

**TABLE OF CONTENTS**

Brentwood Mission .....  
Nondiscriminatory Policy.....  
General Information .....  
School Office .....  
School Hours.....  
Illness Policy .....  
Absences .....  
Early Dismissal .....  
After-School Care .....  
Carpool/Pick-up .....  
Bus Transportation .....  
Visiting the School.....  
Parent Conferences and Communication .....  
Progress Reports, Report Cards, and Grades.....  
Standardized Testing .....  
School Counselor .....  
Deliveries .....  
Snacks .....  
Birthday Celebrations.....  
Party Invitations .....  
Discipline and Code of Conduct.....  
Bullying.....  
Dress Code .....  
Conflict Resolution .....  
Immunization .....  
Medication.....  
Health Information .....  
Trip Permission .....  
Eligibility Requirements.....  
Registration .....  
Harassment Policy.....  
School Pictures.....  
School Annuals .....  
Pep Club Passes.....  
Food Service.....  
Art .....  
Fine Arts.....  
Library.....  
Physical Education and Sports .....  
Technology Use Policy .....  
Student Handbook Form .....

## ***BRENTWOOD MISSION***

*Brentwood School is committed to providing a college-preparatory education in a safe and diverse environment while preparing its students emotionally, culturally, physically, and spiritually to lead productive lives in a global society.*

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Brentwood School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### **General Information**

Brentwood is a member of the Georgia Independent School Association (GISA) and a member of the Southern Association of Independent Schools (SAIS). A 15-member Board of Directors governs the school. Brentwood is accredited by the Southern Association of Independent Schools (SAIS), and the Southern Association of Colleges and Schools (SACS).



### **School Office**

During the school year, the school office is open Monday through Friday from 7:30 a.m. until 3:30 p.m. Brentwood's phone number is 478-552-5136. The fax number is 478-552-2947. Brentwood's mailing address is P.O. Box 955, Sandersville, GA 31082. The school's physical address is 725 Linton Road, Sandersville, GA 31082. Brentwood's website is [www.brentwoodschool.org](http://www.brentwoodschool.org). Faculty and staff members' e-mail addresses generally follow this format: [firstinitiallastname@brentwoodschool.org](mailto:firstname.lastname@brentwoodschool.org).

Payments can be made online via FACTS auto-draft or ParentsWeb, mailed, Venmo (@BrentwoodSchool), credit card (with a 5% processing fee), or delivered to the school office. Indicate the purpose of the payment on the check (tuition, daycare, lunch, bus, piano, trips, etc.).

Students may use the office phone for emergencies. Proper phone etiquette should be used at all times.



### **School Hours**

Teachers are in their classrooms at 7:45 a.m. each day. School officially begins at 8:00 a.m. and ends at 3:08 p.m. Students should arrive between 7:45 a.m. and 8:00 a.m. The Lower School Building opens at 7:15 a.m. If your child arrives at school after 8:00 a.m., he or she is tardy, and you should sign him or her in at the school office. Please try to make arriving at school on time a priority since tardiness begins the day in a stressful manner.



### **Illness Policy**

To decrease the spread of illness among students at school, a student should not return to school until he or she is:

- Fever free for 24 hours and is behaving normally.
- On an antibiotic for 24 hours if being treated for strep throat, conjunctivitis (pink eye), or any other illness which is deemed contagious.
- Free of vomiting and diarrhea for at least 12 hours.
- Free of excessive coughing and/or sneezing.

While at school, if a student has a temperature greater than 100.0 or complains of nausea, vomiting, diarrhea, headache, stomachache or sore throat, the parent/guardian will be called for immediate pick-up. Administrative discretion may be applied when warranted.

A COVID policy is in place and parents will be notified by school Administration if we return to a portion or any of those guidelines.



### **Absences**

With the exception of illness, children should be in school every day. **Any contemplated absence for reasons other than illness should be discussed with the child's homeroom teacher and permission should be requested from the Head of School.**

Students who have more than 6 unexcused absences may be ineligible for promotion. Academic work and tests missed as a result of absence will be the student's responsibility to complete and turn in to the teacher *after* the absence, not before. Make-up work will be available in a timely manner.

**Students who are absent during the school day should not return to the campus to attend any afternoon or evening function.** Students who are at school until noon or who arrive by 11:00 a.m. may be counted present.

