



Brookstone School

Family Handbook 2024-2025

2024-2025 BOARD OF TRUSTEES OFFICERS

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Mrs. Cindy Todt, Head of Upper School



**BROOKSTONE
SCHOOL**

Brookstone School

Family Handbook 2024-2025

Updated January 2023

For more information on any of the items in this handbook, please
consult Laura Einsel at ext. 1030.

Henry F. Heil, Head of School

Brookstone School
440 Bradley Park Drive
Columbus, GA 31904
(706) 324-1392

www.brookstoneschool.org

Brookstone School does not discriminate on the basis of any category protected by applicable Federal, State, or Local law, including, but not limited to, race, color, gender, pregnancy, religion, age, physical or mental disability, sexual orientation, national or ethnic origin, gender identity and expression, genetic information, or service member status with respect to qualified persons in the administration of the School's employment practices, admission policies, educational policies, scholarship and loan programs, athletic programs, or other School administered programs.

All information contained in this handbook is current as of its publish date of January 2024. 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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BROOKSTONE SCHOOL LIABILITY WAIVER & PROTOCOLS

As per the Enrollment Contract, parents and students agree to accept the rules and policies adopted by Brookstone as set forth in this Student and Parent Handbook and as adopted and interpreted by Brookstone from time-to-time and understand and agree that any violation or breach thereof by the student or the parent/guardian may result in disciplinary action, including suspension, dismissal, or expulsion of the student. Brookstone reserves the right to change, alter, amend, add to, interpret, or delete portions of said policies, rules, or regulations as Brookstone deems appropriate.

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.
- 1999** New cafeteria opened. Fourth grade classrooms completed.
Dedication of Kirven Building, Passailaigue Founders Room, and Jordan Quadrangle.

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.
- 2008** Defining Moment Campaign. Completion of Turner Center addition.
Completion of baseball field renovations. Re-dedication of Jordan Gym.
Opening Intermediate School.
- 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.
- 2020** Establishment of the Early Learning Center on River Road allowing additional focus to three and four year olds.
- 2022** Mack Strong Stadium was named in honor of Brookstone Class of 1989 alumni, Mack Strong, and dedicated at the opening home game held September 16, 2022. This project in its entirety reflects Brookstone’s commitment to an enhanced daily experience for students and to athletic excellence.
- 2023** Mr. Henry F. Heil became the 7th Head of School.

BRANDING INFORMATION

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. The use of the Brookstone logo is limited to school sponsored events and communication material.

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.

SCHOOL CREST



SCHOOL LOGOS



BROOKSTONE COUGAR



FOUNDING PRINCIPLES

“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."

ACCREDITATIONS & AFFILIATIONS

Brookstone School is fully accredited 3K 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.
Bright from the Start

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.

WHAT THE SCHOOL EXPECTS FROM PARENTS

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

SCHOOLWIDE GENERAL INFORMATION

ADMISSION POLICY

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.

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 samples, 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 grade 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.

FINE ARTS

Brookstone Fine Arts provides much more than a classroom experience for our students and is comprised of the Music, Theatre, and Visual Arts departments. Each department offers studio, non-performing, and performing settings and maintains a well-balanced education that focuses equally on the process of learning as the product of our efforts. We believe it is vital that we provide experiences to students that will instill a life-long love for, appreciation of, and involvement in the arts. As such, each department provides extensive co-curricular and extra-curricular experiences to supplement our curricular offerings exposing students to an amazing number of opportunities to be involved in exhibits, concerts, recitals, and other collaborative performance opportunities.

Brookstone provides a vibrant, multifaceted fine arts experience, allowing each individual to discover potential and to develop as an artist. The entire school community is inspired to discover that involvement in the arts brings joy, peace, purpose, insight, and cultural understanding.

Students and parents are encouraged to go to the school website, contact the Brookstone Fine Arts director, or contact one of our Fine Arts teachers about discovering this sensational part of the Brookstone educational journey.

CHANGES IN ESSENTIAL INFORMATION

Any changes to the following information can be made 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, the school calendar, student grades, and the online parent/ faculty directory.

Alertnow® – A phone messaging system used for emergencies to remain in contact and communicate with parents appropriately under unusual circumstances.

COMMUNICATIONS POLICY

The channel of communications for Brookstone School is in place to promote better communication among constituencies of the school. The proper channels for communication are as follows:

BROOKSTONE SCHOOL COMMUNICATIONS CHANNEL	BROOKSTONE ATHLETIC COMMUNICATIONS CHANNEL
<ol style="list-style-type: none"> 1. Teacher 2. Grade Chair (MS/US) 3. Department Chair (MS/US) 4. Head of Division (LS/IS/MS/US) 5. Head of School 6. Trustee Communications Committee/Board of Trustees 	<ol style="list-style-type: none"> 1. Coach 2. Head Varsity Coach 3. Athletic Director 4. Head of School 5. Trustee Communications Committee/Board of Trustees

TRUSTEE COMMUNICATIONS COMMITTEE

Purpose

- The purpose of the trustee communications committee is to hear parental or staff concerns that have already 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.

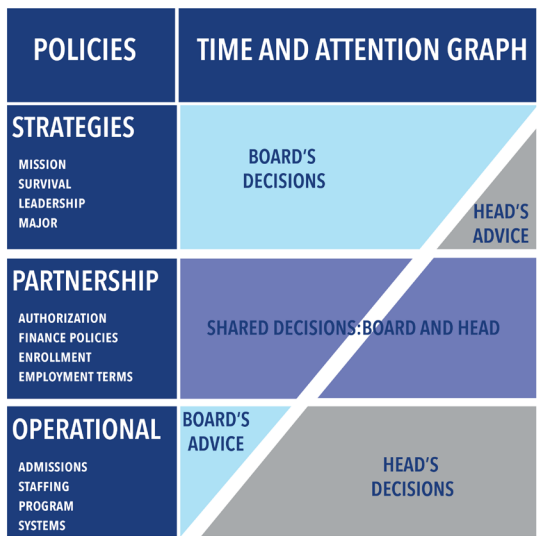
- Any person bringing an issue before the trustee communications committee may appear and request confidentiality, or that person may request that a member of the committee or any other trustee present that person's concern to the committee with the identity of the concerned party confidential.
- Once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

BOARD OF TRUSTEES

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

Above the diagonal line = allocation of board's time

Below the diagonal line = allocation of head's time



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

BOARD OF TRUSTEES 2024 - 2025 OFFICERS

Mr. Travis Wade ('94), Chairman of the Board
 Mr. Billy Blanchard, Past Chair
 Mrs. Lee Lee James, Vice Chair
 Mr. Jason Branch ('91), Secretary
 Mr. Mark Lane, Treasurer

EX OFFICIO

Mr. Henry Heil, Head of School
 Mrs. Laura Einsel, Asst. Head of School and Chief Financial Officer
 Mr. Ed Martin, Asst. Head of School for Institutional Advancement
 Mrs. Bonnie Smith, Asst. Head of School and Learning Center Director

MEMBERS AT LARGE

Mr. Paul Amos ('94)	Mr. Keith Chambless ('76)	Mrs. Katie Krieg ('00)
Mr. Cal Martin ('73)	Dr. Edwin L. Page ('83)	Mr. Bill Turner, III ('96)
Mr. Bo Bickerstaff ('96)	Dr. Vik Chhokar ('90)	Mr. Mark Lane
Mr. Fray McCormick	Mrs. Lane Riley ('01)	
Mrs. Kornisha Brown	Mrs. Stephanie Hunter ('81)	
Dr. Woodrow McWilliams	Dr. Ted Thorne	

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 Tiffany Grier at tgrier@brookstoneschool.org.

FINANCIAL INFORMATION

Tuition charges include lunches for grades kindergarten through twelve, insurance, testing (except AP exams and any school day SAT or ACT exams), and laboratory fees. School supplies are charged separately. Intermediate, 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, will be charged a 5% fee, and will be required to enroll in the tuition insurance program.

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 2024-2025 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 Einsel at leinsel@brookstoneschool.org for additional information.

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

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

Financial aid grants are awarded only on a one-year basis. The application process with 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 indicating the parents have made specific arrangements with the business office.

STUDENT SOLICITATION FOR CONTRIBUTIONS

Please communicate with the Assistant Head of School for Advancement prior to any discussions or decisions involving fundraising efforts. This includes any fundraising efforts for divisions, clubs, athletics, and class level fundraising projects.

BROOKSTONE PARENTS ASSOCIATION (BPA) DUES

Membership dues for the Brookstone Parents Association (BPA) for the 2024-2025 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 sponsored activities during the school year and for athletes participating in sports practices 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. Each year, information is included with enrollment contracts.

FUNDRAISING

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

To ensure that our constituents are properly stewarded, that no one receives multiple solicitations, that 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 or the Development Office.

All special fundraising projects must be approved by the Development Office. 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, equipping our teachers with teaching tools that make an impact, building infrastructure, and keeping 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 Fund will continue to be a critical step in gaining their support in the future.

COUNSELING DEPARTMENT

Brookstone School has implemented a comprehensive counseling program within the context of a learning environment that is developmental in design. The counseling program is aligned with ASCA National Standards for School Counseling Programs.

The program structure consists of four components:

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

The Lower/Intermediate School counselor, Middle School counselor, and Upper School counselor, in conjunction with grade chairs, deliver the above services.

The developmental counseling 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 counseling curricula will be in the form of outcomes/skills demonstrated by students comprehensively for 3K through twelfth grades.

The purpose of the individual planning component is to guide each and every student as counselors plan, manage, and assess educational, social, and emotional development. As part of this developmental counseling 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.

MIDDLE SCHOOL AND UPPER SCHOOL 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
- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty
- Consult with parents, teachers, and other educators, 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 COUNSELING GOALS AND STRATEGIES

- Conduct ongoing, developmentally appropriate guidance classes to meet the needs of the students at their grade levels
- Facilitate behavior redirection, 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, 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

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 and advisors, assist each student in exploring educational/career/personal options that best align with individual needs and goals.

