program is included in tuition. 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. It is difficult to deliver last minute messages, especially in regard to Brookstone Extended. 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 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 amend or otherwise modify this privacy statement at any time.

RE-ENROLLMENT

Students who fail two or more classes in the middle or 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 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.
SCHOOL TRIP GUIDELINES

Students must return to the faculty sponsor a completed Student Activity Covenant Agreement/Release/Waiver. The waiver may not be revised in any way and must also be signed by the student traveler as well as the parents. The faculty sponsor will retain these waivers until the end of the trip. A copy will also be on file at the school. Students who have not submitted waivers may not accompany the group. Additional forms may also be required by the trip sponsors.

Permission to treat forms and student medical information are also required for school trips. Forms are to be completed and returned to the trip sponsor who will retain the information until the completion of the trip. A copy will also be on file at the school. Student medical needs and necessary medical/emergency information will be shared with all trip chaperons.

Sponsors must be employees of the school. In the event of an emergency, all chaperons should have access to students’ emergency numbers, waivers, and medical information. Non-Brookstone employees who are participating on Brookstone trips as chaperons or as trip participants and could potentially be alone with students must have a background check and drug test prior to the trip as part of the trip approval process.

Overseas travel advisories issued by the State Department will be heeded for international travel.

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 division head’s office for persons who need to use the parking lot while the campus is closed.
SERIOUS INFECTIOUS ILLNESS POLICY

Brookstone School recognizes that serious infectious illnesses, including but not limited to acquired immune deficiency syndrome (AIDS) 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 himself or herself 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 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 Head of School 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.

**TECHNOLOGY POLICY**

Brookstone School, in an effort to provide students the most effective preparation for college, utilizes various technologies to support student learning. Technology offers a multitude of global opportunities, and one objective of Brookstone School is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. Brookstone School provides the privilege of access to its computer network, technology tools, Internet, and various cloud based applications for educational purposes only. This access will be available to students as long as they use it in a responsible, efficient, courteous, and legal manner. Misuse of this privilege may lead to discipline of the offender.
All school Internet use is filtered and logged. Brookstone makes a good faith effort to protect students from exposure to materials that are harmful and explicit by maintaining an Internet content filter in compliance with CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) regulations and school policies, responsible web browsing is expected. Users should not attempt to circumvent the web filter. The use of anonymous proxies to circumvent content filtering is prohibited and a direct violation of this Acceptable Use Policy.

The guidelines stated in this policy apply to any and all student use of electronic devices on the Brookstone campus or for Brookstone assigned work, regardless of ownership of the device.

Terms of Use
Students will adhere to these guidelines each time a device is used on the Brookstone campus or for Brookstone assigned work.

Students WILL:
- Make sure student-owned devices are fully charged and ready to use for an entire school day. Students must not assume that they will be able to use a charger at school.
- Assume responsibility for keeping student-owned devices safe and secure at all times. Notify the Division Head of School or Administrative Assistant immediately if a device is lost, stolen, or damaged.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students must never use any form of electronic communication to harass, frighten, or bully anyone. Speech that is not appropriate for class is not appropriate in technology enabled communication. Any misbehavior is to be reported to responsible school personnel immediately.
- Protect their own and others’ private information. Students will not share last names, usernames, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their usernames and passwords with anyone. Teachers may have access to student login information for assistance purposes only.
- Use all technology equipment carefully and not damage, change, or tamper with the network.
- Ensure adequate space is available on their device for school required work. Your use of your device at school presumes that you understand that academic content takes precedence over personal files, and personal files may need to be removed if space limitations require it for completion of academic projects.
- Obey copyright laws. Students must always give credit for using someone else’s words, images, or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. Students will follow Creative Commons licensing or obtain permission before using someone else’s work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as “pirating” and is strictly prohibited.
- Print only when needed
• Independently back up data and other important files regularly. Lost or damaged data is not the responsibility of Brookstone. See Brookstone Technology Team for assistance, if needed.
• Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on devices or networks that are school-owned are not private.
• Understand that their school-issued Google Apps accounts are school-owned and therefore subject to periodic and arbitrary monitoring by Brookstone Administration. This includes, but is not limited to, the following apps within the Google Suite that may be associated with a brookstoneschool.org address: Gmail, Google Drive, Google Classroom, Google Sites, Blogger, YouTube, Calendar, and Google Chrome.
• Use protective covers or cases while operating any school or student-owned device on Brookstone’s campus
• Set passcodes on their devices to prevent others from misusing them. If requested, students must provide their passcodes to the Brookstone Director of Technology, Division Head of School, or Administrative Assistant to allow access to verify compliance with the Brookstone Acceptable Use Policy.
• Turn off cellular data access on student-owned devices while on campus, if applicable. Student owned devices must be connected to the Brookstone network while on campus. Using any student-owned device as a wireless hotspot is strictly prohibited.

Students will NOT:
• Subvert or circumvent the Brookstone network rules or filters
• Disable the virus protection software at any time nor install a different antivirus software package on school owned or issued devices
• Download and/or install any programs, files, or games onto any school-owned devices
• Play games on the computers and/or across the network unless supported by Brookstone School’s approved curriculum
• Change the device name or otherwise modify the Brookstone profile
• Engage in gaming activities during instructional times
• Create, view, send, or display inappropriate pictures, videos, text, or websites. Any misbehavior is to be reported to responsible school personnel immediately.
• Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
• Post videos, pictures, or recordings of Brookstone’s campus or students, activities, or events on the Internet in a public forum without the express permission of the teacher and/or administration.
• Use the camera and microphone on Brookstone property unless permission is granted by a teacher or administrator
• Use technology devices to cheat on schoolwork
• Change, delete, or move anyone else’s work
• Use any electronic device at school or any e-mail account other than their Brookstone-issued account without expressed teacher permission
• Modify or remove the Apple or Android operating systems. This refers to the process commonly known as “jailbreaking” / “rooting” and is strictly prohibited.
• Make use of Brookstone School technology for financial and/or commercial gain.
• Distribute or share subscribed Internet site’s usernames and passwords with anyone not enrolled or employed by Brookstone School
• Attempt to retrieve another user’s password or login using another user’s login name. Furthermore, students shall not give another student his/her password.
• Load personal music, video, or other files on the school network
• Use proxy servers and browser extensions to gain backdoor access to sites blocked by the school. Students may petition the Technology Director for access to blocked sites. Attempt to break network password security or access unauthorized sites or software.
• 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
• Use school resources for the purpose of cyber-bullying. The school encourages all students to be good cyber-citizens at all times.
• 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).
• Alter any settings and/or configuration on any computer or the network.

**Filtering**
Brookstone’s website filtering program limits on-campus student access to content available through an Internet browser. When connected to Brookstone’s Wi-Fi network, student devices with the Brookstone student profile will be protected by a filter so that content from Internet browsers will only include educationally appropriate materials.

**Monitoring**
Brookstone School reserves the right to inspect any device in use by a student on the Brookstone campus, without prior notification. If a student is found to be in violation of any of the guidelines expressed here, Brookstone further reserves the right to enforce appropriate consequences. Such consequences could include, but are not limited to, losing the privilege of using a Brookstone device or student-owned device on campus.

Students are to report any known violations of this Acceptable Use Policy to appropriate Brookstone teachers or administrators.

Brookstone takes no responsibility for unauthorized student activities that take place while not on campus. Nor does Brookstone take responsibility for unauthorized materials students store on the devices, the Brookstone network, or within an Brookstone-issued account. Brookstone makes no warranties of any kind, 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.
Compliance
Brookstone encourages the use of its technology resources to further educational aims and expand the options of students to facilitate the pursuit of knowledge. Brookstone offers users a free educational suite of applications. In order to gain access to his/her Google account on the Internet, Brookstone must obtain permission from a parent/legal guardian of a minor under the age of 18 years. 18 years and older are also required to accept the Brookstone Acceptable Use Policy prior to obtaining access to technology within our schools.

If misused, Brookstone School reserves the right to confiscate and search any student device to ensure compliance with this Acceptable Use Policy. Violations of any of the provisions of this Acceptable Use Policy may result in a loss of access as well as other disciplinary or legal action as determined by the honor code, Brookstone administration, or legal authorities.

Personal Safety
Students should be cautious about including pictures or videos 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 division’s administration will apply the technology acceptable use policy concerning technology violations. In the Upper School when a policy violation is also a breach of the Honor Code, the Honor Council may be involved in the disciplinary discussion.

Misuse of technology at Brookstone will not be tolerated, as it can interfere with the educational goals of the institution. Consequences will be at the discretion of the school’s administration and based on the severity and frequency of the offense.

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.

Parent Responsibility
Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio, and other potentially offensive media. Parents are responsible for monitoring their student’s use of technology, including student access of Brookstone resources from home or a remote location.
Brookstone recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned. It is further recommended that parents purchase an extended warranty for their student’s device that covers loss or damage.

**TOBACCO FREE CAMPUS**

No student, staff member or school visitor is permitted to use any tobacco product, including the use of E-Cigarettes, at any time, including non-school hours, 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented, or chartered by Brookstone School.
- On any school grounds and property—including athletic fields and parking lots.
- At any school-sponsored or school-related event on-campus or off-campus.

Tobacco products include cigarettes, chewing tobacco, cigars, e-cigarettes (Juuls), or any vaping products.

Tobacco cessation programs are available to any student or faculty. Information about these is available from the school nurse.

**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 Assistant Head of School for Finance and Operations. Skateboards, scooters, roller blades, and trick bikes are not to be used on the campus at any time.
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 Head of School or a division head is against the law. Students should not invite a visitor to the campus without first clearing it with the division head.

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 division head.

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

Safety is our first priority at Brookstone. One step to ensure that our students are safe is to be vigilant in knowing who is on our campus. We have an electronic visitor program and all visitors, including parents, must sign in at any division front office. A name tag will be created and must be worn at all times during that visit. Visitors are asked to sign out prior to leaving campus.
Lower School at Brookstone consists of grades 3K, pre-kindergarten, and kindergarten through third.

### DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>3K and Pre-K</td>
<td>8:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Grades K-3</td>
<td>8:00 a.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>
| Brookstone Extended  | 12:00 p.m. - 6:00 p.m.  
*12:00 p.m. - 4:00 p.m. on early dismissal days |

### EARLY DISMISSAL SCHEDULE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3K and Pre-K</td>
<td>8:00 a.m. - 11:00 a.m.</td>
</tr>
<tr>
<td>Grades K-3</td>
<td>8:00 a.m. - 12:00 p.m.</td>
</tr>
</tbody>
</table>
ILLEGAL DRUGS & ALCOHOL
Refer to the Illegal Drugs and Alcohol section under Schoolwide information on page 38.

HEALTH & WELL-BEING
Refer to the Health & Well-Being section under Schoolwide information on page 34.

HARRASSMENT POLICIES
Refer to the Harassment Policies section under Schoolwide information on page 30.

ARRIVAL & DISMISSAL

MORNING ARRIVAL
• All vehicles pull through the long drive by the Intermediate School.
• All students should be ready to get out of the vehicle upon stopping.

AFTERNOON DISMISSAL
• Please do not arrive more than 15 minutes early.
• Students remaining on the sidewalk ten minutes after dismissal will go to Brookstone Extended, and parents will be billed for the service.
• 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 a.m.-12:15 p.m. or 2:00-3:00 p.m. Visitor parking spaces are available as well as parking along the curb by the quad and in 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 abide by the following guidelines:
• Drive slowly.
• Discontinue use of cell phones.
• Be patient and courteous to other drivers, as well as teachers assisting with carpool.
• 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 or Sharman Dryden, Lower School administrative assistant, by email. 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.