A note from home explaining any absence should accompany the student upon returning to school. In some cases, a written medical excuse may be necessary.



### **Early Dismissal**

A parent may occasionally need to pick a child up early for a medical appointment. The parent should send a note to school with the child. The parent must sign him or her out in the office. The office will call the child's class so the teacher can dismiss him or her. However, parents are urged to make every effort to have students be present for the full day of each school day. Avoid checking your student out early or bringing your student to school late.



### **After-School Care**

After-school care is available from 3:30 p.m. until 6:00 p.m. Forms must be completed for each student using after school care services. Snacks, homework, and inside or outside play are components of the program. The cost for after-school care is \$5.00 per hour or any fraction of an hour or \$2,100.00 per year. Students who are not picked up by 6:00 p.m. will incur additional charges. Please see the After-School Policies and Procedures for more details. All Brentwood rules and conduct expectations apply.



### **Carpool/Pick-up.**

Students in grades K-2 should be dropped off and picked up at the South Entrance circle drive. Students in grades 3-5 should be dropped off and picked up at Linton Hall through the North Entrance circle drive. Students in grades 6-12 should be dropped off and picked up at the Upper School building through the North Entrance circle drive. Cell phones are not to be visible or in use.

For safety reasons, no student should leave the supervised pick-up area. Parents must stay in the pickup line. All students not picked up by 3:30 p.m. will be sent to after-school care.

Campus speed limit is 10 mph. Please observe all traffic signs.



### **Bus Transportation**

Bus service is available for Brentwood School field trips and extra-curricular activities. Students are expected to follow all rules and regulations while riding a school bus.

#### **Rules and Regulations for Students Riding a School Bus**

1. The bus driver is in full charge of the bus and passengers at all times.
2. Students should not move about while the bus is in motion unless directed by the driver.
3. Students shall not conduct unnecessary conversation with the bus driver or distract his/her attention in any way. This type of conduct jeopardizes the safety of every student.
4. Students share the responsibility for keeping the bus clean. Students should pick up any trash and help keep the upholstery and interior as clean as possible.
5. School bus windows are not to be lowered more than halfway. Students shall not have their arms or heads out of the windows.
6. When loading or unloading, students shall pass in front of the bus if it is necessary for them to cross the road. Students should look both ways before crossing the road.
7. The use of profane, abusive language on the bus is prohibited. Any student breaking this rule may not be allowed to ride the bus.
8. Damage to the bus should be reported to the driver immediately. Damage caused by the students shall become the responsibility of the student and his/her parents. Students are subject to suspension for their offense.
9. Students shall not operate the bus door.
10. While waiting for buses and before boarding the bus, students shall remain off the road until the bus comes to a complete stop.
11. Any extreme behavior problem on the bus shall be reported and handled by the Head of School if the driver deems necessary.



### **Visiting the School**

Brentwood always welcomes parents and visitors. **All visitors should report first to the school office and sign in.** Visits should be scheduled in the office, preferably a day in advance. If it is necessary to contact a teacher or child, one should go through the school office. A child is not to leave or be taken from the school during the school day without being cleared through the office.



### **Parent Conferences and Communication**

Parents are encouraged to contact their child's teacher whenever they feel the need. Conferences are most effective when the teacher and the parent have time to sit and discuss the issue without other children present. Please try to schedule conferences through the school secretary. E-mail is often an excellent way to communicate with teachers; however, teachers usually only check e-mail before and after the regular school day. **Please do not text or place calls to a teacher's cell phone concerning school-related issues.** Please call the school office, schedule a conference, or use a faculty member's school e-mail.



### **Progress Reports, Report Cards, and Grades**

Report cards will be available electronically after each quarter. Grades will be available electronically throughout the school year. If a student's fees are not up-to date, grades will be withheld until arrangements have been made concerning the unpaid balance. Depending upon grade level and subject, students receive numerical and letter grades.



### **Standardized Testing**

Standardized testing is administered in Kindergarten through 8<sup>th</sup> grades in the spring. The PSAT test is given in grades 9-11.