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 and utilization of standardized test scores and career inventories, requirements for college admission, evaluation of academic strengths, and the need for responsible, ethical behavior and decision-making
- 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 as related to college advising.

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, gender, national origin, age, disability, 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 hazing
4. Threats
5. Comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class.

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, 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 to 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, or electronic messages, including email, telephone calls, texts, faxes, and the like
- Offensive touching or physical contact 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, Dean of Students, Assistant Upper School Division Dead, 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, participating in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct s/he 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 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, making 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, making healthy choices, and the dangers of substance abuse.

Mandatory Drug Testing

- All students in grades 8 – 12 will be subject to mandatory random Drug Testing during the academic year.
- Hair testing protocol will be 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).
- 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, but 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.
- An assessment will be required, and the Head 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 upon parental request and at the parents' 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 additional tests required for students who have had positive test results.
- Failure to comply with any of these policies may result in dismissal from Brookstone.

ILLEGAL DRUGS & ALCOHOL

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 counseling offices. Because the school seeks to find avenues of help for students who need help, confidential counseling does not risk a student's enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

PART THREE: DISCIPLINE

Because alcohol and other illegal drugs have no place on our campus or 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 within the physical confines of the school campus, traveling to or from school, or at any school-sponsored or school-related event held on or off campus.

The following guidelines govern school initiated investigations:

FIRST OFFENSE

Brookstone recognizes no minimum in regard to alcohol or drugs; possession or "a sip" is 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.
- If the student is a member of an appointed or elected organization (such as the Prefects, National Honor Society, Link Crew, etc.), that student must vacate it for the rest of the school year.
- A student will receive an out-of-school suspension (3 to 10 days) and is 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 a 5-10 day 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. Summer work/projects may be required.

While a student will undergo the disciplinary process any time the school discovers a specific event during which alcohol or drugs are used, help is

available for students who struggle with substance abuse. Families who approach the administration or counselors for general help—without reference to a specific event—will be referred to a licensed professional counselor for a required assessment but will not incur any disciplinary action causing them to miss school or their extra-curricular activity.

Students are prohibited from sharing prescription medication of any kind with students for whom the prescription is not written. This applies to controlled substances and non-controlled substances. Students who violate this policy are subject to the same disciplinary action as students who violate the drug and alcohol policies of the school. The school's policy also applies to the improper use of inhalants including e-cigarettes.

THE HONOR CODE

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

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

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

IMMUNIZATIONS & 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 across from the Lower School playground in Lower School Building 3).
- 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, cough syrup, decongestants/antihistamines, Tylenol, etc.)

- 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 made 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.

Please contact the Clinic with any questions
brookstoneclinic@brookstoneschool.org.

LEARNING CENTER

The mission of the Learning Center is to assist students of all grade levels to become successful, efficient, and independent learners.

LUNCH PROGRAM

The school's lunch program is included in tuition. Students may NOT bring their own lunches. 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 to 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 chaperones should have access to students' emergency numbers, waivers, and medical information. Non-Brookstone employees who are participating on Brookstone trips as chaperones 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 PM to 6:30 AM (except for school sanctioned events). Surveillance cameras are in place campus-wide, and security officers patrol regularly.

SERIOUS INFECTIOUS ILLNESS POLICY

Brookstone School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. Certain communicable diseases may require a period of time away from the School to protect the health and safety of others. In the case of more global or local threats, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases.

A communicable disease is an illness due to a specific infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person, animal, or insect. A communicable disease may be transmitted directly from one body to another without the aid of other objects, such as droplet spray from sneezing, coughing, spitting, singing, or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil, or insects. Examples can include seasonal influenza; tuberculosis; measles; chicken pox; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and COVID-19. We recognize that some diseases may not be infectious under certain circumstances.

The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required; implementation of immunization programs and/or mandatory health screenings; mitigation steps such as refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, travel restrictions or cancelation of travel (including field trips), a medical exam and release, and being sent home.

Depending on the event, the School may require employees and parents to disclose upcoming travel and to self-quarantine upon return. School closure may be necessary or the School may need to modify its

operations, curriculum, schedules, length of School day, length of the School year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the School may need to modify various measures as additional information becomes available.

We rely on our employees and our parents as the first step in preventing infection in the School environment. We count on our community to use good judgment in protecting our students, employees, visitors, and the public. Sick students should stay home. Families of students who know or have a reasonable basis for believing that they have a communicable disease that may pose a threat to students, parents, visitors, or the public should immediately contact their health provider.

Families of students may have a “reasonable basis” for believing that they have a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches; have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. It is the responsibility of a student’s family who has a confirmed communicable disease that poses a risk to others in the School community to report that information to the School Nurse for the health and safety of the School community.

The School will generally not identify an infected person to coworkers or parents, although public health guidance will guide the School’s communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of employees and students no further than is necessary to ensure the health and safety of employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

STANDARDIZED DRESS

Brookstone believes that students should dress in a way that is appropriate for the learning environment. By definition, Standardized Dress is a flexible selection of clothing from which students may choose. It encourages uniformity yet allows individual expression. 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 uniform items must be Lands' End unless identified as an approved uniform item in the Brookstone Cougar/Uniform Shop
- All shorts/skirts/skorts/dresses (if altered) must be no more than 3 inches above the top of the kneecap.
- All uniform items must be embroidered by Lands' End with the Brookstone Logo.
- Write name with black permanent marker or attach a label on the inside tag of all items.

HOW TO PURCHASE UNIFORM ITEMS:

All uniform items listed below are available through the following options:

- LandsEnd.com
- Cougar Shop and Uniform Shop (440 Bradley Park Drive) Located in the Kirven Building.

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 for Lower School students. If a student prefers standardized dress on Friday, that is acceptable as well.

PERSONAL APPEARANCE

- Hair must be clean, neatly groomed, and kept in a manner that doesn't inhibit vision or cause a 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.

PRESCHOOL & LOWER SCHOOL, 3K - 3RD GRADE

REQUIRED CLOTHING ITEMS

These are typically worn on field trip days and/or special occasions.

Girls:

- Navy pants, shorts, or knit skort; white short/long-sleeved Peter Pan blouse

Boys:

- Regulation navy pants or shorts; white short/long-sleeved knit shirt

CLOTHING

In addition to the required items above, these items are worn during an average school day.

Girls:

- Shirts: Light blue or pink short/long-sleeved Peter Pan blouse; navy, light blue, or pink short/long-sleeved knit shirt; plain white long-sleeved turtleneck
- Pants, Shorts, Skorts: Khaki pants, shorts, and knit skort
- Dress: Navy or plaid jumper; navy knit dress (long or short-sleeved)

Boys:

- Shirts: Light blue, navy, or pink short or long-sleeved knit shirt; plain white, long-sleeved turtle-neck; white performance-textured polo shirt
- Pants/shorts: Regulation khaki shorts or pants

ACCESSORIES

Shoes - (including boots & rain boots) must be predominantly white, dark blue, brown, gray, or black

- Any color combination is acceptable for athletic shoes. Shoes must cover feet completely.
- No sandals, clogs, shoes or boots with wheels, heels, or wedges permitted.

Belt - Black or brown braided, plain leather, or Brookstone belt

Bows - Must be solid white, navy, light blue, or pink

Jewelry - Jewelry should be conservative, subtle, unobtrusive, and in keeping with the uniform.

Tights, Socks, & Leggings - NOTE: black or navy sliding shorts are required to wear under skirts

- Tights/leggings in white, navy, or black only; solid, not textured
- White, navy, or black socks/knee socks with no marking; plain only

OUTERWEAR

Only regulation Brookstone outerwear is permitted. Regulation Brookstone outerwear is available in the Cougar Shop and through Land's End. The Uniform Shop has some additional regulation Brookstone outerwear. No other outerwear (including rain jackets) will be allowed.

INTERMEDIATE SCHOOL, 4TH - 5TH GRADE

REQUIRED CLOTHING ITEMS

These are typically worn on field trip days and/or special occasions.

Girls:

- Plaid side pleat skort; white short/long-sleeved knit shirt

Boys:

- Regulation navy pants/ shorts; white short/long-sleeved knit shirt

CLOTHING

In addition to the required items above, these items are worn during an average school day.

Girls:

- Shirts: Light blue or pink Oxford cloth shirt; light blue, navy or pink short/long-sleeved knit shirt; plain white long-sleeved turtleneck; white, light blue, or pink short/long-sleeved Peter Pan blouse
- Pants, Shorts, Skorts: Navy pants, shorts, and knit skort
- Dress: Navy or plaid jumper; navy knit dress (long or short-sleeved)

Boys:

- Shirts: Light blue, navy, or pink short/long-sleeved knit shirt; plain white, long-sleeved turtle-neck; white performance-textured polo shirt
- Pants/shorts: Regulation khaki shorts or pants

ACCESSORIES

Shoes - (including boots & rain boots) must be predominantly white, dark blue, brown, gray, or black

- Any color combination is acceptable for athletic shoes. Shoes must cover feet completely.
- No sandals, clogs, shoes or boots with wheels, heels, or wedges permitted.

Belt - Black or brown braided, plain leather, or Brookstone belt

Bows - Must be solid white, navy, light blue, or pink

Jewelry - Jewelry should be conservative, subtle, unobtrusive, and in keeping with the uniform.

Tights, Socks, & Leggings - NOTE: black or navy sliding shorts are required to wear under skirts

- Tights/leggings in white, navy, or black only; solid, not textured
- White, navy, or black socks/knee socks with no marking; plain only

OUTERWEAR

Only regulation Brookstone outerwear is permitted. Regulation Brookstone outerwear is available in the Cougar Shop and through Land's End. The Uniform Shop has some additional regulation Brookstone outerwear. No other outerwear (including rain jackets) will be allowed.

MIDDLE SCHOOL, 6TH - 8TH GRADE

REQUIRED CLOTHING ITEMS

These are typically worn on field trip days and/or special occasions.