LOWER SCHOOL DISMISSAL FOR FAMILIES OF CROSS DIVISION SIBLINGS
If you have children in the Lower School and other divisions at Brookstone, we can offer two options to assist with your afternoon pick-up:

• Pick up all children in Lower School carpool but arrive toward the end of carpool around 3:10-3:15. Have your child/children from other divisions come to Lower School pick-up.
• You may give permission for your Upper School student to pick up your child/children in the Lower School office. Contact Sharman Dryden in the Lower School office at sdryden@brookstoneschool.org.

ATTENDANCE

EXCUSED ABSENCES
Students in the Lower School are excused for absences due to illness, religious holidays, and family emergencies. Please contact the Lower School office as soon as possible to report an excused absence. Students have two days per excused day of absence to make up missed class work.

OTHER ABSENCES
All other absences should be approved by the Head of Lower School. Parents seeking approval of absences for special events, family trips, etc. should submit a request in writing by letter or email no less than three days prior to the anticipated absence. Such requests should be avoided except in the case of exceptional opportunities, as regular student attendance is critical to academic success.

EXCESSIVE ABSENCES
The Head of Lower School will contact the parents of students who accumulate excessive absences for any reason. In the event of prolonged illness or family emergencies, the school will work to assist the child in catching up on missed lessons and assignments. Excessive absences for reasons other than illness or family emergencies might result in a meeting with the teachers and Head of Lower School to determine if the child will be eligible for academic promotion. Students with more than three unapproved absences in a term are not considered to be exceeding expectations and cannot be assigned letter grades of E on their report cards.
DAILY ARRIVAL TIME
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 in grades 3K through third grade must report to the Lower School office. Students are considered present only if they attend school for half the school day. All students arriving after carpool must be escorted to the LS office by an adult. Students with more than three unexcused tardies in a term are not considered to be exceeding expectations and cannot be assigned letter grades of E on their report cards. Students that are tardy due to doctor’s appointments are excused with a note from the doctor.

PRESENT IF:
3K & Pre-Kindergarten – Check in by 10:00 a.m.
Kindergarten and grades 1-3 – Check in by 11:15 a.m.

ABSENT IF:
3K & Pre-Kindergarten – Check out before 10:00 a.m.
Kindergarten and grades 1-3 – Check out before 11:15 a.m.

Parents will be notified by the Head of Lower School when tardies become excessive. Students are encouraged to strive for good attendance and punctuality.

OTHER ATTENDANCE CONSIDERATIONS
Special circumstances requiring a student to be checked out of school during school hours on an on-going basis must be approved by the Head of Lower School.

EARLY CHECK OUT
If a child is to be 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. An early check out form is provided for parents to sign.

SICK STUDENTS
Students should not come to school with a fever. If your child has a contagious disease, please contact the school nurse or the Lower School office. Children’s Healthcare of Atlanta provides the following guidelines for school attendance:

Students should stay at home if they...

- Have a fever higher than 100.4 (when not taking fever reducing medications such as Tylenol or Motrin)
- Have vomited more than once
- Have diarrhea
• Have the flu (fever with any of the following...aches, chills, respiratory congestion, sore throat)
• Have a persistent and frequent cough
• Have a constant pain (ear ache, stomach ache, recent injury, etc.) that impacts their ability to concentrate
• Have strep throat and have not been on antibiotics for 24 hours
• Have a spreading rash
• Have lice that has not been treated
• Have untreated pinkeye

BEFORE & AFTER SCHOOL SUPERVISION

Students should not go to class or enter their building before 7:45 a.m. Supervision is provided in the LS commons room for those who arrive early from 7:30-7:45 a.m. Students remaining on campus after dismissal times will be sent to Brookstone Extended.

CAFETERIA

Parents and grandparents are welcome to have lunch with their child/grandchild occasionally during the school year. Visitors must sign in first with a division office and receive a visitor pass for lunch. There is a form on the serving line, and the student’s account will be billed. The students and his or her visitor(s) are to sit at the designated visitors’ tables. The student may not invite friends to join this special family time.

CLASS PARTIES

Class parties are organized by the room parents in conjunction with the BPA parent coordinator. The Head of Lower School and administrative assistant, as representatives of the Lower School faculty, work with the room parent committee to create the party calendar and guidelines for the year. Every effort is made to provide volunteer opportunities for all parents to assist with parties at least once throughout the school year. Sign-up sheets are provided on parent night. Students wishing to celebrate a birthday or half-birthday at school may coordinate with the classroom teacher to provide a simple treat. Students in K-3 should enjoy birthday treats in the cafeteria during their assigned lunch time. Cookie Cakes are available for purchase in advance through food services. All foods must be nut-free.

CLASSROOM REQUESTS

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

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

DEPORTMENT 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.

ELECTRONIC DEVICES

Students in the Lower School are not allowed to have cell phones or smart watches with them during the school day. Cell phones and smart watches may be left in book bags, silenced, until students leave campus for the day.

All other electronic devices, such as Kindles, Nooks, iPads, etc. are not allowed in the Lower School. An iPad cart is available for teacher and student use when it is a designated part of instruction in grades 3K-1st. 2nd and 3rd grade students have a Chromebook assigned to them in August to use throughout the school year. Chromebooks are for school use only. All personal electronic devices brought to school by Lower School students are done so “at your own risk.”

LOWER SCHOOL HONOR CODE

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 any of the following behaviors:

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

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

IN HALLWAYS AND WALKWAYS
- Walk in a quiet and orderly fashion
- Keep to the right in hallways and on outside walkways

IN THE CAFETERIA
- 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

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

IN RESTROOMS
- Go to the restroom quietly and return to class quickly
- Wash hands after every trip to the restroom
- Keep the restroom tidy after use
STANDARDIZED DRESS

GENERAL INFORMATION
All standardized dress must be purchased at either Lands’ End or at the Cougar Shop. The Brookstone website will have the most updated standardized dress guidelines. These guidelines can be located on the Lower School home page.

When ordering uniforms through Lands’ End, you will be asked for your child’s gender and grade. Please make sure you enter the correct information so that your child will have the correct standardized dress. The Brookstone portal will show the options available for your child’s grade when you visit the Lands’ End website.

Students at Brookstone are expected to be well-groomed and decently dressed at all times. They are expected to respect their school uniforms and wear them with pride.

All clothing should be clearly marked with the student’s name. The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to the used uniform sale or eventually to charity.

GENERAL RULES FOR DRESS

CLOTHING
a. Clothes must be in good condition. They must be neat and clean. No holes in clothing will be allowed. Belts must be visibly worn with all pants and shorts in grades 1-3.
b. All shirts must be worn tucked inside pants, shorts, and skirts in grades 1-3.
c. Hats should never be worn inside a building on campus. School caps are only permitted for outdoor classes and with the permission of the teacher (principally, any physical education activities).
d. Uniforms are to be worn when the student is on campus during the school day.
e. Students are required to arrive on campus properly attired.

OUT OF UNIFORM DAYS
“Out of Uniform” days are periodically allowed. On these days students may wear jeans or casual solid color pants or shorts. No athletic, camouflage, or sweat pants are allowed. Logos of the shirt manufacturer or a Brookstone logo are the only advertising allowed on shirts. No tank tops or sleeveless blouses are permitted. The students must wear shoes appropriate for school. If the “out of uniform” day is to promote a school event, students may be asked to wear a specific shirt or themed attire.
BROOKSTONE SPIRIT FRIDAYS
Each Friday, students may wear a Brookstone t-shirt and dress code bottoms with dress code shoes in order to show school spirit. Brookstone football jerseys and cheerleading uniforms are also options that are allowed. If a student prefers standardized dress on Friday, that is acceptable as well.

PERSONAL APPEARANCE
a. Hair must be clean, neatly groomed, and kept in a manner that doesn’t inhibit vision or cause distraction. For boys and girls, extreme hair styles or unnatural colors are not allowed. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem.
b. No makeup may be worn with uniforms. Lip gloss with color tint is not allowed.

BROOKSTONE EXTENDED
Brookstone Extended (B.E.) opens the first day of school and closes on the last school day. Please check the school calendar for specific details. The regular school day hours of operation are 12:00-6:00 p.m. When on early dismissal schedule, B.E. will close at 4:00 p.m. Parents will be billed at the end of each month for a child’s time spent in B.E.

Brookstone Extended will be closed on all school holidays.

PARENT & TEACHER CONFERENCING
Parent/teacher conferences for pre-k through third grade are scheduled in the fall and winter and by request in the spring. These dates are 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. All meetings regarding psychological and/or academic testing or student placement, including retention, must be scheduled through the Head of Lower School. All other concerns should first be addressed with the child’s teacher.

If parents have a concern about their child, they must first meet with the child’s teacher to address those issues. If no resolution is reached, the next step is to contact the Head of Lower School.
GRADING

3K, PRE-K, AND KINDERGARTEN
Three Terms (Grading Periods) Per Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>PERFORMING SUCCESSFULLY</td>
</tr>
<tr>
<td>P</td>
<td>PROGRESSING</td>
</tr>
<tr>
<td>N</td>
<td>NOT MEETING EXPECTATIONS</td>
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</table>

FIRST – THIRD GRADES
Three Terms (Grading Periods) Per Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>EXCEEDS EXPECTATIONS</td>
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<tr>
<td>S</td>
<td>SATISFIES EXPECTATIONS</td>
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<tr>
<td>P</td>
<td>PROGRESSING</td>
</tr>
<tr>
<td>N</td>
<td>NEEDS IMPROVEMENT</td>
</tr>
</tbody>
</table>

HOMEWORK POLICY
Assignments are designed as combinations of the following:
- Expansion of classroom activities
- Preparation for future classroom activities and/or assignments
- Reinforcement of skills and concepts
- Promotion of interest in a subject area

LATE ARRIVAL WEDNESDAYS
Students arriving before 8:45 a.m. should go to Brookstone Extended.

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

Please label all clothing to insure the return of lost items. Found items should be taken to one of the school’s division offices.

PARTY INVITATIONS

- The school encourages invitations be 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.

PHYSICAL EDUCATION

All students in 3K through third grade participate in the physical education (P.E.) program. Excuses for P.E. must be sent to the teachers; excessive excuses will be addressed by the Head of Lower School. Physical fitness tests are administered yearly.

RAINY WEATHER

Lower School students should prepare by keeping in their bookbags 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. Parents of students with life threatening food allergies are encouraged to provide safe food snacks for their child.

Due to the growing number of students with allergies to nuts, nut-based foods are not allowed.

Chewing gum is not allowed at Brookstone.

VISITING CAMPUS

Safety is our first priority at Brookstone. One step to ensure that our students are safe is to be vigilant in knowing who is on our campus. We have an electronic visitor program and all visitors, including parents, must sign in at any division front office. A name tag will be created and must be worn at all times during that visit. Visitors are asked to sign out prior to leaving campus.
ARRIVAL AND DISMISSAL

MORNING ARRIVAL:
• Students are allowed to enter the building at 7:30 a.m. (8:30 a.m. on Wednesdays)
• All students should be READY to get out of the vehicle upon stopping.
• Students should 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 but should keep pulling forward.

AFTERNOON DISMISSAL:
• Students dismiss at 3:00 p.m.
• Students will wait in homeroom until they are called for pick up.
• 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 a.m.–3:00 p.m. Two visitor parking spaces are available as well as parking along the curb by the quad and in the Kirven parking lot.
• At dismissal times, the student must be picked up in the carpool line. Parents are asked to remain in cars during the carpool process.
Drivers of all vehicles each morning and each afternoon should heed the following:

- 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 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 Ms. Smithwick via email before 2:15 p.m. 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.

ILLEGAL DRUGS & ALCOHOL
Refer to the Illegal Drugs and Alcohol section under Schoolwide Information on page 38.

HEALTH & WELL-BEING
Refer to the Health & Well-Being section under Schoolwide Information on page 34.

HARRASSMENT POLICIES
Refer to the Harassment Policies section under Schoolwide Information on page 30.