### **School Counselor**

A guidance counselor works in conjunction with the faculty and parents to provide counseling services. A function of the guidance program is to assist students who have persistent problems such as academic failure, stress, lack of friends, and personal problems. The progress of the student is studied through continuous follow-up, and changes are made when necessary through consultation and agreement among teachers, counselor, parents, and the Head of School.



### **Deliveries**

Lunches, snacks, balloons, and flowers are not to be delivered to the school or school office.



### **Snacks**

Parents please make sure that your child has healthy food options when sending snacks to school for break. Please DO NOT send candy or chewing gum to school.



### **Birthday Celebrations**

Parents who wish to send food to school to celebrate a student's birthday should contact the teacher about the best time for the food and may choose to send either cupcakes for each member of the grade or money for ice cream for each member of the grade. No "goody bags" may be sent to school.



### **Party Invitations**

Party invitations should not be sent to the school unless every child receives one or unless all boys or all girls receive one. Invitations should be mailed from home if everyone is not included.

When a sleepover is planned, suitcases and sleeping bags should not be brought to school.



### **Discipline and Code of Conduct**

The primary purpose of rules in the elementary school is to ensure that every student has the opportunity to take advantage of the educational program of this school. Anything detracting from a favorable learning environment lessens that opportunity. The student will learn that his/her actions have consequences for which he or she bears sole responsibility. Maintaining discipline is a family matter; administration, faculty, student body, and parents must set the tone and uphold the standards of student conduct.

CD players, iPods, video games, cameras, or any other or communication devices such as cell phones or recording devices are not allowed during the school day and must be turned to the OFF setting. Random checks will be made by teachers. Any electronic or communication device found turned on or in use during school hours will be confiscated and sent to the Head of School. Parents will be contacted.



### **Bullying**

Brentwood School will not tolerate bullying of any sort. True bullying is repeated exposure over time to negative actions. Conflict is an inevitable part of growing up and something all young people have to learn to handle, but bullying is when one person repeatedly uses power in a way that purposely hurts another individual. It can occur in many forms, including physical, verbal, social, psychological, and technological through the Internet. Any form of bullying at Brentwood will be dealt with immediately.



## **DRESS CODE for Preschool through 12<sup>th</sup> Grade**

The Board has the responsibility of providing an atmosphere at Brentwood School that promotes learning in a safe environment that is free of distractions. The Brentwood dress code has the purpose of ensuring that each student's attire, grooming, and adornment will promote a positive, safe, and healthy environment. The school's administration reserves the right to judge what is or is not appropriate.

All students must adhere to the school's dress code. All students must adhere to traditional gender appropriate dress based on biological sex. All clothing must be appropriately sized, not too loose, or too tight, in good repair (no holes, tears, or worn-out appearance), not too long and not too short. Students must arrive on campus properly dressed and remain so until departure.

Parents are responsible for ensuring that their children attend school dressed according to the dress code. Parents and/or students should request clarification concerning any dress code questions prior to arriving at school. If there are questions about whether certain clothes meet the school's expectation, then that item should not be worn to school until clarification has been made. If a student is identified as not conforming to the dress code, the parent will be contacted to bring appropriate clothes if necessary. The school reserves the right to grade-appropriate disciplinary action when a student is not dressed within the code.

Special events and Spirit Days may require specified attire which deviates from this dress code and has been approved by the administration.

### **REGULAR SCHOOL DAY ATTIRE** **FEMALE STUDENTS**

#### **Protective Face Covering (Mask)**

- Permissible, but not mandatory unless otherwise directed by Administration.
- Must be designed and intended to cover mouth and nose.
- No words or graphics.
- The Brentwood Diamond B and the Brentwood School logo are permissible.

#### **Shirts/Blouses**

- Collared, non-sheer polo-style or button-up shirts or blouses with sleeves (no words, camouflage, or graphics).
- The Brentwood Diamond B and the Brentwood School logo are permissible.
- Shirts must be tucked in at all times.