Girls:

- Regulation khaki pants/shorts or plaid skirt; white short/long-sleeved knit shirt

Boys:

- Regulation khaki pants/ shorts; white short/long-sleeved knit shirt

CLOTHING

In addition to the required items above, these items are worn during an average school day.

Girls:

- Shirts: White, navy, light blue, or pink short/long-sleeved knit shirt; white, light blue, or pink Oxford cloth shirt; plain white long-sleeved turtleneck; white three-quarter sleeved tailored Oxford cloth shirt
- Pants, Shorts, Skorts: Navy pants, shorts, skirt; khaki pants, shorts
- Dress: Navy knit dress (long or short-sleeved)

Boys:

- Shirts: Navy, light blue, or pink short/long-sleeved knit shirt; white or navy performance-textured polo shirt; white, light blue, or pink short/long-sleeved Oxford shirt; plain white long-sleeved turtleneck
- Pants/shorts: Regulation navy or khaki pants or shorts

ACCESSORIES

Shoes - (including boots & rain boots) must be predominantly white, dark blue, brown, gray, or black

- Any color combination is acceptable for athletic shoes. Shoes must cover feet completely.
- No sandals, clogs, shoes or boots with wheels, heels, or wedges permitted.

Belt - Black or brown braided, plain leather, or Brookstone belt

Bows - Must be solid white, navy, light blue, or pink

Jewelry - Jewelry should be conservative, subtle, unobtrusive, and in keeping with the uniform.

Tights, Socks, & Leggings - NOTE: black or navy sliding shorts are required to wear under skirts

- Tights/leggings in white, navy, or black only; solid, not textured
- White, navy, or black socks/knee socks with no marking; plain only

Undergarments - Must not show through shirt

Undershirts - Plain white short/long-sleeved undershirt with no lettering and/or graphics

PHYSICAL EDUCATION UNIFORM

In lieu of official PE standard dress, students are expected to wear a Brookstone t-shirt along with blue, black, or grey athletic shorts that have an inseam of at least 4-inches.

OUTERWEAR

Only regulation Brookstone outerwear is permitted. Regulation Brookstone outerwear is available in the Cougar Shop and through Land's End. The Uniform Shop has some additional regulation Brookstone outerwear. No other outerwear (including rain jackets) will be allowed.

UPPER SCHOOL, 9TH - 12TH GRADE

REQUIRED CLOTHING ITEMS

These are typically worn on field trip days and/or special occasions.

Girls:

- Regulation khaki pants; "Top of the Knee" plaid skirt; white long sleeve "No Gape" shirt; navy blazer with Brookstone crest

Boys:

- Regulation khaki pants; white long-sleeve no iron shirt; a tie of your choice in Brookstone colors; navy blazer with Brookstone crest

CLOTHING

In addition to the required items above, these items are worn during an average school day.

Girls:

- Shirts: White, navy, light blue, or pink short/long-sleeved knit shirt; white, light blue, or pink Oxford cloth shirt; plain white long-sleeved turtleneck; white three-quarter sleeved tailored Oxford cloth shirt
- Pants, Shorts, Skirts: Navy pants, shorts, and box pleat skirt; khaki pants/shorts; plaid box pleat skirt
- Dress: Navy Short Sleeve Pone dress (long or short-sleeved)

Boys:

- Shirts: White, navy, light blue, or pink knit shirt in short/long-sleeved; white or navy performance-textured polo shirt; white, light blue, or pink short/long-sleeved Oxford shirt; plain white long-sleeved turtleneck
- Pants/shorts: Regulation navy or khaki pants or shorts

ACCESSORIES

- Shoes - (including boots & rain boots) must be predominantly white, dark blue, brown, gray, or black
- Any color combination is acceptable for athletic shoes. Shoes must cover feet completely.
 - No sandals, clogs, shoes or boots with wheels, heels, or wedges permitted.
- Belt - Black or brown braided, plain leather, or Brookstone belt

Bows - Must be solid white, navy, light blue, or pink
Jewelry - Jewelry should be conservative, subtle, unobtrusive, and in keeping with the uniform.

Tights, Socks, & Leggings - NOTE: black or navy sliding shorts are required to wear under skirts

- Tights/leggings in white, navy, or black only; solid, not textured
- White, navy, or black socks/knee socks with no marking; plain only

Undergarments - Must not show through shirt

Undershirts - Plain white short/long-sleeved undershirt with no lettering and/or graphics

DRESS DAY ATTIRE

Girls Dress Day Attire: Regulation khaki pants; "Top of the Knee", plaid skirt; white, long sleeve, "No Gape" shirt; navy blazer with Brookstone crest; closed toe, dress shoes (closed toe flats, etc.) are required. Tennis or athletic shoes are not permitted on dress days. All shirts must be worn tucked in.

Boys Dress Day Attire: Regulation khaki pants; belt; white, long sleeve, no iron shirt; a tie of choice within confines of the color palette; navy blazer with Brookstone crest; dress shoes required. Tennis or athletic shoes are not permitted on dress days. All shirts must be worn tucked in.

OUTERWEAR

Only regulation Brookstone outerwear is permitted. Regulation Brookstone outerwear is available in the Cougar Shop and through Land's End. The Uniform Shop has some additional regulation Brookstone outerwear. No other outerwear (including rain jackets) will be allowed.

BROOKSTONE SPIRIT FRIDAYS

Each Friday, students may wear non-uniform Brookstone outerwear, a Brookstone t-shirt, nice blue jeans with no holes/rips/tears, or 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. Students are allowed to wear their team jerseys on spirit days but an undershirt must be worn under any vests or loose fitting tops so that no undergarments are showing.

PERSONAL APPEARANCE

- Hair must be clean and neatly groomed. For boys and girls, extreme hair styles or unnatural colors are not allowed.
- Boys must be clean shaven.
- Any makeup is to be used with discretion and taste.
- Any jewelry must be worn in good taste.

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. While 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 Technology Help Desk immediately if a device is lost, stolen, or damaged.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will 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.
- Memory space is limited (regardless of the device you have). 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 will 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. When possible, students will 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.
- 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 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.
- 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. It is against this policy to 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. Students 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 and or video on external sites. Additionally, students should not post personal information (about themselves or others) on such sites. If students receive inappropriate material or messages, they should immediately inform parents, teachers, and/or administrators.

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

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, phones, 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.

SOCIAL MEDIA POLICY

Social media/networking is a vital way for the Brookstone community to stay connected.

We know that social media, when used appropriately, can be fun and positive, but it can cause trouble when misused. Students often forget that when they post to social media or are included in someone else's post, they lose 100% control while assuming 100% responsibility. Students should not be plagued with this responsibility before their decision-making abilities have matured. We strongly urge you to follow the age guidelines recommended by the apps students are using to communicate and to post videos and pictures. Once you allow your child to use social media, please monitor their accounts in order to guide and protect them.

STUDENT EXPECTATIONS

While we hope our students will make wise decisions wherever they are, we want to clarify our stance on social media postings. If your child posts videos, pictures, memes, or content generated on Brookstone's campus at any time or is wearing Brookstone attire in a social media post, the content of these posts must reflect Brookstone's core values. We will not tolerate posts that include vulgar or offensive references, foul language, or vicious or mean-spirited content. Violations of this expectation will be considered a major infraction.

We encourage you to make yourself aware of your children's social media presence and monitor the content they are creating, sharing, and viewing. Check their privacy settings and their followers and communicate regularly with them about safe and appropriate use.

PARENT EXPECTATIONS

Parents agree to support the school in the community, including on social media. Parents will communicate with the appropriate school officials to address any concerns. In the unlikely event that a parent disrupts the positive culture by failing to support the school, they jeopardize the continued enrollment of their child.

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, or any vaping products.

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.

VISITORS

Columbus city ordinance bans unauthorized visitors from either driving on campus or parking on campus during the school day. Being in the buildings without the permission of the 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.

BROOKSTONE EXTENDED

Brookstone Extended (B.E.) is Brookstone School's after School program. Our goal is to create as much continuity as possible between the rituals, routines, and expectations of the classroom experience and that of Extended. Our Extended teachers will work to create the same sense of community that supports rigorous academic and social-emotional learning, encourages risk taking, and allows room to recover from mistakes that children experience during the regular school day. We call this the Brookstone Experience, and we want this for children in all aspects of their time at Brookstone.

To make this possible, we have invested in more full-time faculty and staff and created new positions. This allows us to maintain lower teacher-student ratios; provide more structured activities that support and build on the school curriculum in literacy, math, science, and motor development; and continue the sense of community developed in the classroom. These new positions include:

- Extended Coordinator
- Associate Teachers
- Extended Teachers

Along with the upgrades described above, we have maintained aspects of the service that parents appreciate. We still allow drop-ins and allow pick-ups at any time after Lunch Bunch. We are planning expanded offerings for Cub activities and experiences. It is our goal to ensure that your child's Extended Day experience is not only fun but also truly an extension of the learning and the joy of a Brookstone education.

CONTACT INFORMATION

Joe Mills
Head of Preschool and Extended
678-622-5266 (cell)
jmills@brookstoneschool.org

Helen Manderson
Extended Day Coordinator
706-243-3615

Kim Evans
Preschool/Extended Day Admin Assistant
706-243-3615

For concerns about your child and/or questions about schedules, fees, policies, or staffing, please reach out to your division head. To report an absence, a change of pickup information, or a pickup delay, please call Helen Manderson at 706.243.3615.

MISSION STATEMENT

The Brookstone Extended program provides a safe, engaging, and nurturing environment for families requiring quality child care after the school day ends. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. The child care program offered by Brookstone Extended provides parents with safe, convenient, reliable, and affordable after school care for their children. The program maintains clear policies and procedures and actively encourages and welcomes open communication and parent involvement.

THE BROOKSTONE EXTENDED PROGRAM

The Brookstone Extended program serves more than 100 children per day. Our operating policy for the Extended program maintains a maximum staff/child ratio of one to ten in the 3K & Pre-K groups and a maximum staff to child ratio of one to fifteen in Kindergarten through 5th Grade. On occasion, the staff/child ratio may increase to the Georgia Department of Early Care and Learning (DECAL) state standard of one to twenty-five.