ASSIGNMENT NOTEBOOKS
All students are required to carry their DANs (Daily Assignment Notebooks) to all classes. This book:
  a. Records all homework assignments
  b. Assists students in organizing their studies and study time
  c. Provides a means for teachers to communicate with parents and vice versa

ASSIGNMENTS
Fourth and fifth grade assignments and class information are displayed on Brookstone CougarNet which is part of the Brookstone website. The homework assignments are updated daily or weekly.
NET CLASSROOM

Grades will be posted weekly in CougarNet. Parents are issued a username and password.

ATTENDANCE

The Head of Intermediate School grants permission for authorized absences from school. Parents should make sufficient advance arrangements with the Head of Intermediate School and the child’s teacher(s) in order to permit the successful make-up of missed work. Students who plan to be out of school are asked to fill out a foreseen absence form. This form can be found on CougarNet under the Important Forms tab. It must be completed at least two days prior to the absence(s). The form should include upcoming assignments and tests, as well as teacher and parent signatures. If a student does not follow the directions given by the teacher regarding due dates, they will receive 80% of the value for the assignment or test. The student should also check CougarNet for homework assignments.

Trips 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. It is difficult to recreate the classroom experience.

EXCESSIVE ABSENCES

Excessive Absences will be addressed as follows:

- Absent 10 days – Head of Intermediate School will notify parents by letter including a copy of the child’s attendance report.
- Absent 15 days – Head of Intermediate School will meet with parents.
- Absent 20 days or more – Head of Intermediate School and teachers will meet to discuss if student will be eligible for the next grade level.

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. Students are encouraged to arrive at 7:30 a.m. so that they may organize themselves prior to morning meeting and the 8:00 a.m. start time. Teachers cannot be responsible for important work missed because of tardiness. Late students must report to the Intermediate School office. Students are considered present only if they attend school for half the school day.
Parents will be notified by the Head of Intermediate School when tardies become excessive. Students are encouraged to strive for good attendance and punctuality.

EARLY CHECK OUT
If a child is to be picked up early, parents are asked to send the teacher a note or email by 8:00 a.m.

Parents may go to the Intermediate School office for pick up.

SICK STUDENTS
Students should not come to school with a fever. If your child has a contagious disease, please contact the school nurse or the Intermediate School office. Children’s Healthcare of Atlanta provides the following guidelines for school attendance: Students should stay at home if they:

- Have a fever higher than 100.4 (when not taking fever reducing medications such as Tylenol or Motrin)
- Have vomited more than once
- Have diarrhea
- Have the flu (fever with any of the following: aches, chills, respiratory congestion, sore throat)
- Have a persistent and frequent cough
- Have a constant pain (ear ache, stomach ache, recent injury, etc.) that impacts their ability to concentrate
- Have strep throat and have not been on antibiotics for 24 hours
- Have a spreading rash
- Have lice that has not been treated
- Have untreated pinkeye

PRESENT IF: Check in by 11:30 a.m.
ABSENT IF: Check out before 11:15 a.m.
AFTER SCHOOL SUPERVISION

Students remaining on campus after dismissal times will be sent to Brookstone Extended (B.E.). B.E. will close at 6:00 p.m. on regular schedule days and at 4:00 p.m. on early dismissal days.

CAFETERIA

Parents and grandparents are welcome to have lunch with their child/grandchild during the school year. Visitors must sign in first with a division office and receive a visitor pass for lunch (form provided on the serving line), and the student’s account will be billed. The student and his/her visitor(s) are to sit at the designated visitors’ tables.

CLASS PARTIES

Grade parents will sponsor an all school breakfast at Christmas. Fourth and fifth grade classes have an off-campus party at the end of the year. Parents helping are asked not to bring siblings to class parties.

Students who would like to celebrate their birthday at school are asked to purchase cookie cakes from the cafeteria for birthday celebrations, as these do not contain nuts or nut products. Donuts from Golden Donut are also suggested.

CLASSROOM REQUESTS

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

COUGAR SHOP AND COUGAR CAFÉ

Students may visit the Cougar Shop and Cougar Café only after school hours. Students must be accompanied by an adult.
DEPORTMENT 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.

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 Intermediate School endorses the Honor Code: “As a Brookstone student, I will neither lie, cheat, steal, nor tolerate any of these acts.”

DISCIPLINE

Students will follow a point and citation system. All conduct infractions will be documented and communicated with parents.
CONDUCT

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

Brookstone will not tolerate any of the following behaviors:
• Rudeness
• Crudeness
• Profanity
• Disrespect for people
• Disrespect for property
• Bullying

IN THE CLASSROOM
• Be attentive and participate in a respectful manner.
• Have necessary books and supplies.
• Be punctual.
• Prepare assignments according to the teachers’ instructions.
• Exercise care in the use of school property, personal property, and the property of others.

IN HALLWAYS AND WALKWAYS
• Walk in a quiet and orderly fashion.
• Keep to the right in hallways and on outside walkways.

IN THE CAFETERIA
• 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.

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

IN RESTROOMS
• Go to restroom quietly, and return to class quickly.
• Wash hands after every trip to the restroom.
• Keep the restroom tidy after use.
STUDENT TECHNOLOGY

Cell phones and smart watches: If a student brings a cell phone or smart watch to school, it should be turned off and placed in the home-room basket. If a child uses or carries his/her cell phone during school hours, it will be taken up and given to the Head of Intermediate School. Parents may make an appointment with the Head of Intermediate School for the return of the cell phone.

iPads, Kindles, and Nooks may be used for reading or research with the permission of the teacher. They may not be used for games or texting. If a student abuses this privilege, he/she will lose the right to use this technology at school for the remainder of the term or a time decided upon by the Head of Intermediate School.

STANDARDIZED DRESS

GENERAL INFORMATION

All standardized dress must be purchased at either Lands’ End or at the Cougar Shop. The Brookstone website will have the most updated standardized dress guidelines. These guidelines can be located on the Intermediate School home page.

When ordering uniforms through Lands’ End, you will be asked for your child’s gender and grade. Please make sure you enter the correct information so that your child will have the correct standardized dress. The Brookstone portal will show the options available for your child’s grade when you visit the Lands’ End website.

Students at Brookstone are expected to be well-groomed and decently dressed at all times. They are expected to respect their school uniforms and wear them with pride.

All clothing should be clearly marked with the student’s name. The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to the used uniform sale or eventually to charity.
GENERAL RULES FOR DRESS

CLOTHING
a. Clothes must be in good condition. They must be neat and clean. No holes in clothing will be allowed. Belts must be worn with all pants and shorts. The belts must be visible.
b. All shirts must be worn tucked inside pants, shorts, and skirts. The only exception is the tailored Oxford shirt for girls designed to be worn untucked.
c. Hats should never be worn inside a building on campus. School caps are only permitted for outdoor classes and with the permission of the teacher.
d. Uniforms are to be worn when the student is on campus during the school day.
e. Students are required to arrive on campus properly attired.

OUT OF UNIFORM DAYS
“Out of Uniform” days are periodically allowed. On these days students and parents will be notified of the approved dress for that specific day. Logos of the shirt manufacturer or a Brookstone logo are the only advertising allowed on shirts. No tank tops or sleeveless blouses are permitted. Shoes must be appropriate for school.

BROOKSTONE SPIRIT FRIDAYS
Each Friday, students may wear a Brookstone t-shirt and dress code bottoms with dress code shoes in order to show school spirit. Brookstone football jerseys and cheerleading uniforms are also options that are allowed. If a student prefers standardized dress on Friday, that is acceptable as well.

PERSONAL APPEARANCE
a. Hair must be clean and neatly groomed. Boys’ hair must be worn above the eyebrows, above the ears, and above the collar. For boys and girls, extreme hair styles or unnatural colors are not allowed. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem.
b. No makeup may be worn with uniforms. Lip gloss with color tint is not allowed.

BROOKSTONE EXTENDED
Brookstone Extended (B.E.) opens the first day of school and closes on the last school day. Regular school day hours of operation are 12:00-6:00 p.m. When on early dismissal schedule, B.E. will close at 4:00 p.m. Parents will be billed at the end of each month for their child’s time spent in B.E.

Brookstone Extended will be closed on all school holidays.
FACULTY AVAILABILITY

Teachers are available to students for tutorial from 3:00 p.m. to 3:45 p.m. Monday through Thursday. Please let the teacher know if you would like for your child to attend tutorial.

Teachers are available to parents by appointment only. Parent/teacher conferences are scheduled in the fall and in the spring. These dates are 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 the Head of Intermediate School.

GRADING

FOUR GRADING PERIODS PER YEAR

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>73-79</td>
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<tr>
<td>D</td>
<td>70-72</td>
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<tr>
<td>F</td>
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FAILING GRADES

• 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.

• Students who fail two subjects for the year will be contacted by the Head of Intermediate School and may not be offered re-enrollment.

• If a student in the Intermediate School fails one 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 Head of Intermediate School.
  - 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 Head of Intermediate School 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 the following:
- Expansion of classroom activities
- Preparation for future classroom activities and/or assignments
- Verification of learning
- Reinforcement of concepts
- Promotion of interest in a subject area

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

LATE ARRIVAL WEDNESDAYS

Students who arrive early should attend Brookstone Extended.

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 administrative assistants.

PARTY INVITATIONS

- The school encourages invitations be extended to all students in the class and to be mailed.
- If your child is inviting all the children in the class, 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.

**PHYSICAL EDUCATION**

All students participate in the physical education (P.E.) program. Excuses for P.E. must be sent to the coaches; excessive excuses will be addressed by the Head of Intermediate School. Students who need to sit out of P.E. for sickness or injury will be asked to go to the gym with their class and watch from the bleachers. 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.

**RAINY WEATHER**

Students in the Intermediate School should prepare for inclement weather by keeping Brookstone approved rain gear in their lockers. Small collapsible umbrellas are allowed.

**SNACKS**

Students are not allowed to bring snacks to school. Parents and teachers will plan snacks for class parties. Parents of students with life threatening food allergies are encouraged to provide safe food snacks for their child.

Due to the growing number of students with allergies to nuts, nut-based foods are not allowed.

Chewing gum is not allowed at Brookstone.

**TESTING POLICY**

Intermediate School students will not take more than four tests in a week or two tests in one day.