### **Slacks, Shorts, Skirts, and Dresses**

- Solid colored slacks/pants/capris/Bermuda shorts; solid colored jumpers/dresses with sleeves and a collar. **Bermuda shorts, skirts, dresses, and jumpers must be an appropriate length.**
  - Material should be cotton, twill, or a blend; no denim or denim look alike.
  - No sweatpants, warm-up pants, jogging pants, athletic-type pants, shorts, or skirts, tennis skirts, cargo pants or shorts, zippers or pockets on pant legs.
  - No elastic top or drawstring pants or shorts, with the following exception:
    - Elastic top shorts/pants of cotton, twill, or a blended material may be worn by students in Early PreK-5<sup>th</sup> grade.
  - In addition to the above items, girls may also wear the following from **Lands' End**: School Uniform Girls A-Line Skirt, Jumper, or Short Sleeve Mesh Polo Dress in Solid or Plaid.
  - Belts with plain buckles no larger than 2" in any dimension are required for pants and shorts with belt loops.

### **Shoes/Socks**

- Shoes must be completely closed all the way around and must be worn at all times. Boots may not be worn with shorts. No light-up or roller shoes.

### **Outerwear** (may be worn in classrooms)

- Pullover sweaters, cardigan sweaters, hooded or non-hooded sweatshirts, hooded or non-hooded jackets, and vests may be worn untucked if appropriately sized and if worn over collared shirts/blouses. The shirt's collar must be visible.
- Hoods on hooded sweatshirts/jackets are not to be worn on the head inside any school building.
- Team-approved jackets are permissible.
- The Brentwood Diamond B and the Brentwood School logo are permissible.
- Full zip camouflage jackets are permissible.

### **Other**

- Accessories, such as hair bows and scarves are not required to be solid but may not have words or pictures.
- No caps, hats, hoods, blankets, or sunglasses may be worn in any campus building during the school day.
- No visible body piercing or visible tattoos. Earrings may be worn in the ear only. Temporary Brentwood spirit tattoos may be worn on designated spirit days.

- Hair colors should be naturally occurring colors. Hair styles may not cover eyes or face or be extreme. Hair should be maintained, clean, neat, well-kept, and not distracting.
- In order to further enhance Brentwood school spirit, shirts or other garments promoting other local schools are not to be worn.

## **REGULAR SCHOOL DAY ATTIRE**

### **MALE STUDENTS**

#### **Protective Face Covering (Mask)**

- Permissible, but not mandatory unless otherwise directed by Administration.
- Must be designed and intended to cover mouth and nose.
- No words or graphics.
- The Brentwood Diamond B and the Brentwood School logo are permissible.

#### **Shirts**

- Collared polo-style or button-up shirts with sleeves (no words, camouflage, or graphics).
- The Brentwood Diamond B and the Brentwood School logo are permissible.
- Shirts must be tucked in at all times.

#### **Slacks and Shorts**

- Solid colored slacks/pants/shorts that are **an appropriate length**.  
**NOTE: Suggested inseam – at least 7”-9”**
  - o Material should be cotton, twill, or a blend; no denim or denim look alike.
  - o No sweatpants, warm-up pants, jogging pants, athletic-type pants or shorts, cargo pants or shorts, zippers or pockets on pant legs.
  - o No elastic top or drawstring pants or shorts, with the following exception:
    - Elastic top shorts/pants of cotton, twill, or a blended material may be worn by students in Early PreK-5<sup>th</sup> grade.
- Belts with plain buckles no larger than 2” in any dimension are required for pants and shorts with loops.

#### **Shoes/Socks**

- Shoes must be completely closed all the way around and must be worn at all times. Boots may not be worn with shorts. No light-up or roller shoes.

### **Outerwear** (may be worn in classrooms)

- Pullover sweaters, cardigan sweaters, hooded or non-hooded sweatshirts, hooded or non-hooded jackets, and vests may be worn untucked if appropriately sized and if worn over collared shirts/blouses. The shirt's collar must be visible.
- Hoods on hooded sweatshirts/jackets are not to be worn on the head inside any school building.
- Team-approved jackets are permissible.
- The Brentwood Diamond B and the Brentwood School logo are permissible.
- Full zip camouflage jackets are permissible.

### **Other**

- Appropriate ties may be worn with shirts.
- No caps, hats, hoods, blankets, or sunglasses may be worn in any campus building during the school day.
- No visible body piercing or visible tattoos. Temporary Brentwood spirit tattoos may be worn on designated days.
- Hair colors should be naturally occurring colors. Hair may not touch the eyes or be extreme. Hair should be maintained, clean, neat, well-kept, and not distracting.
- Facial hair is not allowed.