Preschool Lunch Bunch begins at 12:00 PM (11:50 AM on early dismissal days). A hot lunch and milk or water is provided in our building with the daily menu options chosen in accordance with the USDA standards. 3K and Pre-K students dine with the Extended staff members. After lunch they enjoy recess time at the Preschool playground. From 1:00-6:00 PM students enjoy various activities. A quiet time is offered to all 3K students prior to 3:00 PM carpool.

Kindergarten through 5th grade students released at the 3:00 PM dismissal meet our Extended staff members in designated areas in their

division for various activities, snacks, and homework assistance. In addition to the Extended daily schedule, additional CUB CLUB enrichment programs are available throughout the school year. Information regarding the programs will be available on the Brookstone Extended webpage (www.BrookstoneSchool.org), and notices will be sent home in your child's communication folder. In our effort to keep parents informed about the daily operations, as well as the rules and regulations by which Brookstone Extended operates, we have provided a bulletin board in the foyer of the Preschool building. We have also posted a copy of the facility's license with names of persons in charge, a communicable disease chart, statement of parental access, and statement for visitors.

We have provided printed copies of the Georgia Department of Early Care and Learning Rules & Regulations. A copy of our evaluation report will be made available upon request.

ADMISSION PROCEDURES

All students in 3K through 5th grade enrolled in Brookstone School are automatically eligible for the Brookstone Extended program. Parents interested in having their children participate in Brookstone Extended afterschool, Cub Club enrichment programs and/or summer enrichment programs may register online on the Brookstone Extended webpage (www.brookstoneschool.org).

TUITION

The Brookstone Extended hours and fees, which are billed to your Brookstone student account, are as follows:

Contract	Hourly	Annual
Late Start Wednesday (7:30-8:45 AM.)	\$12	
3K & Pre-K Lunch Bunch on regular schedule days (12:00-1:00 PM.)	\$12	\$1,750
3K & Pre-K After-School Care on regular schedule days (1:00-6:00 PM)	\$10	
3K & Pre-K on regular schedule days (12:00-3:00 PM), includes Lunch Bunch and Late Start Wednesday		\$4,000
3K & Pre-K on regular schedule days (12:00-6:00 PM), includes Lunch Bunch and Late Start Wednesday		\$5,750
Kindergarten through 5th grade students on regular schedule days (3:00 PM – 6:00 PM)	\$10	\$4,000
Brookstone Extended charges late fees when a child is picked up after 6:00 PM. For pick-ups after 6:00 PM there will be a \$30.00 late charge. For more information about the Brookstone Extended Day program, contact: your division head or the BE Coordinator.		

REGISTRATION

Please contact your child's teacher before 9:00 AM each time your child will attend Brookstone Extended on a drop in basis. For those who will attend on a regular basis, please inform your child's teacher. Your child will be expected on the days indicated.

RECEIPTS AND CREDITS

All Brookstone Extended receipts and credits are included in the monthly statement that is issued to all families enrolled in Brookstone School.

SCHEDULE OF OPERATION

Our five-day program is available to all Brookstone Students in 3K through 5th grade, Monday through Friday from August through May. Summer enrichment programs are available, upon registration, during June and July.

ATTENDANCE

Parents should contact the teacher and Brookstone Extended either by email (BExtended@BrookstoneSchool.org) or by phone 706.243.3615 if their student will not attend Extended or a Cub program on a regularly scheduled day.

The Brookstone Extended program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day.

7:30-8:45 AM	Late Start Wednesdays	Preschool students should be walked into the front office. Curbside drop-off is available on main campus for K-5th Grades.
12:00 PM	3K & Pre-K Dismissal	11:50 AM dismissal on early dismissal days
12:00-1:00 PM	Lunch Bunch	Available for 3K & Pre-K students
1:00-6:00 PM	After-school care hours	Available for 3K & Pre-K students
3:00-6:00 PM	After-school care hours	Kindergarten through 5th grades
6:00 PM	Extended Closed	

PICK UP/DROP OFF PROCEDURES

Children will not be allowed to leave Brookstone Extended classrooms and buildings unattended and will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies the Extended Office Manager prior to pick-up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Preschool Pick Up—Parents picking up a child in 3K/PreK should enter the Preschool building through the front door. The entry to the Extended building is safeguarded with a keypad lock. The Office Manager or an Extended staff member will unlock the door from the front desk to allow entry to the building. For the sake of safety, children will not be allowed to exit the front door without a parent or guardian.

Main Campus Pick Up—The Extended Building is locked at all times, as well. Parents picking up children in Kindergarten through 5th grades should go to the Lower School carpool area and text 706.514.6757 upon arrival. A Brookstone Extended staff member will escort the child to the car.

LATE START WEDNESDAY DROP OFF

Students will be dropped off no earlier than 7:30 AM on Late Start Wednesdays. Preschool—Parents should walk students to the front door for drop off. K-5th grade—Curbside drop off is available in the Lower School carpool area. Extended staff will supervise children as they walk to the Extended Building.

LATE PICKUP POLICY FOR THE 6:00 PM DISMISSAL

Brookstone Extended closes at 6:00 PM. We ask parents to arrive by 5:55 PM in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 PM arrival is unlikely, please take a moment to call us at 706.243.3615 so a staff member can speak to the child about the delay.

If a child has not been picked up by 6:00 PM and contact has not been made, the following will take place:

- We will attempt to contact the parent or guardian.
- We will attempt to call emergency contact/s.
- When a child is not picked up due to emergency situations including, but not limited to, traffic delays, inclement weather, or natural disasters, staff will remain at Extended with the child as long as the center has been notified of the delay. Late fees will still apply.

- Repeated late pick-ups with or without communication are subject to schedule modification and/or immediate termination of services.

SCHEDULED CLOSINGS

Brookstone Extended is closed in accordance with the Brookstone School calendar. These closings typically include:

Labor Day (1 day)	Fall Break (2 days)
Thanksgiving Break (5 days)	Holiday Break (10 days)
Martin Luther King Jr, Day (1 day)	Winter Break (2 days)

Please refer to the posted Brookstone School calendar on the Brookstone School website (www.BrookstoneSchool.org) for exact dates and all school holidays and closings. Brookstone Extended is open during parent/teacher conference days by reservation only. Parents may register their students for care at Brookstone Extended online on the Brookstone Extended webpage (www.BrookstoneSchool.org).

Extended Day has limited hours during the Fall Festival and is closed for the Country Fair.

EMERGENCY DRILLS

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held and documented as set forth by the Georgia Department of Early Care and Learning (DECAL).

PROGRAMMING

Brookstone Extended strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, the children are offered a variety of activities. The activities offered in the past have included art workshops, karate lessons, world language lessons, creative theatre, computer courses, sports programs, cooking, music, dance, and science programs. Most activities meet a minimum of once per week for a period of four to eight weeks. A schedule of activities will be sent home and posted on the Brookstone Extended page on the Brookstone School website (www.BrookstoneSchool.org). Children who do not participate in a scheduled activity will be engaged in regular daily activities.

HOMEWORK

Brookstone Extended stresses the importance of homework and sets time aside every day for the children to complete their assignments. One room in K-5th Extended is designated as a quiet area for homework, reading, computer use, and down time. Staff members are available to

supervise the homework area and to assist the children with their work; however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-to-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

FAB LAB

In the K-5th Grades Fab Lab, children will be engaged in STEM activities, arts and craft projects, movement, drama, and more.

GAME ROOM

The K-5th Grades Game Room will feature a ping pong table, board games, card games, Legos, other construction toys, and more.

SNACKS

Snacks are provided for all students participating in Extended. Children in kindergarten through 5th grade receive a snack when they arrive at Extended in the afternoon. Students may not bring their own food for snacks. If your child has any food allergies or dietary restrictions, please let us know. You may be able to send a snack to school with your child with prior approval from the Coordinator. **Snacks must be nut free.** Nuts, peanut or almond butter, or any products containing nuts are strictly prohibited.

OUTDOOR PLAY

Children who attend Extended can expect to spend a minimum of 30 minutes outside during the day. Outdoor play will be canceled due to precipitation, icy ground conditions, temperatures below 32 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

TRANSPORTATION

If a Cub Enrichment program, such as golf, requires transportation to an off-campus location, K-5th grade students are transported on school buses. All buses used by Extended are equipped with seatbelts for each passenger.

NAPS/QUIET TIME

In Extended, our staff will provide a quiet time and place to nap for all 3K

students in accordance with the Safe Sleep Policy set forth by the Georgia Department of Early Care and Learning (DECAL) rules ch. 591-1-1-.30.

HEALTH POLICY

Brookstone Extended's exclusion and reporting policies for communicable diseases are in compliance with the guidelines set by the Georgia Department for Early Care and Learning (DECAL) program. A list of communicable diseases is available on the bulletin board in the Preschool building foyer.

ACCIDENTS OR ACUTE ILLNESS In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called, and the child will be transported to the hospital by ambulance.

It is imperative that each parent provide to Brookstone School current contact numbers, physician and hospital preferences, and place of employment.

MEDICATION POLICY

No medication will be dispensed by Brookstone Extended staff.

ABUSE AND NEGLECT POLICY

The staff members of Brookstone Extended are mandated reporters of abuse and neglect, and as such, are required by Georgia Department of Early Care and Learning (DECAL) law ch.591-1-1-.29 to report all suspected instances of abuse or neglect to the Muscogee County Department of Family and Children Services. A copy of the Georgia Department of Early Care and Learning (DECAL) Rules for Child Care Learning Centers is available in the foyer of the Extended building.

BEHAVIOR MANAGEMENT POLICY

The children and staff of Brookstone Extended are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by Brookstone Extended will be explained to the children clearly and reinforced in a consistent manner.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposefully exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in Extended.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the Extended program is not able to meet their needs, the division head will contact the child's parents to arrange a meeting. A parent may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

If the Brookstone Extended Coordinator and division head feels the Extended program cannot accommodate the needs of the child, or if the objectives established for the child are not met, they reserve the right to terminate the child's participation in the Extended program immediately. Pre-paid tuition will be refunded.

Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing or the wellbeing of others is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a student, is grounds for termination of the family's participation in the Extended program without notice. A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

CONTACTS

School Nurse, Linda Sheffield, brookstoneclinic@brookstoneschool.org
706.324.1392 ext 1541

Accounts Payable, Amanda Bork, abork@brookstoneschool.org
706.324.1392 ext 1020

PRESCHOOL

Preschool at Brookstone consists of grades 3K and PreK.

DAILY SCHEDULE

Preschool	8:00 AM - 12:00 PM
Brookstone Extended	12:00 PM - 6:00 PM *12:00 PM - 4:00 PM <i>on early dismissal days</i>

EARLY DISMISSAL SCHEDULE

3K & PreK	8:00 AM - 11:50 PM
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ILLEGAL DRUGS & ALCOHOL

Refer to the Illegal Drugs and Alcohol section under Schoolwide information on page 37.

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.

PRESCHOOL ARRIVAL & DISMISSAL

3K & Pre-K regular drop off begins at 7:45 AM. An early drop off at 7:30 AM may be pre arranged with the Head of Preschool. Traffic for Preschool carpool will use the River Road entrance.

MORNING ARRIVAL:

- Cars stop at the stop sign, then pull through to the portico.
- Students will be helped from the car by Brookstone faculty members.
- All students should be ready to get out of the vehicle upon stopping.
- Children will be escorted to classrooms by Brookstone faculty members.
- Carpool will end at 8:00 AM. If you are running late, there will be Preschool faculty members who stay in the carpool area to escort your child into the building. If there is no adult in the carpool area, please park and walk to the front door.

AFTERNOON DISMISSAL:

- Please DO NOT arrive more than 15 minutes early.
- Students remaining 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.
- 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 PS 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. Please notify the Preschool Administrative Assistant and your child's teacher of changes in carpool arrangements via email no later than 10:00 AM. In the event of an unforeseen change after 10:00 AM, please call the Preschool Administrative Assistant at 706-324-1392 ext. 1211. 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.

ATTENDANCE

EXCUSED ABSENCES

Students in the Preschool are excused for absences due to illness, religious holidays, and family emergencies. Please contact the teacher as soon as possible to report an excused absence.

OTHER ABSENCES

All other absences should be approved by the Head of Preschool. 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 Preschool 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 Preschool to determine if the child will be eligible for academic promotion. Students with more than three unapproved absences in a term will not be considered to be meeting expectations.

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 AM. Teachers cannot be responsible for important work missed because of tardiness. Late students in Preschool must report to the Preschool 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 Preschool office by an adult. Students who are tardy due to doctor's appointments are excused with a note from the doctor.

PRESENT IF:

3K & PreK: Check in by 10:00 AM.

ABSENT IF:

3K & PreK: Check out before 10:00 AM.

Parents will be notified by the Head of Preschool 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 Preschool.

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 AM. Calling the Preschool office is discouraged unless there is an emergency.

Parents are requested to go to the Preschool office to pick up students. An early check out form is provided for parents to sign.

SICK STUDENTS

Students should not come to school with a fever. Students must be fever free for 24 hours without fever reducing medication before returning to school. If your child has a contagious illness, please contact the Clinic (brookstoneclinic@brookstoneschool.org). 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 AM, unless by special arrangement with the Head of Preschool. With approval, supervision is provided in the Brookstone Extended commons room for those who arrive early from 7:30-7:45 AM. Students remaining on campus after dismissal times will be sent to Brookstone Extended.

CLASS PARTIES

Class parties are organized by the room parents in conjunction with the BPA parent coordinator. The Head of Preschool, representing the Preschool faculty, works 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. All foods must be nut-free.

CLASSROOM REQUESTS

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

BEHAVIOR AND DISCIPLINE

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 Preschool, the classroom teacher takes the lead role and responsibility in this effort.

ELECTRONIC DEVICES

Students in the Preschool are not allowed to have cell phones, smart watches, nor any other electronic devices (Kindles, iPads, etc.) with them during the school day. Children are allowed to use school devices as appropriate.

PRESCHOOL HONOR CODE

The Brookstone Preschool is a community where teachers and students build relationships that allow them to feel safe, take risks, celebrate differences, be confident and resilient, and be actively engaged in their social-emotional and academic growth.

Discipline is a community effort including teachers, parents, and administration and is viewed as a learning opportunity. When behaviors require attention outside the classroom, the Head of Preschool and counselors are available to provide additional support.

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

- I am the person responsible for my work.
- My actions have consequences.
- I lead by example.
- I am respectful and use good manners.

The Preschool 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 (As age appropriate)

- Be attentive and participate in a respectful manner.
- Be punctual.
- 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.

ON PLAYGROUNDS

- Refrain from picking up or throwing any unsuitable object (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.

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 PM. When on early dismissal schedule, B.E. will close at 4:00 PM. 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

Preschool parent/teacher conferences are scheduled in the fall and winter and are available 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 Preschool. 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 Preschool.

GRADING

PRESCHOOL

**TWO GRADING TERMS FOR 3K
THREE GRADING FOR PreK TERMS PER YEAR**

S	PERFORMING SUCCESSFULLY
P	PROGRESSING
N	NOT MEETING EXPECTATIONS

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 AM should go to Brookstone Extended.

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 ensure 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 Preschool participate in the physical education (PE) program. Excuses for PE must be sent to the teachers.

RAINY WEATHER

Preschool students should wear approved Brookstone standardized dress for inclement weather; no umbrellas please. Preschool students should prepare by keeping in their tote bags 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, food items containing nuts are not allowed. Chewing gum is not allowed.

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.

LOWER SCHOOL

Lower School at Brookstone consists of 3K through 3rd grade.

DAILY SCHEDULE

Grades K-3	8:00 AM - 3:00 PM
Brookstone Extended	12:00 PM - 6:00 PM *12:00 PM - 4:00 PM <i>on early dismissal days</i>

EARLY DISMISSAL SCHEDULE

Grades K-3	8:00 AM - 12:00 PM
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ILLEGAL DRUGS & ALCOHOL

Refer to the Illegal Drugs and Alcohol section under Schoolwide information on page 37.

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 fifteen 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.
- 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 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.

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 AM. 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 who are tardy due to doctor's appointments are excused with a note from the doctor.

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 AM. 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 students. An early check out form is provided for parents to sign.

SICK STUDENTS

Students should not come to school with a fever. Students must be fever free for 24 hours without fever reducing medication before returning to school. If your child has a contagious illness, please contact the Clinic (brookstoneclinic@brookstoneschool.org). 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 AM.

CAFETERIA

Grade parents will communicate about classroom parties. Parents helping are asked not bring siblings to class parties.

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. A form will be 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

Students who would like to celebrate their birthday at school are asked to purchase a cookie cake from the cafeteria for birthday celebrations, as these do not contain nuts or nut products. Birthday treats can only be purchased through the cafeteria.

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 teachers and administration and not make a teacher request for their child.

COUGAR SHOP AND COUGAR CAFÉ

Students will visit the Cougar Shop only after school hours. Students must be accompanied by an adult.

BEHAVIOR AND DISCIPLINE

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 and 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. Second and third 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

The Brookstone Lower School is a community where teachers and students build relationships that allow them to feel safe, take risks, celebrate differences, be confident and resilient, and be actively engaged in their social-emotional and academic growth. Discipline is a community effort including teachers, parents, and administration, and it is viewed as a learning opportunity. When behaviors require attention outside the classroom, the Head of Lower School and counselors are available to provide additional support.

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

- I am the person responsible for my work.
- My actions have consequences.
- I lead by example.
- I am respectful and use good 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 teacher's 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 (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.

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 PM. When on early dismissal schedule, B.E. will close at 4:00 PM. 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

Preschool parent/teacher conferences are scheduled in the fall and winter and are available 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

KINDERGARTEN THREE TERMS (GRADING PERIODS) PER YEAR

S	PERFORMING SUCCESSFULLY
P	PROGRESSING
N	NOT MEETING EXPECTATIONS

FIRST – THIRD GRADES THREE TERMS (GRADING PERIODS) PER YEAR

E	EXCEEDS EXPECTATIONS
S	SATISFIES EXPECTATIONS
P	PROGRESSING
N	NEEDS IMPROVEMENT

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 AM should go to Brookstone Extended.

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 Kindergarten 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.

RAINY WEATHER

Lower School students should wear approved Brookstone standardized dress for inclement weather; no umbrellas please.

SNACKS

No outside snacks will be permitted. All snacks will be provided through our catering service.

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.

INTERMEDIATE SCHOOL

DAILY SCHEDULE

8:00 AM –3:00 PM (Monday, Tuesday, Thursday, Friday)
9:00 AM –3:00 PM (Wednesday)

EARLY DISMISSAL SCHEDULE

12:00 PM dismissal on Early Dismissal days

ARRIVAL AND DISMISSAL

MORNING ARRIVAL:

- Students are allowed to enter the building at 7:45 AM (8:30 AM 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 PM.
- Students will wait in homeroom until they are called for pick up.
- Students must know their carpool number.
- All late arrivals for pick-up must wait in line; cutting in front of other vehicles is **not allowed**.
- At dismissal times, the student must be picked up in the carpool line.
- Parents are asked to remain in cars during the carpool process.
- Please do not allow or encourage your child to get in the car along the IS curb. You should pull up to the LS and follow directions of the teachers loading students.

Drivers of all vehicles each morning and each afternoon should abide by 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 the IS administrative assistant via email before 2:00 PM. 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 37.

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. Class assignments can also be viewed via your child's Google Classroom account.

COUGARNET

Grades will be posted and viewed in CougarNet. Parents are issued a user name 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 should contact their teachers in order to gather the work missed and receive directions and due dates. The student should also check CougarNet and Google Classroom for homework assignments.

It is difficult to recreate the classroom experience. Because of this, trips should be scheduled during school holidays. Teachers are not required to provide you with the work that will be taught in the case of an absence, as it is difficult to predict future work assignments.