**VISITING CAMPUS**

Safety is our first priority at Brookstone. One step to ensure that our students are safe is to be vigilant in knowing who is on our campus. We have an electronic visitor program, and all visitors, including parents, must sign in at any division front office. A name tag will be created and must be worn at all times during that visit. Visitors are asked to sign out prior to leaving campus.
**IMPORTANT CONTACT INFORMATION**

- To report student absences, call the Middle School office at 706-660-9683.
- We encourage the use of email 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, contact the teacher, grade chair, or Director of Guidance.
- To secure assignments for absent students, parents and students are encouraged to check CougarNet. Teachers post daily/weekly assignments online. If you find that the 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 Mr. Garry Sullivan, Head of Middle School, or Dr. Kristopher Maguire, Assistant Head of Middle School.
# Daily Schedule

## Brookstone School

### Middle School Schedule for 2019-2020

#### Full School Day Schedule

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<thead>
<tr>
<th>Regular Schedule</th>
<th>Cougars</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:03 AM</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:05 - 8:50 AM</td>
<td>1 7 6 5 4 3 2</td>
</tr>
<tr>
<td>8:55 - 9:40 AM</td>
<td>2 1 7 6 5 4 3</td>
</tr>
<tr>
<td>9:45 - 10:30 AM</td>
<td>3 2 1 7 6 5 4</td>
</tr>
<tr>
<td>10:30 - 10:45 AM</td>
<td>Break</td>
</tr>
<tr>
<td>10:50 - 11:35 AM</td>
<td>4 3 2 1 7 6 5</td>
</tr>
<tr>
<td>11:40AM - 12:25PM</td>
<td>5 4 3 2 1 7 6</td>
</tr>
<tr>
<td>12:25 - 12:55 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 - 1:35 PM</td>
<td>Program Time</td>
</tr>
<tr>
<td>1:40 - 2:25 PM</td>
<td>6 5 4 3 2 1 7</td>
</tr>
<tr>
<td>2:30 - 3:15 PM</td>
<td>7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>3:15 - 3:40 PM</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

#### Late Wednesday Schedule

<table>
<thead>
<tr>
<th>Late Wednesday Schedule</th>
<th>Cougars</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 - 9:03 AM</td>
<td>Homeroom</td>
</tr>
<tr>
<td>9:05 - 9:45 AM</td>
<td>1 7 6 5 4 3 2</td>
</tr>
<tr>
<td>9:50 - 10:30 AM</td>
<td>2 1 7 6 5 4 3</td>
</tr>
<tr>
<td>10:30 - 10:50 AM</td>
<td>Break</td>
</tr>
<tr>
<td>10:55 - 11:35 AM</td>
<td>3 2 1 7 6 5 4</td>
</tr>
<tr>
<td>11:40AM-12:20PM</td>
<td>4 3 2 1 7 6 5</td>
</tr>
<tr>
<td>12:20 - 1:00 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:05 - 1:45 PM</td>
<td>5 4 3 2 1 7 6</td>
</tr>
<tr>
<td>1:50 - 2:30 PM</td>
<td>6 5 4 3 2 1 7</td>
</tr>
<tr>
<td>2:35 - 3:15 PM</td>
<td>7 6 5 4 3 2 1</td>
</tr>
<tr>
<td>3:15 - 3:40 PM</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

**Please Note:**

Attendance will be taken and announcements read during advisory 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, which are intended for voluntary or mandatory extra help sessions.
Athletic practices begin at 3:45 PM for middle school students.
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 HONOR CODE 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 properly credit the source of those words, ideas, or facts constitutes an act of plagiarism and is a violation of the Honor Code.

### CONSEQUENCES
Each student should, when aware of an infraction of the Honor Code, report the infraction to a teacher, a grade chair, or an administrator. 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 the student has been under Brookstone’s Honor Code. The Assistant Head of Middle School, in consultation with the Head of Middle School and Head of School, ultimately determines disciplinary action which may include detention, in-school confinement, or suspension. Honor Code
infractions may also result in the loss of year-end academic awards and removal from Middle School leadership positions held at the time of the offense. A student found guilty of repeated Honor Code violations shall be subject to possible dismissal from the school.

**GENERAL 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.

**ILLEGAL DRUGS & ALCOHOL**

Refer to the Illegal Drugs & Alcohol section under Schoolwide information on page 38.

**HEALTH & WELL-BEING**

Refer to the Health & Well-Being section under Schoolwide information on page 34.

**HARRASSMENT POLICIES**

Refer to the Harassment Policies section under Schoolwide information on page 30.

**ARRIVAL TIME**

Students must be in homeroom by 8:00 a.m. Students are encouraged to arrive at school after 7:45 a.m. unless they are arriving for a specific meeting or event and have a faculty sponsor present. The homeroom warning bell rings at 7:55 a.m., and homeroom begins promptly at 8:00 a.m.
ASSIGNMENTS

All Middle School students will be issued a 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 on CougarNet.

ATTENDANCE

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

CLASS CUTS

A student cutting class, homeroom, and/or study hall will receive in-school confinement. Students who cut to avoid a project deadline or test will receive a zero for missed work. Any further class cuts during the year could lead to suspension/expulsion, to be determined by the administration.

EXCESSIVE ABSENCES

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 believes 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.

Tardies or absence from school will be excused for the following circumstances:

- 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 Administrative Assistant, 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.

**UNEXCUSED ABSENCES**
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 discouraged.

**EXTRACURRICULAR ELIGIBILITY**
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 Head of Middle School. 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 Head of Middle School 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.

LATE ARRIVALS
After 8:00 a.m.:
- When the student arrives he/she must sign in at the office and bring a note from a parent.

EARLY DISMISSALS
- Students must present parental permission (a phone call, email, or note) to the Middle School Administrative Assistant before 8:00 a.m.
- Parents must sign Middle School students out when picking them up for any reason.

TARDIES
- Four (4) unexcused tardies in a term will result in the parent being contacted by the Assistant Head of Middle School. The student will also receive a detention.
- Eight (8) unexcused tardies in a term will result in parents being contacted by the Assistant Head of Middle School and the student will receive a detention.
- Twelve (12) unexcused tardies in a term will result in parents being contacted by the Assistant Head of Middle School and the student will receive a detention.

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
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 complete all work within fifteen (15) school days. Extension of this deadline requires documented, extenuating circumstances.

PLANNED ABSENCES
Students who plan to be out of school due to unexcused absences are asked to fill out a foreseen absence form. This must be completed two days prior to the absence(s) and should include upcoming assignments and tests as well as teacher and parent signatures. If a student does not follow the directions given by the teacher regarding due dates, he or she will receive only 80% of the value for the assignment or test.

BOOKS
Parents are responsible for ordering textbooks as listed on teacher sites. Details about book purchasing will be emailed to family email accounts during the summer. While MBS is our textbook company, books may be purchased from parents’ choice of vendors. Students should have textbooks on the first day of school.

PERSONAL TECHNOLOGY
Students may not use cell phones or wear Apple watches during the school day or during tutorials. They potentially create major distractions and a variety of problems for our learning environment as well as undermine the independence and resourcefulness we are building during the Middle School years. Every classroom has a phone that students may ask to use. If you need to reach your son or daughter during the school day, please call the office. The cell phone/Apple watch rules apply to school trips. (Parents who advise students to break our rules undermine our ability to work with both the student and the family.) If a student has a cell phone/Apple watch out during normal school hours, it will be confiscated, and a parent will be responsible for picking it up from the Assistant Head of Middle School after school. One exception to this rule is for evenings, off-campus trips, or after-school activities when the coach/sponsor has specifically given permission for students to bring cell phones to facilitate parent pick up. Cell phones should be used under the direction of the activity sponsor or coach. Any other exceptions should be discussed with the Assistant Head of Middle School. Brookstone does not take responsibility for lost or stolen personal technology devices.
CLASS PARTIES

Because of the inevitable disruption to the school day, the Middle School does not allow food to be brought into school to celebrate birthdays. However, parents may contact the cafeteria to order a cookie cake for the grade to celebrate a child's birthday. 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. We celebrate birthdays by posting photos on the message board. If you would like to have your child’s photo posted on the message board, please email a photo of your child to the Middle School Administrative Assistant in advance of your child’s birthday.

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. Infractions may 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.

BETA CLUB

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 fund raising and service projects.

CLUBS, ORGANIZATIONS, AND ACADEMIC TEAMS

Middle School student leadership will mirror the newly implemented Upper School Prefect System. All positions and committees will be application based and merit based. Student clubs will be introduced at the beginning of the school year. Some examples of student clubs are Math Team, Academic Team, Reading Bowl Team, etc.

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**

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

<table>
<thead>
<tr>
<th>Award</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Math Student (6th, 7th, 8th)</td>
<td></td>
</tr>
<tr>
<td>Top English Student (6th, 7th, 8th)</td>
<td></td>
</tr>
<tr>
<td>Top Science Student (6th, 7th, 8th)</td>
<td></td>
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<tr>
<td>Top Social Studies Student (6th, 7th, 8th)</td>
<td></td>
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<tr>
<td>Excellence in Spanish Award (7th, 8th)</td>
<td></td>
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<tr>
<td>Excellence in Latin Award (7th, 8th)</td>
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<tr>
<td>Geography Bee Winner</td>
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<tr>
<td>Scott Wilson Cougar Spirit Award</td>
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<tr>
<td>Scholar Athlete (Two 8th Graders)</td>
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<tr>
<td>Robert A. Newton Award (Two 8th Graders)</td>
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<tr>
<td>Principal’s Award (One Per Grade)</td>
<td></td>
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<tr>
<td>William A. Fort Scholarships (Two 6th, Two 7th, One 8th)</td>
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</tr>
<tr>
<td>Certificate of Merit</td>
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<tr>
<td>Best Citizen Award (Two from each grade)</td>
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<tr>
<td>Outstanding Band Student Awards</td>
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<tr>
<td>Outstanding Art Student Awards</td>
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<tr>
<td>Outstanding Athlete (Two 8th Graders)</td>
<td></td>
</tr>
<tr>
<td>Outstanding Speech Award (8th)</td>
<td></td>
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<tr>
<td>Outstanding Scholar (Two 8th Graders)</td>
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<tr>
<td>Outstanding Drama Student Awards</td>
<td></td>
</tr>
<tr>
<td>Outstanding Chorus/Piano Student Awards</td>
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</tr>
</tbody>
</table>
CONFLICTS

Physical altercations between students will not be tolerated at school. Students should attempt to solve all disagreements through constructive discussion. Fighting on campus is a severe infraction and will result in a student being suspended or expelled from school.

COUGAR CAFÉ

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 Head of Middle School. 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.

CREDIT RECOVERY

Students in grades six through eight who fail math or English for the year must complete 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.

DEPARTURE TIME

The end of the last class is 3:15 p.m., but extra help is offered until 3:40 p.m. Monday-Thursday. Middle School students should leave campus immediately after their school day, extra academic help (3:15 p.m. to 3:40 p.m.), or subsequent sports or fine arts activities.
STANDARDIZED DRESS

GENERAL INFORMATION
All standardized dress must be purchased at either Lands’ End or at the Cougar Shop. The Brookstone website will have the most updated standardized dress guidelines. These guidelines can be located on the Middle School home page.

When ordering uniforms through Lands’ End, you will be asked for your child’s gender and grade. Please make sure you enter the correct information so that your child will have the correct standardized dress. The Brookstone portal will show the options available for the child's grade when you visit the Lands’ End website.

Students at Brookstone are expected to be well-groomed and decently dressed at all times. They are expected to respect their school uniforms and wear them with pride. The uniform dress code is not a reflection of current fashions. Enforcement of the dress code, like all other discipline matters, is based on cooperation among students, parents, and the school. The Head of Middle School and Assistant Head of Middle School, however, are the final authorities on dress code and other discipline issues.

All clothing should be clearly marked with the student’s name. The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to the used uniform sale or eventually to charity.

GENERAL RULES FOR DRESS

CLOTHING
a. Clothes must be in good condition. They must be neat and clean. No holes in clothing will be allowed. Belts must be worn with all pants and shorts. The belts must be visible.
b. All shirts must be worn tucked inside pants, shorts, and skirts. The only exception is the tailored Oxford shirt for girls designed to be worn untucked.
c. Hats should never be worn inside a building on campus.
d. Uniforms are to be worn when the student is on campus during the school day.
e. Students are required to arrive on campus properly attired.

BROOKSTONE SPIRIT FRIDAYS
Each Friday, students may wear a Brookstone t-shirt and dress code bottoms with dress code shoes in order to show school spirit. If a student prefers standardized dress on Friday, that is acceptable as well.
PERSONAL APPEARANCE
a. Hair must be clean and neatly groomed. For boys and girls, extreme
   hair styles or unnatural colors are not allowed.
b. Makeup is to be used with discretion and taste.
c. Jewelry must be worn in good taste. No earrings of any description are
   permitted for boys.

DISCIPLINE
Reasonable, courteous, and respectful behavior is expected from each
student. Given the voluntary basis of enrollment, it is assumed that
each student and parent will lend support and cooperation to these
expectations.

The administration of discipline in the Middle School is delegated to the
classroom teachers. Students having repeated problems will be sent to
the Assistant Head of Middle School. Serious or repeated infractions are
evaluated by the Assistant Head of Middle School in consultation with
the Head of Middle School and the student's parents. Cooperative effort
will be made to allow the student to make adjustments in behavior
enabling him or her to do the best work possible at Brookstone. Various
disciplinary procedures will be taken to handle recurring or serious
offenses. Consequences of misbehavior may include loss of leadership
positions.