### **P.E. ATTIRE FOR GRADES 6-12**

- All students in grades 6-8 are required to wear the Brentwood School-sanctioned uniform for physical education classes. Uniforms may be purchased through the Brentwood Spirit Store.
- Students must wear school dress code attire when they return from P.E. to an academic building.

### **LOST AND FOUND**

- Each child's first and last name should be placed on all personal belongings brought to campus. Unidentifiable items will be placed in the Lost and Found in a centralized location. At the end of each semester, those items not claimed will be given to a charitable organization.



### **Conflict Resolution**

#### **Suggestions for helping students handle their concerns about school**

If a student and/or parent have a concern or complaint regarding a specific teacher, it is essential that communication begin with the teacher. When a student brings a complaint home, take the time to advise him as to how to approach the teacher to begin the resolution of this conflict.

Although sometimes difficult, the approach will provide an important learning opportunity. Conflict resolution is a skill that needs development and training just as self-discipline, attention to detail, self-control, and so many other personality characteristics. With younger students, or if a major conflict or problem exists, it is appropriate to accompany the student when meeting with the teacher.

As a school we believe all conflicts should be resolved at the lowest level possible. An administrator's first question when approached with a conflict concerning a staff member will normally be to ask what discussions concerning the conflict have already taken place. If the above process has not been initiated, parent and student will be encouraged to approach the teacher with the problem. If resolution does not occur, the student and/or parent should approach the Head of School.

At all stages, it is the hope of the faculty, administration, and board of trustees that the entire process be undertaken in a spirit of reconciliation. All involved are expected to treat the complaint with confidentiality and to involve only those who are a part of the process.



### **Immunization**

Georgia Law requires a Certificate of Immunization (Form 3231) and a Certificate of Vision, Hearing, Dental, and Nutrition Examination (Form 3300) for all students in all grades. Major changes in immunization requirements include:

**All children entering Kindergarten, sixth grade, or new entrants** (children of any age entering Georgia schools for the first time or returning to Georgia schools after being out of our system for a year) **will need:**

- **2 Doses of MMR or 2 doses of Measles vaccine,**
- **2 doses of Mumps vaccine and**
- **1 dose of Rubella vaccine, or year for serology.**
- **2 doses of varicella (Chicken pox vaccine) or have a year for history of the disease, diagnosis, or serology.**

**You must check for these vaccines, even if the certificate is marked complete.** If the certificate is marked complete and the child **does not have** these vaccines, **or** serology for measles, mumps, rubella and varicella **or** a history or diagnosis of chickenpox disease, he/she must return to his primary care provider or public health center to receive the vaccines and a new certificate.



### **Medication**

All medication must be delivered to the office by the parent in the original container, labeled with the child's name, medication name, time, dosage (including the last dose), and healthcare provider's name.

- Medications will be administered by school personnel.
- The parent will notify the school if there is a change in the medication or medication dosage.
- If a student is to carry and/or self-administer medication, parent permission and physician authorization must be provided in writing stating that the student will carry and will self-administer the prescribed type of medication.
- The parent is responsible for coordinating with the school staff to ensure any prescribed medication is available for the student.



### Health Information

Please notify the teacher and the front office if your child has a health problem, such as allergies, which would prohibit him or her from participating in school-related activities.



### Trip Permission

All field trips require an authorization clause and a medical release form for each student participating.



### BRENTWOOD ELIGIBILITY REQUIREMENTS for Grades 6-12

A student's eligibility to represent his or her school, unless otherwise noted, in interscholastic contests is determined by the following:

- A. Students in grades 6-12 who participate on a team (athletic, literary, robotic, etc.) must meet **all Brentwood and GIAA eligibility requirements** including but not limited to the following:
  1. A regular student taking five or more full units of work.
  2. A student who is not a migrant student of less than one calendar year standing. Any student who changes school after entering the 9<sup>th</sup> grade is migrant. A student whose parents have moved their place of residence, so that they are located nearer to the school to which they are transferring than they were to the school previously, is eligible immediately. The eligibility remains in effect for as long as the student and his and her parents maintain residence up to 90 regular school days. He or she is eligible after 90 regular school days even though the parents might have moved away from this place or residence. Students entering the eighth grade for the first time are eligible.
  3. Brentwood School follows the GIAA academic eligibility guidelines for students participating in interscholastic activities. A student who has passed in 5 unit subjects for the first semester of the year is eligible for the second semester. A student who passes in 5 subjects, or their equivalent, for the second semester or for the year is eligible for the following year. Of the 5 unit subjects, 3 units must be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion, and Business Education. Excluded from any credit is