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.

Classes begin promptly at 8:00 AM. Students are encouraged to arrive at 7:45 AM so that they may organize themselves prior to morning meeting and the 8:00 AM start time. Late students must report to the Intermediate School office where they will be marked tardy. Students are considered present only if they attend school for half the school day.

Please note that parents are responsible for getting students to school on time and that parents will be notified by the Head of Intermediate School when tardies become excessive. Teachers cannot be responsible for important work missed because of tardiness.

EARLY CHECK OUT

If a child is to be picked up early, parents are asked to send the teacher or front desk administrative assistant a note or email by 8:00 AM. Parents must go to the Intermediate School office for early check out.

SICK STUDENTS

Students should not come to school with a fever. Students must be fever free for 24 hours without fever reducing medication before returning to school. If your child has a contagious illness, please contact the Clinic (brookstoneclinic@brookstoneschool.org). 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 AM
ABSENT IF:	Check out before 11:15 AM

AFTER SCHOOL SUPERVISION

Students remaining on campus after dismissal times will be signed into Brookstone Extended for IS. B.E. will close at 6:00 PM on regular schedule days and at 4:00 PM 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. A form will be 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 holiday breakfast. 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 a cookie cake from the cafeteria for birthday celebrations, as these do not contain nuts or nut products. Birthday treats can only be purchased through the cafeteria.

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 will visit the Cougar Shop only during after school hours. Students must be accompanied by an adult.

BEHAVIOR AND DISCIPLINE

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

All conduct infractions will be documented and communicated with parents. Student infractions will be handled on a case by case basis, and discipline will be determined accordingly.

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 teacher's 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 his/her backpack. 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 other electronic readers 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, s/he 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.

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 PM. When on early dismissal schedule, B.E. will close at 4:00 PM. 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 PM to 3:45 PM 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

TRIMESTER GRADING SYSTEM

A	90-100	WELL ABOVE AVERAGE
B	80-89	ABOVE AVERAGE
C	73-79	AVERAGE
D	70-72	BELOW AVERAGE
F	BELOW 70	WELL BELOW AVERAGE

ELECTIVES (PE, ART, MUSIC, AND LANGUAGES) WILL FOLLOW THE FOLLOWING PROGRESS SCALE:

E		EXCELLENT
S		SATISFACTORY
N		NEEDS IMPROVEMENT
U		UNSATISFACTORY

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, 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 participate in the physical education (PE) program. Excuses for PE must be sent to the coaches; excessive excuses will be addressed by the Head of Intermediate School. Students who need to sit out of PE 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.

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.

Due to the growing number of students with allergies to nuts, foods containing nuts 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.

MIDDLE SCHOOL

DAILY SCHEDULE

8:00 AM –3:00 PM (Monday, Tuesday, Thursday, Friday)

9:00 AM –3:00 PM (Wednesday)

See rotating schedule on page 98.

EARLY DISMISSAL SCHEDULE

12:00 PM Dismissal on Early Dismissal days

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.
- 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, please contact the Head of Middle School.
- 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 Dr. Kristopher Maguire, Head of Middle School.

DAILY ROTATING SCHEDULE



BROOKSTONE SCHOOL MIDDLE SCHOOL SCHEDULE

FULL SCHOOL DAY SCHEDULE

REGULAR SCHUEDLE	C	O	U	G	A	R	S
8:00 - 8:03 AM	HOMEROOM						
8:05 - 8:50 AM	1	2	3	4	5	6	7
8:55 - 9:40 AM	2	3	4	5	6	7	1
9:45 - 10:30 AM	3	4	5	6	7	1	2
10:30 - 10:45 AM	BREAK						
10:50 - 11:35 AM	4	5	6	7	1	2	3
11:40AM - 12:25PM	5	6	7	1	2	3	4
12:25 - 12:55 PM	LUNCH						
1:00 - 1:35 PM	PROGRAM TIME						
1:40 - 2:25 PM	6	7	1	2	3	4	5
2:30 - 3:15 PM	7	1	2	3	4	5	6
3:15 - 3:40 PM	OFFICE HOURS						

LATE WEDNESDAY SCHEDULE	C	O	U	G	A	R	S
9:00 - 9:03 AM	HOMEROOM						
9:05 - 9:45 AM	1	2	3	4	5	6	7
9:50 - 10:30 AM	2	3	4	5	6	7	1
10:30 - 10:50 AM	BREAK						
10:55 - 11:35 AM	3	4	5	6	7	1	2
11:40AM-12:20PM	4	5	6	7	1	2	3
12:20 - 1:00 PM	LUNCH						
1:05 - 1:45 PM	5	6	7	1	2	3	4
1:50 - 2:30 PM	6	7	1	2	3	4	5
2:35 - 3:15 PM	7	1	2	3	4	5	6
3:15 - 3:40 PM	OFFICE HOURS						

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.

THE HONOR CODE

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

- **Lying** is 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** 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 follow the Honor Pledge which states, "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. 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 Dean of Students, in consultation with the Head of Middle School, determine disciplinary action which may include detention, in-school suspension, 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 37.

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

ASSIGNMENTS

All Middle School students will have the option to purchase a student planner. All assignments will be posted on CougarNet.

ATTENDANCE

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

CLASS CUTS

A student cutting class, homeroom, and/or study hall will receive in-school suspension. 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 AM 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 PM.

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

Parents who provide the Head of Middle School with advanced notice concerning medical or dental appointments and check their child in after 10:00 AM 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 AM 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 AM:

- When the student arrives, s/he 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 AM.
- 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 Dean of Students. The student will receive an infraction and a detention.
- Eight (8) unexcused tardies in a term will result in parents being contacted by the Dean of Students and the student will receive an infraction and a detention.
- Twelve (12) unexcused tardies in a term will result in parents being contacted by the Head of Middle School. The student will receive an infraction and a detention. Further disciplinary action may be taken as determined by the administration.

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

Students are expected to plan ahead and do what work is possible for planned absences (see Planned Absences). When unexpected absences occur, students will be expected to communicate closely with teachers in order to establish a make-up work timeline.

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 s/he will receive a maximum of 80% of the value for the assignment or test.

BOOKS

Parents are responsible for ordering textbooks as listed on MBS website. Details about book purchasing will be emailed to family Gmail 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 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 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 out during normal school hours, it will be confiscated and returned at the end of the school day, and appropriate discipline will be assigned. 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 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.
- 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.

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' 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. To be admitted into Brookstone's Junior Beta Club, a student must be enrolled in the seventh or eighth grade at Brookstone Middle School and have earned a 93 overall average in the 4 main academic classes from the previous year (math, science, social studies, and English.) New to Brookstone students' eligibility for Beta Club will be determined by the Beta Club sponsors and the Head of Middle School. To continue membership, a student must maintain an academic

average of 90 with no grade below 85, maintain an excellent behavior record, and complete service projects as set by the Beta Club sponsors. If a student fails to maintain an academic average of 90 with no grade below 85, the student will be placed on probation for the following term. If a student receives a major infraction or a major Honor Code violation as determined by the administration, the student will be placed on probation immediately. Depending on the severity of the infraction or Honor Code Violation as determined by administration, the student may be automatically dismissed from Beta Club. Only one probationary period is allowed each school year. The need for a second probationary period in one school year will result in dismissal from Beta Club. Students who have been placed on probation or who have not completed the required service hours are not eligible to participate in any Beta Club activities. Members are expected to participate in all Beta Club sponsored meetings, fundraising projects, and service projects.

CLUBS, ORGANIZATIONS, AND ACADEMIC TEAMS

Middle School student leadership will mirror the 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.

ATHLETIC ELIGIBILITY

Students remain eligible for participation in sports and other extracurricular activities as long as they have passed five classes in the previous semester. Students who become ineligible at the end of a semester, may not participate in any tryouts or practices that occur during the next semester.

AWARDS

Students are recognized for special accomplishments throughout the year. Our Middle School Closing Ceremony in the spring will focus on the accomplishments of 8th grade students, with a small number of 6th and 7th grade students being recognized, as well. In the fall, we will recognize Head of School’s list and Principal’s list recipients for current 7th and 8th grade students from the previous school year.

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 major violation and may result in suspension or dismissal.

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 & ACADEMIC PROBATION

At the end of each term, any student who fails two or more courses, fails one 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 term. 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.

If a student ends the school year on probationary status and school administration determines that continuing at Brookstone is a possibility, summer tutoring with a Brookstone approved tutor may be required. Administration will determine the details of summer tutoring, and a certificate of satisfactory completion must be obtained prior to admittance into the next grade level.

DEPARTURE TIME AND CARPOOL

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

Middle School students are not allowed to be picked up in front of the Upper School or Kirven buildings, even if their Upper School sibling is also being picked up. They are to remain in the Middle School car line area to be picked up from there. Please do not text students to meet in other areas on campus. This is for student safety.

Discipline will be assigned if Middle School students leave the Middle School area without prior administrator permission.

Finally, if in the carline waiting for your child, please make sure to pull all the way to the front toward the stop sign. This action helps the entire school's carpool process work more smoothly.

DISCIPLINE SYSTEM

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

Ideally, discipline at Brookstone Middle School occurs pro-actively, giving faculty and administrators a chance to intervene in positive and constructive ways. Faculty members, advisors, and coaches should look for "red-flags" indicative of a student's downward spiral academically, socially, or otherwise. Communication among these constituencies is crucial.

Inevitably, the school must be reactive in regards to teaching appropriate behaviors. The delegation of such teaching primarily rests within the hands of classroom teachers. When a student falls short of any of the school's expectations, it is vital that the offense is not ignored. The Middle School has a system in place to attempt to teach appropriate behaviors before such behaviors lead to an infraction. Serious or repeated infractions are evaluated by the Dean of Students 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 them 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 at its sole discretion what conduct warrants a consequence and what level of discipline is appropriate.