Brookstone expressly reserves the right to decide in its sole discretion
what conduct warrants punishment and what level of discipline is
warranted.

VANDALISM
Students should refrain from touching or taking things that do not
belong to them. Defacing the property of others is strictly prohibited
and will be dealt with according to the infraction.

DETENTIONS
Infractions are given to students who choose to behave in a way not
conducive to a productive learning environment. Beginning with their
second infraction, students may be assigned detention. Detentions will
be served during break, during lunch, and/or either before or after
school. Detentions take priority over any extracurricular activities.

If a student is assigned detention, parents will be notified by the
Assistant Head of Middle School.
Examples of behaviors resulting in minor offense consequences (1 infraction point):
• Tardy to class
• Gum/candy/food/drinks other than water in clear container
• Dress code violation
• Lack of classroom materials
• Apple watch or cell phone out of locker during school hours
• Lack of respect for others and/or their property
  *The above list is not intended as exhaustive.*

Examples of behaviors earning major offense consequences determined by the Assistant Head of Middle School in conjunction with the Head of Middle School include the following:
• Behavior that interferes with other students’ learning
• Disrespectful to teacher
• Honor Code violation
• Bullying/fighting
• Destruction of school property
• Violation of technology agreement
  *The above list is not intended as exhaustive.*

REPEATED DETENTIONS
If a student has accumulated detentions over the course of the semester, he/she will require a parent conference with the Assistant Head of Middle School and Head of Middle School. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the Head of Middle School and Head of School and may lead to expulsion.

IN-SCHOOL CONFINEMENT
Any student who is confined “in-school” will report to the Assistant Head of Middle School and will not attend classes nor have daily interaction with the student body. The student will be responsible for turning in any work due that day to the Assistant Head of Middle School at the end of the school day. The student is ineligible for any extracurricular activities on the day of confinement.

SUSPENSION
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. All work missed during a suspension will receive a maximum of 80% of full credit for the work.
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 the administration.

Students may not bring their own food except for snacks which should be eaten during scheduled snack breaks and after 3:15 p.m. These snacks must be nut free. Nuts, peanut or almond butter, or any products containing nuts are not allowed. Each student should use a clear water bottle with his/her name clearly marked. Water bottles may be carried through-out the day, and water is the only drink allowed in the Middle School. A physician’s note regarding any special dietary/medical needs should be given to Mrs. Devon Levy, our school nurse.

Gum is not allowed in the Middle School.

ELECTRONIC DEVICES

Chromebooks, iPads, and electronic reading devices may be used in class as directed by the teacher for educational purposes only. Personal laptops may not be used during school hours. Students who use these devices for other purposes will lose this privilege.

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 15% 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 attend school as usual (full days).

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-examination, the course will have to be repeated.
EXTRA HELP

Students are encouraged to attend extra help as needed. Extra help is available Monday through Friday from 7:30 a.m. to 7:50 a.m. and from 3:15 p.m. to 3:40 p.m. 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 3:15-3:40 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 should email that teacher to arrange a meeting.

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 semester failure 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.

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.
GRADE REPORTING

Grades for year-long and one-term courses will be reported for all students, and comments will be made for students with an average of 80 or below:

1st Grading Period – grades for all students and comments for students with an average of 80 and below

2nd Grading Period – grades for all students and comments for students with an average of 80 and below

3rd Grading Period – grades for all students and comments for students with an average of 80 and below

4th 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 time a student will be given a grade in each course.

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<tr>
<th>Grade</th>
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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 studies, science, and global 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:

- 6th grade – 15 minutes of homework per core course
- 7th grade – 20 minutes of homework per core course
- 8th 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, violates the Honor Code.

Assignments are not given over Thanksgiving, Winter Holiday, Spring Break, Family Nights, or on other occasions specified by the Head of Middle School.

HONOR ROLL

Headmaster’s List: All grades 90 or above
Honor Roll: All grades 80 or above.

Students whose grades meet the above criteria will be recognized each grading period. Certificates of Merit will be presented to students who achieved Headmaster’s List all four terms.

LATE ARRIVAL WEDNESDAYS

Middle School students who arrive prior to 8:45 a.m. on Wednesdays are to report to the media center where a staff member will hold a study hall until 8:45 a.m.
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. Accessing the locker of another student is considered a violation of the HonorCode.

MEDIA CENTER

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

MOVIES IN THE CLASSROOM

Instructional time is valuable; therefore, 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).

COUGARNET

Grades for Middle School students are posted on CougarNet. Parents are issued a user name and password, and instruction sheets are available if needed. Questions about this service should be directed to the Middle School office. To access assignments, be sure to use CougarNet.

PHYSICAL EDUCATION

All students in grades 6 through 8 participate in the physical education (P.E.) program. Physical fitness tests are administered yearly. Students are expected to wear tennis shoes and the required t-shirt and shorts. All eighth grade students will take 9 weeks of Health which includes adolescent health.
Parents should send a note to the P.E. teacher if their child is unable to participate in P.E. Any student who is unable to participate in P.E. will not be allowed to actively participate in Brookstone athletics on that day. 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 two or more classes during the fall semester will not receive a re-enrollment contract.

## 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. 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. Special guests must be pre-approved by the Head of Middle School and are subject to Brookstone Handbook rules.

Middle School students are not permitted to attend Upper School functions such as dances, even if invited by an Upper School student.

## 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.

## VISITING CAMPUS

Safety is our first priority at Brookstone. One step to ensure that our students are safe is to be vigilant in knowing who is on our campus. We have an electronic visitor program and all visitors, including parents, must sign in at any division front office. A name tag will be created and must be worn at all times during that visit. Visitors are asked to sign out prior to leaving campus.
# FULL SCHOOL DAY SCHEDULE

**REGULAR SCHEDULE**

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**LATE WEDNESDAY SCHEDULE**

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**PLEASE NOTE:**

- Attendance will be taken and announcements read during advisory 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, which are intended for voluntary or mandatory extra help sessions. Athletic practices begin at 4:00 PM for middle school students.
THE HONOR CODE

The Honor Code is the heart of the Honor System at Brookstone School, and its purpose is to maintain honor and integrity among the study body.

Reflected in its mission statement, Brookstone School is, “committed to academic excellence [and] endeavors to develop in its students a foundation for lifelong learning, integrity, personal responsibility, mutual respect, and service to others.” An integral part of Brookstone School is its Honor Code, which holds accountable all in the Brookstone community.

The Honor Code was established in the early years of Brookstone School. It seeks to promote honorable conduct and charge students to maintain personal codes of honesty by not lying, cheating, stealing, or plagiarizing. Over the years, the Honor Code has become a fundamental part of the fabric of the school and contributes significantly to an atmosphere of mutual respect, honesty, and trust on the campus. The Honor Code is taught and exemplified in each level of instruction at Brookstone School.

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 its Honor Code: “As a Brookstone student, I will neither lie, cheat, steal, nor tolerate those who do.”

It is of great importance for each student and his/her parents to recognize that violations of the Honor Code are regarded as very serious infractions of Brookstone School regulations. When it comes to the attention of the Honor Council advisor(s) that a student may have committed an Honor Code violation, the student’s parents are notified immediately, and the judiciary process begins without delay.

THE HONOR COUNCIL

In the Upper School, the Honor Council is a body of students and faculty advisors entrusted to uphold and promote Brookstone’s high ideals of honor. The Council, as a whole, makes an effort to cultivate honor within the Brookstone campus so that its members are recognized by their peers and faculty as outstanding examples of honor and integrity. Furthermore, the Honor Council exists to help educate the Brookstone community about the principles on which the Honor Code and the School’s mission are based. Honor Council members are also involved in the adjudication of suspected violations of the Honor Code. The Honor Council addresses honor violations involving lying, cheating, stealing, plagiarizing, or failing
to report honor code violations; however, it does not address disciplinary matters.

The following are considered to be violations of the Honor Code:

**Lying** is an attempt to deceive or present an incomplete version of the facts when communicating with the school faculty or staff. A lie is also considered an act of purposefully misleading someone or withholding important information to avoid consequences.

**Cheating** during an exam, test, or quiz, and some homework assignments includes but is not limited to the following: giving or receiving aid, offering or asking for any information, and using study notes, cell phones, or books that are not authorized by the teacher. Examples are a student who provides information about the content of an exam, test, or quiz to another student or a student who copies from someone else’s homework, lab report, worksheet, or research paper. All work is subject to the rigors of the Honor Code unless the teacher has specified that the assignment is collaborative.

**Stealing** involves not only the obvious violation of taking valuables belonging to someone else but also includes “borrowing” books, calculators, or other possessions from another student’s locker, desk, purse, backpack, or car without permission—even if the other student is a close acquaintance. Other violations might include taking school items, personal property of others, or removing books, encyclopedias, or other reference materials, magazines, software, etc., from the Media Center without properly checking them out first. Teachers’ work areas, computers and other electronic media, teaching media, desks, office spaces, and cabinets, etc., are considered private and should not be entered without expressed permission. The degree of the offense or value of the object stolen is not considered when deciding whether or not to bring a student into the judiciary process.

**Plagiarism** occurs when a student borrows and/or uses ideas, language, or material belonging to another source or person without giving proper credit. Plagiarism also happens when a student borrows and/or uses information taken from books, magazines, the Internet, on-line services, or any other study-aid without clearly citing it. A student can avoid plagiarism easily by giving credit to the person(s) whose ideas or words that s/he uses in his or her work. The ideas or words may come from a variety of sources which include but are not limited to any information taken from books, magazines, encyclopedias, study-aids, online sources, and other students’ papers.

**Tolerating** means failing to report a case of lying, cheating, or stealing to an authority figure. Witnessing first hand an Honor Code violation and not reporting it will be treated as an Honor Code infraction.
COMMUNITY RESPONSIBILITIES

Upholding honor within the Brookstone community is not solely the work of the Honor Council. Every student, parent, faculty member, and administrator should take upon himself or herself the responsibility of creating an environment in which honesty, fairness, and personal integrity are expected and enforced.

STUDENTS

As members of the Brookstone community, students must commit themselves to Brookstone’s high standards for character. Primarily, it is the students’ responsibility to ensure that their community is one built on trust and honor. All students must:

• Sign the honor pledge as a guarantee of original work.
• Understand a teacher's work policy and expectations. Ask if something is unclear; ignorance is no excuse.
• Attempt to intervene in an Honor Code violation that is taking place by discreetly speaking to the individual or those involved.
• Upon witnessing or receiving evidence of an Honor Code violation, report the infraction to a teacher or Honor Council advisor(s).
• Cooperate in any Honor Council cases and participate with any honor-related education.
• Respect the privacy of Honor Council proceedings by not talking about cases outside of the hearing.

PARENTS

Parents are the most influential forces on children; it is their examples that set precedence and their attitudes that their children emulate. To support their children as well as Brookstone School in its mission to help foster honor in their sons and daughters, parents should strive to do the following:

• Create a home environment that clearly supports and rewards honesty.
• Support the Honor Code, Honor Council, Honor Council advisor(s), and administration.
• Limit situations at home in which a child would be tempted to lie or purposefully deceive.
• Be conscious of actions and what they model for children. For example, calling in sick for a child when s/he is merely sleeping in—however routine and seemingly harmless—is an act of deception and viewed as a lie at Brookstone School. It is confusing for a child to live under one code at home and another one at school.

FACULTY

Faculty members of Brookstone School must also uphold all aspects of the Honor Code and are expected to:

• Serve as a model for the virtues associated with honor.
• Set specific standards in the classroom so that there are no questions about expectations; create testing situations that mitigate tempting situations for students.
• Include all expectations within the course syllabus.
• Understand that an honor violation may not be handled at the faculty member’s discretion.
• Report all forms of honor violations witnessed or reported by a student to the Honor Council advisor(s) or Assistant Head of Upper School.
• Appear before the Honor Council to present evidence.
• Serve as an advocate for a student accused of an honor violation, when asked.
• Be open to education about honor.
• Serve as a mentor to new faculty who may not understand the Honor System.
• Maintain confidentiality on any case presented to the Honor Council or with any information presented to a faculty member.
• Be supportive if an Honor Council member or accused student has to miss class.