- teacher's aide, office aide, or their equivalent. Students failing to pass the required 5 unit subjects for the first semester may be allowed to become eligible at the end of the 3rd nine weeks grading period if they were passing the required 5 unit subjects at that time. Students failing to pass the required 5 unit subjects for the second semester may be allowed to become eligible on the last day of summer school if successfully completed or the first day of the second nine weeks if the student has not been awarded the necessary credit. Students must have passed at least three (3) subjects at the semester to be eligible to gain eligibility in this manner-
4. A student whose department satisfies the requirements of the school authorities.
  5. A student who has not attained his or her 19<sup>th</sup> birthday, prior to May 1, preceding the school year of participation.
  6. A student who is listed on a properly certified eligibility list.
- B. Brentwood students in grades 6-12 may not participate in more than two sports in the same season without prior approval from the Athletic Director and Headmaster.
  - C. Grades will be evaluated at the end of each nine weeks, and students may be declared ineligible at the discretion of the school administration.
  - D. A student who becomes ineligible during a season will turn in the school uniform, will not attend any practices, and will relinquish his right to any and all awards.
  - E. In order to participate in a competitive event, students must be present the full day (five class periods) of the competitive event (athletics, literary, etc.). Exceptions may be made with approval from the Head of School and the Athletic Director.



### **Registration**

Re-enrollment for current families is held each February. It is very important that parents realize the importance of registering their children at this time. Brentwood needs to know enrollment information to be able to offer teacher contracts and plan for the following year. A registration fee will be required following the two-week current family re-enrollment period.

A student must be registered with a signed contract in order to participate in all activities after February related to the next school year. These activities include but are not limited to sports tryouts, sports spring practices, etc.



### **Harassment Policy**

It is the policy of Brentwood School to maintain a learning environment that is free from discrimination and harassment, where its students are able to devote their full attention and best efforts to supporting and fulfilling the mission of Brentwood School. Accordingly, the School does not authorize and will not tolerate any form of harassment by an employee towards a student or by a student towards another student or to an employee. It shall be a violation of this policy for any member of the staff to harass a student through conduct or communications of a sexual nature. It shall be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature.

The right to confidentiality, both of the complainant 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.

Sexual harassment is defined as any action that includes unwelcome sexual advances, requests for sexual behavior, texting/sexting, sexually suggestive remarks, jokes, and gestures, and other unwelcome visual, verbal, or physical conduct or communication of a sexual nature. This includes any form of sexual communication through voicemail, email, text, and social media.

All allegations of sexual or other harassment shall be fully investigated and immediate and appropriate correction of disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment.

Students may report allegations of harassment directly to the Head of School, Guidance Counselor, Athletic Director, or the Chairman of the Board.



### **School Pictures**

Individual school pictures are made in August or September. Class group pictures are made later in the year.



### **School Annuals**

The Brentwood yearbook, *Aquila*, is included in the tuition for each student. The yearbooks are distributed in May and contain individual pictures of each student in the school, as well as candid photos. Additional annuals may be ordered.



### **Pep Club Passes**

All Brentwood Students receive an “invisible” Pep Club Pass that allows free admission to all regular season home sporting events. The fee for this pass is included in the tuition. Brentwood students should let the money collectors at the gate know they are Brentwood students.



### **Food Service**

Food service is available at the school. Students may purchase a monthly or bi-monthly meal plan or bring their own lunch from home. **Students may not receive any other food delivered during the day.** If a student forgets his/her lunch, the student may charge a lunch. No glass containers or carbonated drinks are allowed. If parents wish to join their child for lunch at school, they should eat from the school menu. Please do not bring lunch from restaurants.

Students in daycare may **not** bring their own snacks and/or drinks to the after-school program.



### **Art**

The Art Department at Brentwood has guided the development of many talented art students who have been rewarded by winning awards in state competitions.