GENERAL ROUGH-HOUSING AND HORSEPLAY

While students are encouraged to actively participate in physical activity throughout the day when and where appropriate, any amount of general rough-housing and/or horseplay in and around classrooms, teachers, and/or other students is highly discouraged. Behaviors such as running, wrestling, pushing, grappling, etc. will be treated as a major infraction and the appropriate discipline will follow.

VANDALISM

Students should refrain from touching or taking things that do not belong to them, including, but not limited to, going through a locker that is not their own. Defacing the property of others is strictly prohibited and will be dealt with according to the infraction.

DETENTIONS

Beginning with their first infraction, the student may be assigned detention with the Dean of Students. Detentions take priority over any extracurricular activities. If a student is assigned to detention with the Head of Middle School, the parents will be notified.

MINOR INFRACTIONS

**The list below is not intended to be exhaustive.*

- Tardy to class
- Gum/candy/food/drinks other than water
- Dress Code violations
- Disrespect to a teacher
- Lack of classroom materials
- Minor inappropriate technology uses (including cell phones and Chromebooks)
- Lack of respect for others and/or their property
- Classroom disruptions
- Excessive talking
- Locker cleanliness

REACTION TO MINOR INFRACTIONS

- The classroom teacher responds to these actions before an infraction is submitted to the Dean of Students. This includes parent contact.
- After the classroom teacher attempts to help the student behave appropriately, an infraction with corresponding documentation must be submitted to the Dean of Students. Attempts to teach

appropriate behavior by the teacher will include, but are not limited to, verbal warnings, written warnings (contact with the parents), and/or teacher detention. Appropriate teacher documentation will include dates and times when attempts to correct student behavior have taken place.

- Attempts to teach appropriate behaviors will focus on being restorative and not punitive.

MAJOR INFRACTIONS

**The list below is not intended to be exhaustive.*

- Fourth or greater minor action
- Behavior that interferes with other students' learning
- Disrespect to a teacher
- Classroom disruption
- Honor Code violation
- Bullying/fighting
- Destruction of school property
- Rough-housing/horseplay
- Recording faculty without permission

REACTION TO MAJOR INFRACTIONS

- Conference with the Dean of Students and Head of Middle School. Parents will be contacted by the Dean of Students with all appropriate documentation. Discipline consequences may range from detention to suspension or dismissal based on the infraction.

REPEATED INFRACTIONS

Repeated infractions will be viewed more seriously. A conference with the Dean of Students, the Head of Middle School, the student, parents, and another Senior Administrator if applicable will be required to establish a behavior plan for the student, and further consequences will be explored.

IN SCHOOL SUSPENSION

Any student who receives an In-School Suspension will report to the Dean of Students or Head of Middle School and will neither attend classes nor have daily interaction with the student body. The student will be responsible for turning in any work that day to the Dean of Students at the end of the school day.

OUT OF SCHOOL 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. Tests and quizzes may be made up for full credit. All other work missed during a suspension will receive a maximum of 80% of full credit for the work.

Additionally, repeated infractions, or major infractions, may lead to the

loss of certain privileges such as Prefect Leadership Positions, Prefect Committee memberships, Beta Club membership, and the ability to attend after school student functions such as Middle School Dances.

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 PM. These snacks must be nut free. Nuts, peanut or almond butter, or any products containing nuts are not allowed. Each student should bring a 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 the Clinic.

Gum is not allowed in the Middle School.

ELECTRONIC DEVICES

Students may only use Chromebooks which are purchased directly from Brookstone School. Chromebooks may be used in class as directed by the teacher for educational purposes only. Personal laptops, iPads, cell phones, and/or portable gaming devices may not be used during school hours. Under no circumstances should any electronic device be used to record video or audio of any faculty member without their explicit permission. Brookstone students should log in to their Chromebooks using Brookstone Gmail accounts only.

EXAMS AND FINAL TESTS

The Middle School year is divided into two semesters. 8th Grade students will take exams each semester in their four core subjects. 6th and 7th Grade students will take final tests each semester in two of their core subjects in the fall and in the other two core subjects in the spring.

EXTRA HELP

Students are encouraged to attend extra help as needed. Extra help is available Monday through Friday from 7:30 AM to 7:50 AM and from 3:15 PM to 3:40 PM. This 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 PM 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 in advance.

GRADING SCALE

The school year is divided into four terms at which time a student will be given a grade in each course. Report cards will be made available in Cougar Net at the end of each term.

A	90-100
B	80-89
C	70-79

HOMEWORK

All classes meet each and every day, and assignments are given for each class period. The core classes in the Middle School are English, Math, Social Studies, Science, and World Languages. It should be expected that assignments and homework in these classes will be given almost every night. 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 assignments and 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

Head of School's List: All grades 90 or above in each term.

Principal's List: All grades 85 or above in each term.

Certificates for Merit will be presented to students who achieved Head of School's List or Principal's list for all four terms.

TESTING POLICY

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 Middle School will handle any conflicts.

LOCKERS & BACKPACKS

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 Honor Code. Additionally, students may not use empty lockers for storage of any kind.

Backpacks may be worn to and from school but must be kept in student lockers throughout the school day. Students are required to use a small, drawstring bag in order to carry their PE clothes with them to PE. The only items allowed in the small, drawstring bags are PE clothes and deodorant.

Cell phones may not be kept in drawstring bags.

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. 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 (PE) program. Students are expected to wear tennis shoes and the required t-shirt and shorts. All sixth and seventh grade students will take 9 weeks of health with the Middle School counselor, which includes adolescent health.

Parents should send a note to the PE teacher if their child is unable to participate in PE. Any student who is unable to participate in PE 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.

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 after having completed a 9 week term of speech class. Outstanding speakers will be recognized at the end of the year ceremony.

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.

UPPER SCHOOL

DAILY SCHEDULE

8:00 AM –3:00 PM (Monday, Tuesday, Thursday, Friday)

9:00 AM –3:00 PM (Wednesday)

See rotating schedule on page 119.

EARLY DISMISSAL SCHEDULE

12:00 PM dismissal on Early Dismissal days

IMPORTANT CONTACT INFORMATION

- To report student absences, call the Upper School office at 706-660-9731.
- 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.
- 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, please contact the Head of Upper School.
- Please reach out to grade chairs for any other academic needs.
- To secure assignments for absent students, parents and students are encouraged to check CougarNet. Teachers post daily/weekly assignments online.
- To discuss concerns about the school or its programs, call Mr. Garry Sullivan, Head of Upper School.

DAILY ROTATING SCHEDULE



BROOKSTONE SCHOOL UPPER SCHOOL SCHEDULE

FULL SCHOOL DAY SCHEDULE

REGULAR SCHEDULE	C	O	U	G	A	R	S
8:00 - 8:03 AM	HOMEROOM						
8:05 - 8:50 AM	1	2	3	4	5	6	7
8:55 - 9:40 AM	2	3	4	5	6	7	1
9:45 - 10:30 AM	3	4	5	6	7	1	2
10:30 - 10:45 AM	BREAK						
10:50 - 11:35 AM	4	5	6	7	1	2	3
11:40AM - 12:25PM	5	6	7	1	2	3	4
12:25 - 12:55 PM	PROGRAM TIME						
1:00 - 1:35 PM	LUNCH						
1:40 - 2:25 PM	6	7	1	2	3	4	5
2:30 - 3:15 PM	7	1	2	3	4	5	6
3:15 - 3:40 PM	OFFICE HOURS						

LATE WEDNESDAY SCHEDULE	C	O	U	G	A	R	S
9:00 - 9:03 AM	HOMEROOM						
9:05 - 9:45 AM	1	2	3	4	5	6	7
9:50 - 10:30 AM	2	3	4	5	6	7	1
10:30 - 10:50 AM	BREAK						
10:55 - 11:35 AM	3	4	5	6	7	1	2
11:40AM-12:20PM	4	5	6	7	1	2	3
12:25 - 1:05 PM	5	6	7	1	2	3	4
1:05 - 1:45 PM	LUNCH						
1:50 - 2:30 PM	6	7	1	2	3	4	5
2:35 - 3:15 PM	7	1	2	3	4	5	6
3:15 - 3:40 PM	OFFICE HOURS						

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 Upper 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.

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.

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; parents' examples set precedence, and children emulate their parents' attitudes. 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

1. The Honor Council Prefects will be considered the officers of the Honor Council.
2. Two Honor Council Representatives from each grade will be chosen.
3. Students who are interested in serving on the Honor Council will obtain an application from the Honor Council Faculty Advisor(s) at the appropriate time. This application will need to be signed by three Upper School faculty members who are willing to attest that the student is an honorable member of the school community. If a student is new to Brookstone and is thus not well-known to three faculty members, s/he may substitute the signature of one or two non-related adult leaders such as a coach, youth pastor, scout troop leader, etc. All students whose applications are approved will be voted on by the members of their respective grades.
4. If an Honor Council Prefect or Representative is found to have committed any breach of the Honor Code, they will automatically be removed from the Honor Council and be replaced at the Honor Council Faculty Sponsor's discretion.

HONOR CODE VIOLATIONS

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 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: a student who provides information about the content of an exam, test, or quiz to another student; 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 items 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 violation.

DISTINCTIONS BETWEEN MINOR & MAJOR VIOLATIONS OF THE HONOR CODE

The Upper School administration and faculty recognize that while all breaches of the Honor Code are to be taken seriously, some breaches merit more serious consideration and consequences than others.

A minor breach of the Honor Code will consist of offenses such as copying a small homework assignment, plagiarizing a single sentence or small passage in a longer paper, having “wandering eyes” during a quiz, or other offenses that can rightfully be described as momentary lapses of judgement or that would not have had a major impact on the outcome of a student’s performance in a class had they gone undetected.

A major breach of the Honor Code will consist of cheating on tests and exams, plagiarizing portions of a paper that amount to a paragraph or more, or other breaches that required planning and forethought or that were intended to have a serious impact on a student’s semester grade in a class.

Lying to cover up a breach of the Honor Code will be treated as a separate disciplinary matter and will be dealt with appropriately by the Head of Upper School and/or the Assistant Head of Upper School.