HONOR COUNCIL MEMBERS
The Honor Council president will be elected by the Upper School student body. The vice president will act as president in any case in which the president cannot be present during a hearing. To qualify to hold the office of president, a student must have been an active member of the Honor Council for at least one year. The secretary will be elected by the Honor Council members.

The Honor Council is comprised of students elected from each class as follows: five seniors, four juniors, three sophomores, two freshmen, and one alternate from each grade in case any member must disqualify themselves from a hearing or matter.

All Honor Council members must complete an application each year to be on the Honor Council. Minimum qualifications for membership on the Honor Council require passing grades, a positive teacher reference, and approval by the Honor Council advisor(s). The election of the Honor Council members is made in the spring of each year and is based upon the majority vote of the respective classes voting for their members. Freshmen will follow the same process, but representatives are elected within the first nine weeks of the academic year. The Honor Council is guided by the Honor Council advisor(s). It is the responsibility of the Honor Council advisor(s) and the Upper School administration to ensure the Honor Council is in place before the start of classes to guarantee the appropriate class representatives can hear a violation.

All students elected to the Honor Council must maintain passing grades. Honor violations or serious disciplinary actions might disqualify students from membership on the Honor Council. In any event, all discretion regarding a student’s eligibility rests with the faculty involved with the Honor Council. Once chosen, the representatives of the Honor Council are expected to maintain the highest standards of honor and
behavior. The administration maintains its right to remove an Honor Council member at its discretion. Any honor violation or violation of the confidentiality of matters pertinent to the Honor Council will result in immediate and permanent removal from the Council at the discretion of the Upper School administration and/or the Honor Council advisor(s).

PROCEDURE
A witness to a violation or an individual with information or a suspicion of a violation is obligated to report it to the Honor Council advisor(s), a faculty member, a grade chair, the Assistant Head of Upper School, or the Head of Upper School. The Honor Council advisor(s) and Assistant Head of Upper School will investigate the charge (question all parties and gather information) and determine if the case should move forward. If the evidence does not warrant moving forward, then the matter will be closed.

If sufficient reason exists for the Honor Council to hear the case, the student will be required to (1) enter a plea of guilty or not guilty, (2) notify his/her parents of the situation. If a plea of guilty is entered, an explanation of the event will be required to be made before the Honor Council, including the Honor Council advisor(s) and members. If a plea of not guilty is entered, the hearing will be confirmed with the parents of the accused student and will take place within two school days of the determination by the Honor Council advisor(s) and Assistant Head of Upper School that the case should move forward.

If a student confesses to the Assistant Head of Upper School and it is his/her first offense, he/she will not need to appear before the entire Honor Council but will instead meet with a representative group of the Honor Council to discuss the infraction.

During the hearing, the Honor Council members serve as the fact-finders in the confidential hearing. The student in question appears before the Council with the opportunity to make a statement and present any witnesses available to testify to the facts involved. Other people who may have relevant information may be invited to testify by the Honor Council advisor(s). A faculty advocate will also be present at the hearing but not during the deliberation after. None of the faculty, including advisor(s), vote during the hearing. After the presentation of the evidence, the Honor Council deliberates with the faculty members present to reach a verdict by a simple majority vote. The Honor Council advisor(s) notifies the student of the verdict, answers any questions, and emphasizes the confidentiality of the hearing. If a majority of the Honor Council (with a quorum of at least five Honor Council member) finds that the student is not guilty, then no detrimental information, including the existence of a charge, will be maintained or released to the student’s official file.

If a majority of the Honor Council finds that an honor violation has occurred, the Honor Council is asked to make recommendations for consequences based on the severity of the violation, and the verdict is
then turned over to the Honor Council advisor(s) and the Assistant Head of Upper School to determine the appropriate consequences.

CONSEQUENCES
An Honor Code violation is documented officially in each student’s school file. All final consequences rest with the discretion and decision of the Honor Council advisor(s) and the upper school administration. The Honor Council’s advisor(s) and administration members use their discretion to recommend punishment for Honor Code violations. Each violation remains on file during the student’s four years in the upper school meaning that guilty verdicts are not expunged at the end of each school year. They use the following guidelines in considering the consequences for a violation:

FIRST OFFENSE
The first offense of the Honor Code may result in the following:

a. The student will receive a grade of “0” if any academic work is involved with the violation. The student will be given the option of making up the work with the highest obtainable grade being “60,” which will replace the initial “0” given. In the case of a semester exam or final exam, arrangements for the completion of the material in question will be determined in conference between the Honor Council advisor(s) and teacher involved.

b. The student will be required to spend one day in in-school confinement (see pg. 118 for a complete description).

c. Any student who serves as a member of the Honor Council and who has been convicted of an honor offense will have to resign from that position. Also, that student will not be allowed to stand for election to the Honor Council for the following year.

d. The student may receive additional consequences based on the year of the student and the severity of the Honor Code violation.

SECOND OFFENSE
The second offense of the Honor Code may result in the following:

a. The student will receive a grade of “0” if any academic work is involved with the violation and may be required to complete additional assignments. In addition, the student will not be given the option of making up the work. In the case of a semester exam or final exam, then arrangements for the completion of the material in question will be determined in conference between the Honor Council advisor(s) and the teacher involved.

b. The student will lose the privilege of membership in an appointed organization such as the Prefects, National Honor Society, Honor Council, etc. and will not serve in any elected capacity, i.e. class office. A student who has been convicted of an honor offense will not be allowed to stand for election or appointment to these positions for one year.
c. The student will receive an in school or out of school suspension for a specified number of days as to be determined by the Head of Upper School and the Assistant Head of Upper School. All schoolwork missed must be completed. (see pages 118-119 for a complete description)
d. The student will be subject to Honor Code probation for one calendar year.
e. The student will receive additional consequences based on the year of the student and the severity of the violation.

THIRD OFFENSE
a. The violation will most likely result in expulsion or a request for the student’s withdrawal from Brookstone School.

Honor violations which occur before a vacation or near the end of an academic year may require student involvement during periods when classes are not in session and/or possible restrictions, which might carry over to the beginning of the next school year.

HONOR WARNING
Students who have violated the spirit of the honor code but whose offense is considered less severe may be assigned an “honor warning.” Honor warnings may be given to a student who has participated in any of the following:

- Has made a mistake in judgment that creates the appearance of an honor violation, but the Honor Council is unable to reach a decision regarding the student’s guilt or innocence.
- Has inadvertently created a situation that has helped another student cheat.

Honor warnings will remain on the student’s record for the remainder of the semester and the semester that follows. If a student is found guilty of an honor offense during one of those semesters, the violation will be treated as a second offense.

EDUCATION
The Honor Council will convey its messages of honesty, integrity, and responsibility through several forums addressing the student body. At the beginning of each school year, the Honor Council will provide and introduction to the Honor Code and information about common violations and how to avoid them in an Upper School assembly. Each student and his or her parents will be requested to read the honor code section of the handbook. During the Honor Council assembly, every student will sign an Honor Code document to be framed and permanently displayed in the Upper School.

CONFIDENTIALITY
The Honor Council maintains confidentiality with the names and the facts of any cases which have been brought before it in order to protect both
the integrity of its process and the innocence of any student accused before the process has taken place. Both its student and faculty members must abide by this strict confidentiality to ensure that those who are not affiliated with the Honor Council do not share any details of the matters. Violation of the confidentiality of the process may result in removal of the member from the Honor Council. Those who participate in these proceedings are honor-bound not to share their knowledge of the case with their peers, as these violations are taken seriously and handled privately. This requires cooperation and the strictest confidentiality from everyone, including the accused student, who is held to the same confidentiality standards as all Honor Council members, faculty, and administration.

**APPEALS**
If a student wishes to appeal the decision of the honor council, he or she should contact the head of Upper School within 48 hours of the verdict.

**THE ROLE OF THE FACULTY ADVOCATE**
Appearing before the Honor Council is often stressful and emotional, and it often helps the student to have an adult with whom he or she can discuss concerns that might arise. The student is responsible for selecting his or her own faculty advocate who may be the student’s advisor, grade chair, trusted teacher, or coach. The purpose of the faculty advocate is threefold. First, the advocate provides a reassuring presence as the student appears before the Honor Council. Second, the advocate serves as a character witness for the student. Third, the advocate monitors the emotional state of the student and ensures that his or her physical needs are attended to during the hearing.

Before, during, and after the process, advocates are encouraged to talk to the student about the situation and recommend that s/he is truthful at all times. Should an advocate disagree with a verdict that the Honor Council has made, a conversation should take place between the faculty advocate and the Honor Council advisor(s). Sometimes the Council is privy to information of which a faculty member may not be aware. All faculty should be as supportive as possible of the Council and its decisions.

The Honor Council seeks to educate all students on how to live as men and women of honor. Unfortunately, there are times when a student makes an error in judgment and a hearing is necessary. Hopefully, through this process, a student can learn from his or her mistake and choose to be committed to integrity in the future. Serving as a faculty advocate involves sacrifice of time and energy, and those who serve as advocates are greatly appreciated in the efforts to build and reinforce honor at Brookstone School.
ACADEMICS

ACADEMIC HONORS

Headmaster’s List:
All grades 90 or above. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Headmaster’s List 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 students who achieved Headmaster’s List for both semesters.

ADVANCED PLACEMENT COURSES

Students enrolled in an Advanced Placement (AP) 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. Upon completion of the course, students who take the AP exam and pass may possibly receive college credit. Students who do not take the AP exam will not receive the GPA boost associated with an AP course.

COURSE SCHEDULES AND CHANGES

If a student or parent wishes to make a change in classes, the Dean of Academic Affairs will be available in early August to discuss these changes. All schedule change requests must be initiated through the grade chair first. For the first two weeks of school, students may initiate schedule changes through their teacher, advisor, or grade chair.

After the period of the first two weeks is over, schedule changes can be initiated via the course teacher in consultation with the grade chair. All schedule changes will be submitted in writing on a schedule change request form. Once a student has demonstrated that there is a legitimate reason for a change, the teacher, grade chair, and a parent will need to sign the form. The student’s transcript will not show the old course as long as the change is initiated before the end of the first term. Students who have applied and been accepted into an AP or Honors
class must remain in the class until the end of the first (or third) midterm grading period. Changes before that date can only be made if the course teacher feels that student has been placed incorrectly. Before applying for one of these advanced classes, students should research the class to be sure it is an appropriate class for them.

Schedule changes beyond the first term can be initiated via the course teacher in consultation with the grade chair. The student’s transcripts will reflect changes made during this time. Dropped classes will be displayed on the transcript with either a grade of WP (withdrawn passing) or a WF (withdrawn failing), whichever applies.

Second semester courses will follow the same timing and procedures as those outlined for the beginning of school. Students who wish to alter their second semester, academic course load must demonstrate a legitimate reason in order for a change to be made.

**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. To be eligible, a student must have attended Brookstone for the sophomore, junior, and senior years. The selection is held during the senior year.

**DISMISSAL TIME**

The end of the last class is 3:15 p.m. The school day does not officially end until 3:40 p.m. at the end of office hours. Upper School students should leave campus immediately after their school day (3:15 p.m. to 3:40 p.m.) or subsequent sports or fine arts activity.

**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.

RE-EXAM POLICY
If a student fails a class due to an exam grade, the student will be allowed to take a re-exam. Students in full-year classes are only allowed to take a re-exam at the end of the second semester. In order to be eligible for the re-exam, the following conditions must be met:

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.