All students in grades K-5 have art instruction during the year. Facilities include a large art room, a complete dark room, and an outdoor kiln.



### **Fine Arts**

The Fine Arts Department is a vital part of the curriculum. Students have the opportunity to participate in music, art, and fine arts dance.



### **Library Policy**

Students should strive to return library material on or before the date due.

Fines will be charged for overdue materials.

Replacement prices will be charged for any lost or destroyed library material.

All library material taken from the library must be checked out appropriately. Taking unauthorized material from the library constitutes theft and will be dealt with accordingly.



### **Physical Education and Sports**

A physical education program in elementary grades supplements supervised free playtime and begins students' awareness of the value of team play and personal fitness.

In addition to physical education classes, Brentwood offers the following sports for elementary students:

- Football – grades 3-5
- Cross Country – grade 5
- Dance – grades K-5 girls (Private Pay)
- Basketball – grade 5
- Tennis – grades 1-5 (Private Pay)
- Softball – grades 3-5

**For your children's safety, please do not allow your children to play on the track or behind the bleachers during football games or in the gymnasium or lobby area during basketball games. During all sporting events, students should be seated and watching the game, and they are your responsibility.**

A concession stand is provided at all home varsity football games and many other home games. Each grade is assigned at least one home ball game for parents to volunteer to work in the concession stand. Please be willing to help when you are called.



## Technology Use Policy

Brentwood School provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a **privilege** to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the school expects such access to be in accordance with and is subject to the school's policies, administrative regulations and student responsibilities that you are about to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken.

As a technology user I agree to the following:

- 1) The purpose of my technology use at Brentwood School is for **educational purposes** related to the school's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.
- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
  - a. Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school, or
  - b. Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
  - c. Means to communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
  - d. Is illegal;
  - e. Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which excludes and prohibits the use, possession, viewing, creation or communicating by any means, or material or the sort described in this subparagraph and/or of the sort described in either subparagraph a, b, c, or d above.
- 3) I will not use the technology resources of the school for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications or systems which have been restricted by the administration of the school.
- 5) I will not use any of the technology systems to violate any laws, school policies, or rules in the student handbook or building rules where the technology systems are housed or accessed.
- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distributing of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.

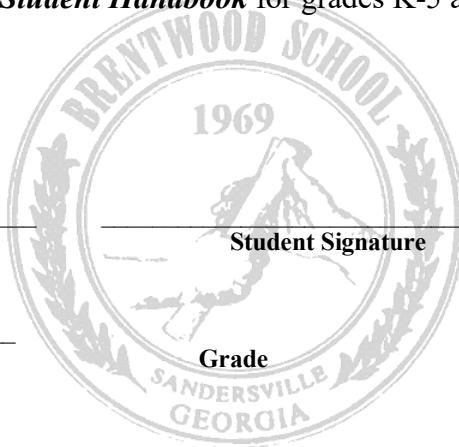
- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the internet, even if I meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged onto.
- 10) I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to Brentwood School and its users or use any school system to do so to such property belonging to others. I understand that I will be held financially responsible for damages if I vandalize the school's technology systems or anyone else's systems utilizing a school system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the school's Internet filtering software. I will abide by the policies and guidelines of the school which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the school has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the school's technology resources and to report misuse to the Head of School and his/her designee and/or the appropriate authority or authorities.
- 15) I release Brentwood School, its sponsors, staff, administration and Board of Directors and all organizations, groups and agencies with which Brentwood School is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the school's technology resources or the school's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in effect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other school codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.

(Tear-out page)

(Please sign this page and return to your homeroom teacher.)

**STUDENT HANDBOOK FORM**

We have read the *Brentwood Student Handbook* for grades K-5 and agree to abide by the policies set forth therein.



\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

## *Brentwood Alma Mater*

*Hail to the Gold and Blue  
Hail to old tradition  
Building on faith and truth,  
For a future strong*

*Born from dreams of men who dared  
Given strength by those who cared.  
Brentwood, we honor thee,  
As we sing thy praise.*

*As we go from these halls  
With our hopes before us,  
Alma Mater, we'll recall,  
All your standards high.*

*Born from dreams of men who dared,  
Given strength by those who cared,  
Brentwood, we honor thee,  
As we sing thy praise.*