Failure to report another student’s breach of the Honor Code will be treated as a minor breach unless the student failing to report lied, misdirected, or was otherwise actively complicit in covering up the Honor Code violation.

Repeated minor breaches of the Honor Code will be considered a major breach.

HONOR COUNCIL INVOLVEMENT IN MINOR BREACHES OF THE HONOR CODE

A student accused of a minor breach of the Honor Code may contest the accusation before the Honor Council. Proceedings will ordinarily be conducted as follows:

1. Either the Honor Council Prefect or Deputy Prefect will preside over the proceedings but will neither vote nor advise the Honor Council Representatives how s/he would vote in the case.
2. The Honor Council Prefect or Deputy Prefect (whichever one is not presiding over the proceedings) will act as an advocate for the student accused of a minor offense. If the student does not wish to speak to the Honor Council themselves, the Prefect will speak for them.
3. The Honor Council (at least 5 members) will hear the case and vote on a recommendation to the administration.

4. The other people present at the proceedings will be the accused student, the Honor Council Faculty Sponsor, and the Assistant Head of Upper School. If the accused student wishes, s/he may bring along his/her adviser or another faculty member as moral support or as a character witness.
5. The Honor Council will only hear cases that involve major breaches of the Honor Code at the discretion of the Head of Upper School or Assistant Head of School.

HONOR COUNCIL INVOLVEMENT IN MAJOR BREACHES OF THE HONOR CODE

A student accused of a major breach of the Honor Code will have an Honor Council Prefect assigned to him/her by the Honor Council Faculty Sponsor to act as an advocate on his/her behalf. The duty of the assigned Prefect will be to gather information, to meet with the accused student, and to zealously advocate on the student's behalf to the administration. The assigned Prefect will meet with the Assistant Head of Upper School and/or the Head of Upper School (without the accused student present) to explain why they either believe the accused student is not guilty, or why they believe there are mitigating circumstances, or why the accused student is otherwise deserving of leniency. While it is the expectation that the assigned Prefect will do his/her best to present the accused student in the best possible light, it is explicitly not the expectation that the Prefect will withhold any relevant information from the administration or otherwise treat any conversations s/he has had as confidential.

CONSEQUENCES

- **Minor Offense:** The ordinary consequences for a minor breach of the Honor Code will be a demerit, a grade of zero on the relevant assignment, and a detention. Two minor offenses will result in a major offense.
- **First Major Offense:** The ordinary consequences for a major breach of the Honor Code will be a grade of zero on the relevant assignment, loss of all student leadership roles, and an in-school suspension.
- **Second Major Offense:** The ordinary consequences for a second major breach of the Honor Code will be a grade of zero on the relevant assignment, loss of all student leadership roles, and an out of school suspension. Students may apply for future leadership position opportunities.
- **Third Major Offense:** A third major breach of the Honor Code will likely result in expulsion.

HONOR COUNCIL INVOLVEMENT IN HONOR EDUCATION

All members of the Honor Council, both Prefects and Representatives, will be involved with Honor Education and with promoting a culture of

honor on Brookstone’s campus. This will include presenting in assemblies, visiting individual classrooms to talk about issues such as plagiarism and other appropriate activities. As much as possible, this will include promoting the value of honor with Lower, Intermediate, and Middle School students as well.

ACADEMICS

ACADEMIC HONORS

Head of School’s List:

All grades 90 or above in each semester. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Head of School’s List status. Grades earned in Semesters 1 and 2 are used for awards.

Honor Roll:

Overall average of 85 with no grade below 80 in each semester. 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 Head of School’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. On completion of the course, students who take the AP exam and pass may possibly receive college credit. Credit is determined by the college in which the student enrolls; Brookstone is not included in these decisions.

COURSE SCHEDULES AND CHANGES

If a student wishes to make a change to a class during the drop add period, schedule changes must be initiated through the grade chair first. Once a student or teacher has demonstrated that there is a legitimate reason for a change, the parent must consent in writing via email before the change can be made. The student’s transcript will not show the old course as long as the change is initiated during the drop add period. 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 a 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 after the drop add period 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 PM. The school day does not officially end until 3:40 PM at the end of office hours. Following those rules applying to cars, Upper School students should leave campus immediately after their school day (3:15 PM to 3:40 PM) or subsequent sports or fine arts activity.

GIAA ELIGIBILITY

In accordance with Georgia Independent School Association (GISA) and Georgia Independent Athletic Association (GIAA) regulations, students who fail two or more courses at the end of a semester will not be eligible to participate in GISA (GIAA) competitions for the entire following semester.

GISA requires students to pass 5 courses per semester. Brookstone students are required to take 6 courses per semester, which technically allows students to fail one of the six courses and still remain eligible. Failing two or more classes results in ineligibility for the entire succeeding semester. The same applies to GISA (GIAA) Fine Arts participation.

EXAMS

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.

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.

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.

COURSE FAILURE: ACADEMIC PROBATION

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. If a student ends the school year on probationary status and school administration determines that continuing at Brookstone is a possibility, summer tutoring with a Brookstone-approved tutor may be required. Administration will determine the details of summer tutoring, and a certificate of satisfactory completion must be obtained prior to admittance into the next grade level.

STUDY HALL PERIODS

Students who are free during a study hall period may not leave campus, and they must stay out of the hallways. Students are expected to use their time wisely. The Upper School feels that by the time students have free study hall 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 may be used for individual studying. Classes will be in session; therefore, the hallways cannot be used during a free study hall period for any activity. Students should stay out of hallways and go to the Cougar Café or media center. It is imperative that students in a free study hall period not disturb those classes using the media center.

GRADING

Grading Periods: Each term and semester.

90-100	A
80-89	B
70-79	C

GRADUATION REQUIREMENTS

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 1/2 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 teachers 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.

HOMEWORK GUIDELINES

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

- No assignments are given over Thanksgiving break, Winter Holiday break, Spring break, or on other occasions specified by the Head of Upper School.
- Good study habits are necessary for success in Upper 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 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 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 has 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 for this purpose.

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 to a designated group of peers. 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.

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 outside of school hours. 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 AM:

- 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 AM without a legitimate excuse are subject to the same penalties as those students who have cut a class (see page 137).
- Students who sign in after 8:30 AM without legitimate excuse are subject to after school detention.

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), s/he 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 the student will lose 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 ATTENDANCE 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 10:45 AM in order to participate in the day's extracurricular events.

EARLY DISMISSALS

Parents who provide the Assistant Head of School with advanced notice concerning medical or dental appointments and check their child in after 10:45 AM 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 10:30 AM 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.

- 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 AM 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 PM. 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 37.

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 disease, please contact the Brookstone Clinic. 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 that 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.

After THREE unexcused absences in one semester, the Assistant Head

of Upper School will call parents. Upon 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. When unexpected absences occur, students will be expected to communicate closely with teachers in order to establish a make-up work timeline.

FREQUENTLY MISSED SCHOOL WORK

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 are expected to plan ahead and do what work is possible for planned absences (see Planned Absences).

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 to 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.

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, s/he must bring a note from a doctor. If attendance problems persist, then 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 strive to work with students on a basis that promotes a cooperative and sensible relationship. Thus, it is essential that each student accepts 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 being in possession of any tobacco products, including but not limited to e-cigarettes, vaping devices, 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.
- 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.

SKIPPING CLASS

A student skipping class will receive a one-day, in-school suspension (see page 109 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 major violation and may result in suspension or dismissal.

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 or dismissal from school. 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.

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 suspension. 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. Underclassman 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 other 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 signing-in and signing-out privileges.

Assuming the class has behaved appropriately as a whole, the class will decide each term which privilege to add by a vote.

Seniors will lose their privileges if...

- They have been given an in-school suspension 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 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.

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 report to any of the seating areas in the Upper School during their study hall period.

FRESHMEN PRIVILEGE

Freshman do not receive study hall privileges.

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

Brookstone expressly reserves the right to decide at its sole discretion what conduct warrants a consequence and what level of discipline is appropriate.

DEMERITS

Any student who has a minor behavior violation will earn a demerit.

When a student has accumulated three (3) demerits in a semester, s/he will be given a detention. For each subsequent demerit, the student will once again serve a detention. If a student's number of demerits becomes excessive, that student will face more severe disciplinary actions. Once a student has earned 6 demerits, s/he will serve a one-day, in-school suspension.

DETENTION

Detention will be held immediately after school. Students assigned a detention will be required to miss other obligations including extracurricular activities, athletic practices, and office hours. Students who need to reschedule their detention due to circumstances outside of their control must get permission from the Assistant Head of Upper School ahead of time. Students who fail to attend will be assigned an additional penalty.

IN-SCHOOL SUSPENSION

- Any student who receives a suspension 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 or her teachers at the end of the school day.
- The student is ineligible for any extracurricular activities on the day of 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 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 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 s/he returns to school.
- The student is ineligible for any participation in or attendance of 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.
- Tests and quizzes may be made up for full credit. All other work missed during a suspension will receive a maximum of 80% of full credit for the work.
- Out-of-school suspensions become a part of the student's permanent disciplinary record.

SCHOOL FUNCTIONS

There will be social functions arranged for Upper School students. At these functions, only Brookstone students are allowed to attend the social activity unless 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 suspension 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
- Hacking into or altering a Brookstone student's 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 (any 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 dismissal. 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 suspension (see pg. 140). This student may also lose driving privileges. Students should not lend their cars nor borrow other students' cars. Damage done to property of the school or other students' property by student automobiles will be the responsibility of the student and his/her family.

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

- There must be no speeding or reckless driving on campus. Passing is prohibited on two-lane roads. The speed limit is 5 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 in/on 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 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 from 8:00 AM - 6:00 PM Monday through Friday or after 6:00 PM when there are athletic events on campus.
- Students who park in spaces not assigned to them without written permission from the Assistant Head of Upper School are subject to having their vehicles towed and their driving privileges revoked.

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

Students who anticipate getting a driver's license will need to get a copy of "School Attendance" from the Upper School office.

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 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 referred 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.

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 not leave trash on the ground, tables, or other areas of the school. 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.

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.