FACULTY AVAILABILITY
Parents wishing to meet with teachers are requested to email the teachers directly to set up an appointment. If a parent has not heard back from the teacher within one business day, then the parent should contact either the Assistant Head of Upper School or the Head of Upper School.

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 desirable, 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 in the same year will be dismissed from Brookstone.
FAILURE: ACADEMIC PROBATION

At the end of a semester, any student who fails more than one course, fails a course and has an overall grade average below 73, or has a majority of grades below 73 in his/her academic classes will be placed on academic probation.

Students must make a concerted effort to remove themselves from probation by the end of the next semester. Removal from probation occurs when a student passes all of his/her classes, has an overall grade average of at least 73, and has a majority of grades above 73.

Continued enrollment for any student who fails to remove himself/herself from probationary status will be in jeopardy. The student, parents, and representatives of the administration will meet to decide whether continued enrollment at Brookstone School is in the student’s best interest.

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 Cougar Café 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 Cougar Café or media center to pass time. It is imperative that students in a free period not disturb those whose classes are using the library.

GRADING

Grading Periods: Each term and semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
</tbody>
</table>
ACADEMIC REQUIREMENTS FOR GRADUATION

English................................................. 4
Foreign Language*..................... 3
Mathematics ........................................ 4
Science**** ................................. 4
Social Studies** ...................... 3
Physical Education*** .............. ½
Fine Arts........................................... 1
Computer......................................... 1
Electives............................................ 2 ½
Total Credits.......................... 23

*Students must complete level three of the same foreign language.
** Includes a semester of Economics and a semester of Government
***Students earning 2 varsity letters will meet the ½ unit required for graduation
****Includes one year of biology, one year of chemistry, and one year of physics

HOMEWORK

Homework is assigned as needed to support the classroom instruction taking place. Brookstone faculty do not assign busy work, but the amount of time spent on homework will vary based on a number of factors including but not limited to: the course level and load taken by the student, the number of elective or AP courses, and the ability for students to manage their time effectively, using study halls, etc. to complete work.

No Homework Course: No homework on a regular basis; homework may be assigned occasionally.
HOMEWORK GUIDELINES

• No assignments are given over Thanksgiving break, Winter Holiday break, Spring break, Easter break, or on other occasions specified by the Head of Upper School.

• 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:
  • 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 that both will be completed well.
  • 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 that they can work their own routine around your schedule.
  • 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.
  • 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.

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 application. 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 and make a final decision using established criteria and any additional information available. For a full description of the by-laws and selection process, please see the school’s website.

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 before or after class time voluntarily. Office hours allow the students to further clarify issues, review material, or generate more discussion with the teacher.
Teachers may also 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. Forming good habits around seeking extra help and communicating with teachers prepares students to be proactive in their approach with faculty members and towards their academics when they transition to the college environment.

**RE-ENROLLMENT**

Students who fail two (2) 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 until the end of a successful spring semester. Re-enrollment of a student who failed to meet the Brookstone requirements during the first or second semester is up to the discretion of school administration.

**SENIOR EXEMPTION POLICY**

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

- Exemptions are for second 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 will lose this privilege if he or she have more than 12 unexcused tardies, or they have more than 7 absences that are not school-related or college visits.
- In order to exempt a final, students must have at least an 80 average during the second 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.

**SPEECHES**

Seniors are required to do research and deliver a speech before an Upper School student assembly. This speech is an integral part of the Deliberate Life program for seniors. 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 teacher. 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. Students are only permitted to have one study hall period per semester.

SUMMER SCHOOL
Summer school courses are taken for make-up credit only. Grades earned in approved summer school programs do not replace the “F” from 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.

TEST LOAD
No student is required to take more than two major tests on a given day. If more than two tests are on the same day, the student can reschedule the most recently assigned test by making arrangements with that teacher. Students must make these arrangements at least one day before the tests; students cannot move a test on the day of the tests. If complications arise, the Head of Upper School will handle any conflicts.

TUTORING
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.
VALEDICTORIAN & SALUTATORIAN

The James P. McCallie Valedictory Award will be given to that graduating senior who has the highest cumulative weighted numerical average in the class at the end of the second semester of the senior year. To qualify for this honor, a student must have successfully completed all coursework, must be qualified to graduate in May, and must have been enrolled at Brookstone School for the sophomore, junior, and senior years.

The Salutatorian Award is presented to the senior with the second highest cumulative weighted numerical average. To qualify for this honor, a student must have successfully completed all coursework, must be qualified to graduate in May, and must have been enrolled at Brookstone School for the sophomore, junior, and senior years.

ATTENDANCE PROCEDURES

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.

TARDY TO SCHOOL

After 8:00 a.m.:
- Student must legibly sign in at the office.
- Student must bring a parental note to the Upper School office or have the parent contact the school.
- If a student has had a doctor’s appointment or an appointment with any other professional, the student must bring a note from that office.
- Students who sign in after 8:30 a.m. without a legitimate excuse are subject to the same penalties as those students who have cut a class (see page 115).
- Students who sign in between 8:00 am and 8:10 am will have the tardy count as ONE tardy and students signing in after 8:10 am and before 8:30 am will have the tardy count as TWO tardies when determining consequences for unexcused tardies.

CONSEQUENCES FOR TARDIES

- At three tardies for the term, a student will be given a warning.
- After a student has received a fourth tardy (and all subsequent tardies for that term), he/she will be assigned a small cleaning duty. Typically, the student will perform the cleaning duty after school.
- Once a student has reached 7 tardies, the administration will contact the parents and all students will lose their privileges for the remainder of the term.
• When a student has accumulated 10 tardies, that student will not only clean but will also be given a detention for each subsequent tardy.

EXTRACURRICULAR ELIGIBILITY

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 Head of Upper School. 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.

Parents who provide the Head of Upper School 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.

EARLY DISMISSALS

• Students must present parental permission (a phone call, email, or note) to the Upper School office.
• No student will be permitted to leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

EXCUSED ABSENCES

Absence from school will be excused for the following:

• 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 administrative assistant 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 online 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. Extended family trips that do not coincide with official Brookstone holidays are considered unexcused, except in cases that the Head of Upper School deems extraordinary, once-in-a-lifetime events.

**ILLEGAL DRUGS & ALCOHOL**
Refer to the Illegal Drugs & Alcohol section under Schoolwide information on page 38.

**HEALTH & WELL-BEING**
Refer to the Health & Well-Being section under Schoolwide information on page 34.

**SICK STUDENTS**
Students should not come to school with a fever. If your child has a contagious illness, 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.
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 college visit form from the college 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.

UNEXCUSED ABSENCES

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.

After THREE unexcused absences in one semester the Assistant Head of Upper School will call parents. FOUR unexcused absences in a single class during any semester:
- Family receives written notification of attendance record
- Detention will be assigned for each additional unexcused absence beyond the fourth

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.
MAKE-UP WORK

If a student misses a test or other assignment due to an illness, the student will have an extra day to make up the work assigned. For example, if a student misses Tuesday with an illness, the student’s work will be due by the end of the school day on Thursday.

If a student misses a test or other assignment for any other reason (e.g., school trip, etc.), the student will be expected to make up the work assigned on the day they return to school, assuming they did not do the work ahead of time. For example, if a student misses Tuesday for a trip, the student’s work will be due by the end of school on Wednesday.

FOR STUDENTS WITH AN ANTICIPATED ABSENCE OF ONE DAY OR LESS
Students with anticipated absences such as field trips or competitions should make up work beforehand, as agreed upon with the teacher.

FOR STUDENTS WHO MISS PART OF THE SCHOOL DAY
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. The student is responsible for speaking with the teacher of the missed quiz or test upon arrival at school. 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.
FREQUENTLY MISSED SCHOOL WORK

Students are not allowed to miss school or sign in late due to a test, project, or any other academic work. If a student has missed multiple times around these academic events, the student will be placed on academic-attendance warning. Once placed on academic-attendance warning, the student must sign in for the remainder of the semester with the Assistant Head of Upper School giving specific details regarding all subsequent absences or tardies (reason, missed work, etc.). Also, if a student on academic attendance warning misses another test due to illness, he or she must bring a note from a doctor. If attendance problems persist, a conference with the parents will be scheduled and eventually consequences will be administered.

EXCESSIVE ABSENCES

Brookstone reserves the right to refuse credit to students who miss more than eight (8) days over a semester or sixteen (16) days over a year unless the administration determines that extenuating circumstances exist. Each student will be allowed eight, non-school related absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws. 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 by the administration when their child reaches five absences.

The administration reserves the right to address each case individually and act appropriately. For example, once a student has reached the limit for days absent either for the semester or the year, Brookstone School reserves the right to have the student make up the missed days during the summer. The administration will deem the appropriate number of hours that must be made up based on the number of days absent.

BEHAVIORAL EXPECTATIONS

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 sensible relationship. Thus, it is essential that each student accept total responsibility for his or her conduct at all times.
HARRASSMENT POLICIES

Refer to the Harassment Policies section under Schoolwide information on page 30.

CLASSROOM PROCEDURES

Teachers will not 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, lack of class materials, disturbances in study hall or library, improper dress, and similar actions automatically subject a student to disciplinary actions. Student use or possession of any tobacco products, including but not limited to JUUL, cigarettes or any other nicotine delivery device of any sort is prohibited on the campus.

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.
CLASS CUTS
A student cutting class will receive a one-day in-school confinement (see page 118 for a complete description). Also, students who cut to avoid a project deadline or test will receive a maximum of 80% of full credit for the work. These penalties will be put into effect not only for cutting during the day but also for signing in after 8:30 without a valid excuse. Any further class cuts during the year could lead to suspension or expulsion and will be determined by the administration.

If a student cuts an assembly, study hall, or homeroom, consequences deemed appropriate by the Assistant Head of Upper School will be given.

CONFLICTS
Physical altercations between students will not be tolerated at school. Students should attempt to solve all disagreements through constructive discussion. Fighting on campus is a severe infraction and will result in a student being suspended or expelled from school.

VANDALISM
Students should refrain from touching or taking things that do not belong to them. Defacing the property of others is strictly prohibited and will be dealt with according to the infraction.

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.
DRESS CODE

The Brookstone dress code aims to reflect our core values of wisdom, honor, and respect. We believe the expression of self may be preserved and enhanced without compromising community standards. Our policy of dress exists to foster a warm, comfortable learning environment. Student attire should be appropriate, serviceable, and well-fitting, and the overall appearance of each student should represent a sense of dignity and self-respect.

DAILY ATTIRE FOR STUDENTS

Students should wear attire that is neat, modest, and well-fitting. Clothing that is not considered to be neat, modest and well-fitting includes but is not limited to the following:

- T-shirts or low cut shirts
- Spaghetti or other thin straps that reveal undergarments; this includes bralettes and racer backs
- Any clothing that reveals undergarments
- Outerwear (e.g. sweatshirts) without a dress code shirt underneath
- See-through or excessively tight clothing
- Clothing exposing the torso or midriff, either front, back or sides at any time
- Dresses and skirts shorter than 4 inches above the kneecap and that are not appropriate when sitting, standing, and bending
- Shorts with an inseam shorter than 7 inches or shorter than 4 inches above the kneecap
- Holes, frayed, worn out or tattered clothing even if it’s part of the item’s design
- Leggings or sweatpants
- Exposed belt loops (without a belt) or untucked shirt tails for boys
- Flip flops or athletic slides
- Athletic pants/shorts
- Visible piercings other than the ears for girls
- Visible tattoos
- Extreme haircuts or hair color; (e.g., no unnatural hair color)
- Facial hair (boys are expected to be clean shaven)

SPIRIT FRIDAY ATTIRE

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

EXAM ATTIRE

Dress code for exams is regular school attire or regular Brookstone spirit wear.
DRESS DOWN ATTIRE
Dress down days will be announced periodically throughout the year for special occasions. Students may wear appropriate t-shirts and wear athletic pants (no leggings) or shorts no shorter than 4 inches above the knee cap.

DRESS UP DAY ATTIRE
These days will be announced periodically throughout the year for special occasions. Boys will be expected to wear dress pants, dress shirts, ties and dress shoes (blazers optional). Girls are expected to wear dress pants, skirts, dresses and dress shoes or dressy sandals.

HAIRCUTS
Facial hair and unusual hair color are not acceptable. Haircuts are expected to be neat and professional. Only natural hair color is allowed. The school administration reserves the right to determine what is and what is not acceptable in regards to hairstyles.

FIELD TRIP ATTIRE
Students are representing Brookstone School on field trips. Therefore, it is up to the faculty chaperones to determine the appropriate attire for their particular field trip.

ATHLETIC GAME-DAY ATTIRE
Athletes can wear team jerseys, shirts or warm ups to school on certain game days based on the head coach’s direction, followed by approval from the Assistant Head of Upper School and only if the entire team participates in the game-day attire. The head coach will email the Assistant Head of Upper School, who will then communicate to the US Faculty.

CONSEQUENCES
All dress code violations not immediately correctable will result in a demerit, and the student will be sent home to correct the violation or have clothes brought to the school. The student will not be allowed to attend classes until the issue has been addressed. All classes missed due to dress code infractions will be considered unexcused absences. (See attendance policy.) Repeat dress code infractions will receive further consequences deemed appropriate by the Assistant Head of Upper School.

LEAVING SCHOOL
If a student is discovered to have left the school premises at any point during the day without permission, the student will serve a one day, in-school confinement. Juniors and seniors caught leaving campus will lose privileges as well for a time deemed appropriate by the Assistant Head of Upper School.

PRIVILEGES
Seniors and juniors should realize that all privileges are merely privileges, not rights. All exemptions are at the discretion of the Head of Upper School and Assistant Head of Upper School. Underclassmen who leave campus at any time during the school day without permission will be subject to discipline, including but not limited to losing driving, and privileges their senior year.
SENIOR PRIVILEGES
Seniors in good standing will be granted the following privileges:
• A free period rather than being assigned a study hall
• Special access to the Cougar Café at lunch each school day
• Special signing-in and signing-out privileges. Each term, the senior class will gain one of the four privileges:
  • Signing out for their free period when it is after lunch
  • Signing out for their free period when it is before break
  • Signing in late when their free period is the first period of the day
  • Signing out for their free period when it is before lunch on Wednesday and some Thursdays
Assuming the class has behaved appropriately as a whole, the class will decide which privilege to add by a vote each term.

Seniors will lose their privileges if...
• They have been given an in-school confinement or in-school or out-of-school suspension.
• They have 7 or more tardies in one term.
• They have any significant issues in regard to their attendance at school.
• They have any grades lower than an 80 (including the 1.05 multiplier for Honors and AP Courses.)

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.

JUNIOR PRIVILEGE
Juniors who have grades of 80 (including the 1.05 multiplier for Honors and AP Courses) or above in every class and who have exhibited appropriate behavior will be granted the privilege of signing out of study hall each day. Juniors with this privilege may report to any of the seating areas in the Upper School, the media center, or the Cougar Café.

SOPHOMORE PRIVILEGE
Sophomores who have grades of 80 or above in every class (including the 1.05 multiplier for Honors and AP courses) and who have exhibited appropriate behavior may have the privilege of reporting to the Media Center during their Study Hall period.

FRESHMEN PRIVILEGE
Freshmen who have grades of 85 or above in every class (including the 1.05 multiplier for Honors and AP courses) and who have exhibited appropriate behavior may have the privilege of reporting to the Media Center during their Study Hall period.
PUBLIC DISPLAY OF AFFECTION

Brookstone requires and supports the rights and desires of our students to engage in healthy relationships. Any time students are on campus, either during school hours or after school hours, they 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.

RESPONSES TO INAPPROPRIATE BEHAVIOR

DEMERITS

Any student who violates any of Brookstone’s rules will earn a demerit. When a student has accumulated three (3) demerits in a semester, he/she will be given a Tuesday OR Thursday afternoon detention (TAD). For each subsequent demerit, the student will once again serve a TAD. If a student’s number of demerits becomes excessive, then that student will face more severe disciplinary actions. Once a student has earned 10 demerits, he or she will serve a one-day, in-school confinement.

DETENTION

Detention will be held Tuesday OR Thursday afternoons from 3:20-4:30 p.m. Students assigned to a TAD will be required to miss other obligations including extracurricular activities, athletic practices, and office hours. Students who need to reschedule their TAD due to circumstances outside of his or her control must get permission from the Assistant Head of Upper School ahead of time. During TAD, students will be required to complete a writing assignment related to their offenses. Students who fail to attend or who fail to complete the writing assignment will be assigned an additional penalty.

IN-SCHOOL CONFINEMENT

• Any student who is confined “in-school” will report to the Assistant Head of Upper School 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 must complete a “confinement packet” which will be provided by the school’s administration, and the student may not return to classes until the packet is successfully completed and turned in to the Assistant Head of Upper School.
• The student is ineligible for any extracurricular activities on the day of confinement.
• If the student is a member of an appointed or elected organization (such as the Prefects, National Honor Society, Link Crew, etc.), that student will be placed on probation for the remainder of that semester and the following semester. Any other honor code or behavioral violations will result in that student’s removal from those organizations.

SUSPENSIONS
• Any student suspended “out-of-school” is not allowed on campus during the period of suspension.
• The student will be expected to take all make-up tests and quizzes on the day he/she returns to school.
• The student must complete a “suspension packet” which will be provided by the school’s administration, and the student may not return to classes until the packet is successfully completed packet and turned in to the Assistant Head of Upper School.
• The student is ineligible for any extracurricular activities on the days of the suspension.
• If the student is a member of an appointed or elected organization (such as the Prefects, National Honor Society, Link Crew, etc.), that student will be dismissed from that organization.
• Out-of-school suspensions become a part of the student’s permanent disciplinary record. Brookstone reserves the right and is sometimes ethically obligated to report honor and discipline violations including, but not limited to, suspensions and expulsions to schools and colleges where students have applied for admissions. If a student wishes to ask for special dispensation regarding their suspension being reported or not, that student should submit a written request to the administration. The administration may or may not choose to grant the request based upon such factors as the student’s honesty throughout the disciplinary process, parent cooperation and support throughout the disciplinary process, the year the student was suspended, the severity of the offense, or the student’s subsequent attitude following the suspension.
SCHOOL FUNCTIONS

There will be social functions arranged for Upper School students. Only Brookstone students are allowed to attend these social functions unless a student has prior approval from the Upper School administration.

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 a dance or on the school grounds and students may not come to a dance under the influence of alcohol or drugs;
- Students will not be allowed to enter a dance after the first hour;
- Students may not leave the building and return to a dance;
- Students are required to remain in the areas defined by dance chaperones throughout the time they are in attendance.
- All guests must be currently enrolled in a high school in order to attend a dance. If a student wishes to bring a student to prom who is not currently in high school, that student must get permission from the Assistant Head of Upper School.

TECHNOLOGY CODE OF CONDUCT

Misuse of technology at Brookstone will not be tolerated, as it can interfere with the educational goals of the institution. Consequences will be determined based on the severity of the offense.

MAJOR OFFENSES IN TECHNOLOGY

The typical consequence for a major infraction with technology will be an in-school confinement or an out-of-school suspension. Major offenses include, but are not limited to:

- Accessing a teacher’s or another student’s computer in any way without his/her permission
- Installing and/or running torrent client software or any software that is used to illegally download audio/video content
- Intentionally damaging or destroying a computer
- Possessing a picture or video of a student or any Brookstone employee without that person’s permission
• Unauthorized access of IT infrastructure equipment, including servers, printers, switches, routers, and access points
• Use on campus of an unauthorized VPN or any software that would be used to circumvent web filtering technology
• Repeat offenses of “minor technology offenses” (decision will be at the discretion of the Assistant Head of Upper School)
• Possession of a picture or video that contains lewd or lascivious material
• Creating a social media account in someone else’s name
• Or hacking into another or altering a Brookstone student or Brookstone employee’s social media account

MINOR OFFENSES IN TECHNOLOGY

The typical consequence for a minor infraction will be a demerit. The Assistant Head of Upper School may add more consequences if it is a repeated offense or if the action is deemed more severe. Minor offenses include but are not limited to:

• Playing games in class
• Leaving a tablet unattended and in the open
• Taking another student’s cell phone without permission
• Bypassing the web filter through proxy sites or any other means
• Failing to return a loaner tablet after receiving notice to do so (“Didn’t check my email” is not an excuse)
• Inappropriate wallpaper, skins, or outside decoration
• Unauthorized use on campus of any software that restricts IT department administrators from monitoring and maintaining a computer

TOBACCO AND E-CIGARETTES

The school vigorously opposes the use, possession, or distribution of tobacco and nicotine-related products in any form regardless of delivery method on campus or at off-campus school functions. This includes E-Cigarettes (Juuls, vaping products, etc.). Violation subjects a student to disciplinary action.

WEAPONS

Possession of firearms, knives, or other dangerous weapons will not be tolerated on school grounds or at any school sponsored event. Infractions of this rule will result in either suspension or expulsion. If a student wishes to bring any questionable item to school for a class or extracurricular activity, that student should get permission from the Assistant Head of Upper School or the Head of Upper School beforehand.
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 without approval will serve a one-day, in-school confinement (see pg. 118). This student may also lose driving privileges. Students should not lend their car nor borrow other student’s cars. Damage done to property of the school or other student's 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 m.p.h. near buildings and congested areas and 19 m.p.h. in other areas.
- Parking in grassed areas, is not permitted unless told to do so on special occasions when parking is limited.
- 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 as follows:
- Students are NOT to go to the parking lot during the academic day without written permission from the Assistant Head of Upper School.
- 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 without written permission from the Assistant Head of Upper School.
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 will need to get a copy of “School Attendance” from the office. Students may contact the office to register on-line to complete the mandatory drug and alcohol program if not taken through their driver’s education provider.

BOOKBAGS AND ATHLETIC BAGS

Bookbags and athletic bags may not be left in the hallways or in the rotunda (pursuant to the fire marshal’s regulations). Hooks have been provided in the stairwells for the hanging of all bags. Any bag left unattended will be collected, and that student will receive a demerit.

CELL PHONE USAGE

Cell phones may be used in the buildings during break and lunch. Cell phones may NOT be used at any time during class, including study hall, unless under teacher instruction to do so. If students need to contact a parent, they must step outside of the building to use a phone during all the other times of the school day (this includes in-between classes). Students found using a cell phone during an unauthorized time will have their phones taken up for the remainder of the day and will be given a demerit. Repeat offenders of this policy will earn further consequences that are deemed appropriate by the Assistant Head of Upper School.

Students found using a cell phone during a graded assignment will be turned over to the Honor Council.

EATING

All students are expected to eat in the cafeteria unless they are exercising their senior privileges. Parents should not bring food to their child or check them out for lunch except under rare and special circumstances. Seniors who leave for lunch as part of their privileges should not bring off campus food back on campus unless it is for another senior.

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.
KEYS
Students are not to possess keys to school facilities unless they are:
• Issued to the student by an administrator
• Temporarily borrowed with a faculty member’s consent

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. Students should use the locker which is assigned by the office at the beginning of the year. 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.

MEDIA CENTER PRIVILEGES
The media center 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.

SEARCH AND SEIZURE POLICY
PERSONAL SEARCHES
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**
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**
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.

**VISITING CAMPUS**
Safety is our first priority at Brookstone. One step to ensure that our students are safe is to be vigilant in knowing who is on our campus. We have an electronic visitor program and all visitors, including parents, must sign in at any division front office. A name tag will be created and must be worn at all times during that visit. Visitors are asked to sign out prior to leaving campus.